

WORKSHEET FOR INSERTING EXCEL INTO WORD

1. OPEN WORD AND CREATE A DOCUMENT
2. TYPE IN ALL INFORMATION AS NEEDED

FOR EXAMPLE: A HEADER FOR THE LIST OF NAMES AND NUMBERS OF CLUB MEMBERS AND YEARLY CONTRIBUTIONS.

3. CLICK ON INSERT MICROSOFT EXCELL WORKSHEET FROM TOOLBAR.
4. ADD THE NAMES ETC. TO THE EXCEL WORKSHEET.
5. WORK WITHIN THE EXCEL WORKSHEET TO COMPLETE ALL INFO.

IF YOU LOOK AT THE WORD DOCUMENT YOU WILL SEE THAT THE INFO FROM THE EXCEL WORKSHEET HAS BEEN INSERTED. YOU CAN GO BACK TO THE WORD DOCUMENT AT ANY TIME BY CLICKING WITHIN THE DOCUMENT. TO GO BACK TO THE EXCEL WORKSHEET – DOUBLE CLICK ON THE EXCEL INSERT AND IT WILL OPEN – CLICK OUTSIDE THE EXCEL TO GO BACK TO WORD. THE EXCEL WORKSHEET CAN BE ENLARGED TO FIT THE PAGE BY MOVING THE BORDERS. Have to be careful with adjustments within Excel, but you can go back at any time to add more information. The Excel worksheet can be copied and pasted to another document BUT open the blank page first and insert WORD information before pasting, otherwise you have the Excel info only and can't type any WORD.

NAME	NUMBER	AMOUNT
Joe Blow	24	\$ 25.00
Mitch Miller	25	\$ 25.00
Aunty mame	26	\$ 25.00
Benny Hill	27	\$ 25.00
Rod Stewart	28	\$ 25.00
Russel Morris	29	\$ 25.00
Keith Richards	30	\$ 25.00
Janice Joplin	31	\$ 25.00
TOTAL		\$ 200.00