

# How to copy an Excel Table into a Word 2003 document

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## 1 Introduction

This document explains how to copy tables from the *Microsoft Excel 2003* spreadsheet program into *Microsoft Word for Windows 2003* documents.

It assumes that you are familiar with the basics of entering text in *Word*, creating *Excel* spreadsheets and saving your documents. If you are not familiar with these topics then please refer to CCS Documents 5.98 'Getting Started with *Microsoft Word for Windows 2003*' and 5.93 'Quickstart with *Microsoft Excel 2000*'

## 2 Copying a table from Excel to Word

A common requirement if you are writing reports is to be able to include tables and charts that have been created using another program such as *Excel* in a *Word* document. The techniques described here can also be used to copy objects from other programs such as *Minitab*, and *SPSS*. If you are working with tables in another program such as *Minitab* or *SPSS* then you may find that you need to save the table as an *Excel* spreadsheet first.

### Exercise 1 Create a table with Excel

- Start *Excel* (under Start – Programs – Microsoft Office) and enter the data shown in Figure 2-1. Save your file as **N:\My Documents\experiment.xls**

Figure 2-1 Excel data

	A	B	C	D
1				
2				
3		Max	Min	Mean
4	Temperature	70	34	40
5	Rain Fall	15	3	10


- Select cells **A3:D5**
- Click on the **Copy** button on the toolbar, or choose **Copy** from the **Edit** menu (or use the short cut keys **Ctrl + C**)
- Start *Word* (click Start – Programs – Microsoft Office)
- Open a new document and type the following text:

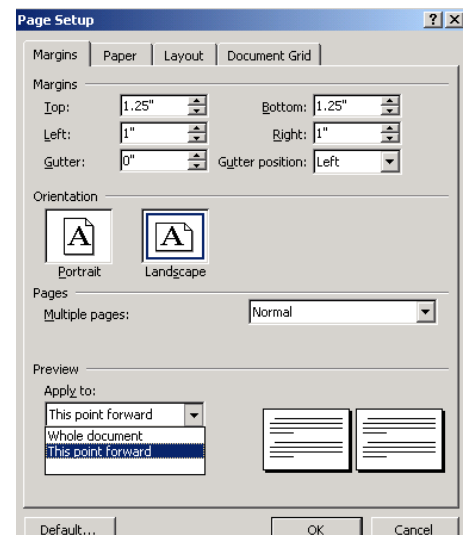
The results for January are shown in the table below

- Insert 3 or 4 blank lines at the end of your text (we will use this blank space later). Position the cursor at the end of the document and use the **paste** button (or short cut **Ctrl + V**) to paste a copy of your table into the document
- From the menus, choose **Table – Select – Table**. You can now use the justification buttons to position your table on the page as you wish
- Save **N:\My documents\experiment.doc**

This example fits into the page width. However, as tables are often too wide to fit on a normal (*portrait orientation*) page you may need to format the page containing the table so that it is rotated into *landscape orientation*. To use different page orientations within a document, you should divide the document into sections.

### Exercise 2 Set page orientation

- Position the cursor in front of the table. If there is other text at the start of the document that you want to print in portrait format then you will need to insert a section break in front of your table
- From the **File** menu choose **Page Setup**
- Click on the **Paper Size** tab
- Select **Landscape Orientation** by clicking on the **Landscape option box**
- Under Apply to, use the drop-down to select **This point forward**
- Click on **OK**
- If the table is in the middle of your document and you want to revert to portrait orientation after the table then you should click after the table and repeat the process above, choosing portrait orientation
- Save your file again
- Click on the **Print Preview** button . You will see that there is a landscape page in your document



## 3 Linking an Excel table to a Word document

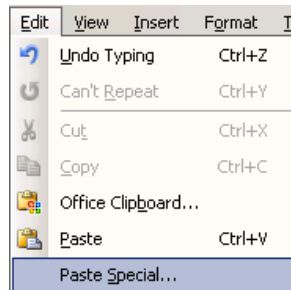
Copying and pasting a table as above takes a snapshot of the information – should the information in Excel change, that in Word will not. Often, this is desirable – the Word document may be a report to show progress at a particular point.

You may, though, want to update the Word document as figures change in Excel. Rather than repeatedly copy and the paste the table, you may link the copy in Word to that in the original Excel spreadsheet.

- To create a link, you need do nothing different in Excel. In fact, the table you originally copied should already be in memory, ready to be pasted again, which is all we need
- In Word, create a new document (CTRL + N is the shortcut)

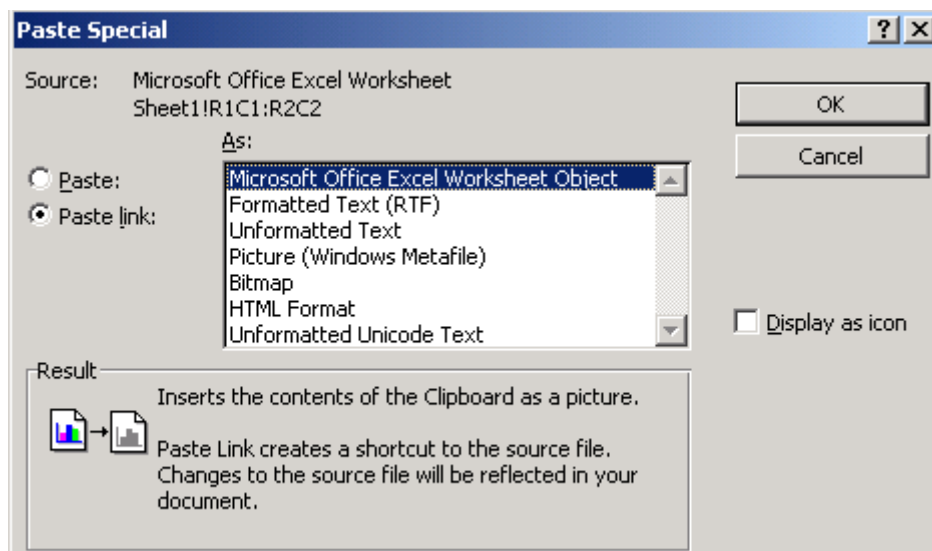
We will again paste in the table. To create a link to its source, however, we must use the menus.

- On the **Edit** menu, choose **Paste Special**



**Figure 3-1**

- You should make a couple of changes on this dialogue box. The most important is to change the radio button on the left to **Paste link**
- You should also change the setting under **As:** to **Microsoft Office Excel Worksheet Object** to ensure the table is displayed correctly
- Click OK



**Figure 3-2**

If Excel is still open, you should be able to make a change to the table there and see the update immediately in the Word document. The Word document does not, however, need to be open in the future – it will be automatically updated when opened and/or printed.