Microsoft Office Suite Integrated

Ferguson Library
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Welcome to Microsoft Office Suite Integrated

By the end of this class you will be able to complete the following skills in Microsoft Office 2016 and Microsoft Office 365:

- Understand the difference between embedding and linking information between MS Office products
- Link information between Microsoft Excel and Microsoft Word or PowerPoint
- Use Microsoft Excel and Word to create a series of mailing labels using Mail Merge
- Use Microsoft Excel and Word to create personalized letters using Mail Merge

Exercises

All the exercises will be done using the files found at https://fergusonlibrary.org/online-tech-classes

1. Embed a table from MS Excel into a Word document
   Open the *Linked_Data_Exercise.xlsx* file in the MS Office Integrated folder on your desktop
   Copy the entire table on the left to the clipboard
   Open a new MS Word document
   Paste the copied table to the new MS Word document
   What happens when you change the data in the MS Excel? What happens when you change it in MS Word?
2. Embed a chart from MS Excel into a PowerPoint file
   Copy the chart on the right in the *Linked_Data_Exercise.xlsx* file to the clipboard
   Open a new MS PowerPoint slideshow and create a new slide
   Paste the copied chart into the PowerPoint slide
   What happens when you change the data in MS Excel?
3. Link a table from MS Excel into a Word document
   Once again, copy the entire table from the *Linked_Data_Exercise.xlsx* file
   In MS Word, use **Paste Special** to paste a link to the MS Excel table
   What happens when you change the data in MS Excel? What happens when you try to change it MS Word?
4. Link a chart from MS Excel into a PowerPoint slideshow
   Copy the chart from the *Linked_Data_Exercise.xlsx* file

In MS PowerPoint, create a new slide

Use **Paste Special** to paste a link to the MS Excel chart

What happens when you change the data in MS Excel?

5. Link a table of data from one Excel workbook to another one

Open a new MS Excel workbook

Create a new connection between the new workbook at the *Linked_Data_Exercise.xlsx* file

What happens when you change the data in your new workbook? What happens when you try to open Linked_Data_Exercise.xlsx*?*

Save your workbook as *Exercise6.xlsx* and open *Linked_Data_Exercises.xlsx*

Change some data and save *Linked_Data_Exercises.xlsx*

Open *Exercise6.xlsx* and refresh the data.

6. Create mailing address labels using the Mail Merge Wizard

Open a new MS Word document

Go to the **Mailings** tab, click on **Start Mail Merge**, and choose **Step by Step Mail Merge Wizard**

Select Labels from the document types

In **Label Options** choose the second **30 per page** label options

Choose the *MailMerge_Exercise.xlsx* as the source of your mail merge and select the **Catalog Requests** worksheet

Insert an **Address block** into the labels, and click the **Update all labels** button to populate all the labels

Preview your labels and if everything looks right, complete the merge

7. Create personalized letters in MS Word using Mail Merge

Open *MailMerge_Exercise.docx* in the folder on your desktop

Go to the **Mailings** tab, click on **Start Mail Merge** and choose **Letters**

Click on **Select Recipients** and choose **Use Existing List**

Choose the *MailMerge_Exercise.xlsx* as the source of your mail merge and select the **Catalog Requests** worksheet

Change the recipient's address block and the salutation to use Mail Merge fields

Click the **Preview Results** button to see if your mail merge will work

If everything looks good, click on the **Finish & Merge** button and choose **Edit Individual Documents**

Further Study and Practice

The Ferguson Library provides access to the Udemy learning site for all its members. To access Udemy please visit: https://infotrac.gale.com/itweb/stampl_main?db=UDEMY

Suggested Courses:

- Professional Documents Using Word 2013
- Master Microsoft Excel, PowerPoint, and Word 2013
- Business Presentation in PowerPoint
- PowerPoint & Excel Fusion