



Instruction sheet

Table into document with Word 2007


Copy-paste

1. Open the Word file AnnualReportCopyPaste and the Excel file RiversideData.
2. In RiversideData, mark the table you want to copy and click **Copy** .
3. In AnnualReportCopyPaste, click where you want the table to appear, and then click **Paste**
4. In RiversideData, change Headcount for July to 503. Did it change in AnnualReportCopyPaste?

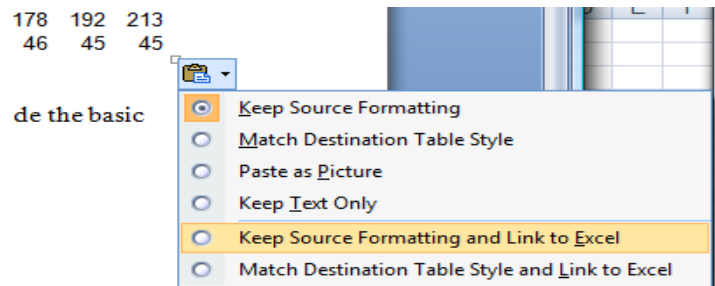
Import by reference

1. Open the Word file AnnualReportImportByReference and the Excel file RiversideData.
2. In RiversideData, mark the table you want to copy and click **Copy** .
3. In AnnualReportImportByReference, click where you want the table to appear, and then click **Paste**
You will notice that a symbol called **Paste Options**¹ appears to the lower right of the table:

| | | | | |
|-----|-----|-----|-----|-----|
| 92 | 62 | 54 | 79 | 67 |
| 4 | 1 | 3 | 0 | 2 |
| 140 | 165 | 178 | 192 | 213 |
| 431 | 48 | 46 | 45 | 45 |




Click on **Paste Options** and the following window appears:



Choose **Keep Source Formatting and Link to Excel** by clicking on it.

4. In RiversideData, change Nurse clinical work days for August to 43.
5. If the number did not change in AnnualReportImportByReference, right-click in the table and select **Update Link**.

¹ If you don't see the **Paste Options** button, you may have to turn it on. Click the **Microsoft Office Button** , and then click **Word Options**. In the **Advanced** category, under **Cut, Copy, and Paste**, select the **Show Paste Options buttons** check box.