Exercise 14

* In your table document, type the following text:

Subject Marks

Afr 80

Eng 81

Science 76

Biology 65

Maths 67

Accounting 56

* Remember to add a tab between the subject and the mark
* Convert the text to a table
* Resize the columns to fit the text
* Add a row to the bottom of the table
* Add the total of the marks column
* Sort the information in alphabetical order

|  |  |
| --- | --- |
| Subject | Marks |
| Accounting | 56 |
| Afr | 80 |
| Biology | 65 |
| Eng | 81 |
| Maths | 67 |
| Science | 76 |
|  | 425 |

Creating Excel Worksheets

Microsoft Excel is a program used to create spreadsheets. These spreadsheets are similar to tables in Microsoft Word, but have additional functions, for example working out formulas and formatting cells.

Word provides several ways to insert Microsoft Excel data into a Word document. For example, you can easily copy and paste a worksheet or chart. Or you can insert the worksheet or chart as a linked object or embedded object. The main differences between linking and embedding are where the data is stored and how it is updated after you place it in the document:

#### Linked worksheets

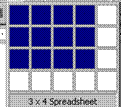
A linked worksheet or chart appears in your document, but its information is stored in the original Excel workbook. Whenever you edit the data in Excel, Word can automatically update the worksheet or chart in your document. Linking is useful when you want to include information that is maintained independently, such as data collected by a different department, and when you need to keep that information in Word up-to-date. Because the linked data is stored in another location, linking can also help minimize the file size of your Word document.

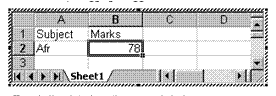
#### Embedded worksheets

An embedded worksheet or chart stores its information directly in the Word document. You can create an embedded object from an existing Microsoft Excel worksheet or chart or you can create a new embedded Microsoft Excel worksheet or chart. To edit the embedded object, just double-click it to start Excel, make your changes, and then return to Word. You can embed an existing worksheet or chart, or start from scratch by embedding a new, blank worksheet or chart. Because the information is totally contained in one Word document, embedding is useful when you want to distribute an online version of your document to people who don't have access to independently maintained worksheets or charts.

Inserting a Worksheet

* In the Standard toolbar you can use the Microsoft Excel Worksheet button to insert an Excel worksheet. The procedure is similar to that of inserting a table.

* Click on the **Insert MS Excel Worksheet** Button and insert a worksheet of 3 rows by 4 columns.
* After selecting the number of rows and columns, the worksheet will be inserted on the document. The working area may be increased by dragging it bigger
* Type in the data from the example below:

Subject Marks

Afr 78

Eng 81

Science 76

Biology 65

Maths 67

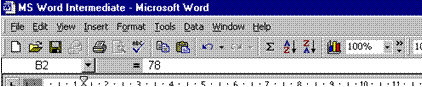
Accounting 56

* When you have finished typing in the information in the cells, click outside the worksheet to apply the data to your document. Notice that the background has a grey colour.
* To make changes to the worksheet, you can double-click on it to make it active again.

When you create an embedded Microsoft Excel object, an entire workbook is inserted into your document — although you can display only one worksheet at a time. To display a different worksheet, double-click the embedded object, and then click a different worksheet.

Worksheet functions

* When the worksheet is active, you will notice that the default toolbars of Word are replaced by the toolbars of Excel. This means that you have full control over your worksheet, just as if you are working in Excel itself.
* Most of the functions that you get when you right-click in a table are the same when working on a worksheet in Word. A big advantage of an Excel worksheet is that the formulas get updated automatically when data is changed.

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Create a linked object from an existing Microsoft Excel worksheet or chart

* Open both the Word document and the Microsoft Excel workbook that contains the data you want to create a linked object from.
* Switch to Microsoft Excel, and then select the entire worksheet, a range of cells, or the chart you want. Click Copy
* Switch to the Word document, and then click where you want to insert the linked object.
* On the Edit menu, click Paste Special. Click Paste link.
* In the As box, click the option you want.
* If you're not sure which one to choose, click an option and read the description in the Result box.