

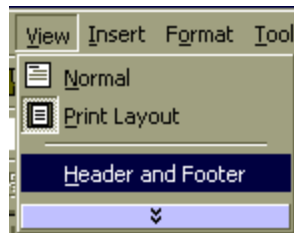
## Embed an Excel Plot into a Microsoft Word Document

1. Download the file “Excel\_Chart\_to\_Word.xls” from the course web site. It contains the plot for you to embed into a Word document.
2. Start a new document in Microsoft Word.
3. Enter the following sentences:

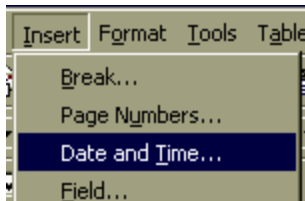
This is a Microsoft Word document with a graph prepared using Excel embedded. The Excel chart goes next.

See the Excel chart above? It is nice.

4. After the sentence, “The Excel chart goes next”, import into Microsoft Word the graphic found in Excel\_Chart\_(with vertical histogram, not the data table) to\_Word.xls.
  - a. Open the Excel file, “Excel\_Chart\_to\_Word.xls”.
  - b. In Excel:
    - i. Click on the chart, “Means of Infection”.
    - ii. Edit | Copy
  - c. Switch back to the Word document, without closing Excel.
  - d. In Word:
    - i. Click on the blank line after the sentence “The Excel chart goes next.”
    - ii. Edit | Paste
5. Document your work.



- a. View | Header and Footer
- b. At the left edge, enter your name.
- c. At the center tab, enter “Excel Chart to Word”.
- d. At the right edge tab, enter Date and Time



- i. Insert | Date and Time
  - ii. Select a format that has both date and time.
  - iii. Close the Excel file without making changes.
6. File | Save As: “Embed Excel Chart into Word.doc”.
  7. File | Print.