

Data Exchange Template Directions

Name: _____ Hour: _____

The following directions will help you create a project that merges Microsoft Excel spreadsheets, as well as graphics from the internet, into a Microsoft Word document. If you follow the steps correctly, any changes you make in your Excel project will be automatically be updated in Word.

1. Download the templates from the Internet

- a. Open Google Chrome
- b. Go to www.eastminico.com
- c. Click on "Intermediate Computers"
- d. Scroll down to "Data Merging"
- e. Right click on the template file for the appropriate assignment
- f. Choose "Save Link As"
- g. On the left side of the dialog box that opens, choose "Documents"
- h. Give the file an appropriate name. Typically, you will need to remove the text that says "Copy of..." , or, "Template – " In front of the name



2. Using the Microsoft Word Template

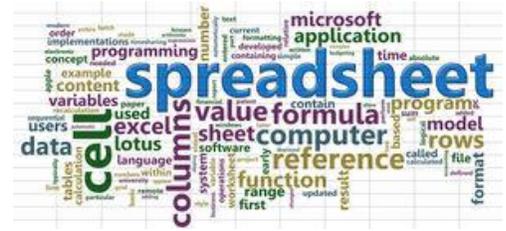
- a. Open the appropriate template for the assignment
- b. Go to HOME – EDITING – SELECT – SELECT ALL
- c. Turn on "No Spacing"
- d. Set your margins to 1 inch on all four sides
- e. Change the font and size to whatever the directions require
- f. Turn on Double Space
- g. Click in front of the first paragraph to turn off the "Select All" feature
- h. Include everything necessary at the top of the paper
 - i. Your name
 - ii. Teacher name
 - iii. Class name
 - iv. Date
 - v. Title
- i. Include whatever header and footer and change the font to whatever the paper is typed in
- j. Write whatever paragraph that needs to be included
- k. Include the reference information\bibliography section
- l. Insert whatever spreadsheets, clipart, watermarks, and borders as necessary



Put this in your portfolio!

3. Using the Microsoft Excel Template

- a. Watch for the following things
 - i. The special gridlines turned on
 - ii. Bold items
 - iii. Centered items
 - iv. Cells that have “Wrap Text” turned on
 - v. Cells\columns\rows that are shaded in
 - vi. Cell that need “Merge and Center” turned on
 - vii. Colored fonts
 - viii. Numbers that need commas
 - ix. The number of decimal places on numbers
 - x. Numbers that should be in Currency format
 - xi. Spell check
 - xii. Any other things that need to be fixed so that it looks like my spreadsheet



4. Pasting the Microsoft Excel spreadsheet to Microsoft Word

- a. Select all the cells that are in the spreadsheet that contain data
- b. Right click on it and choose “Copy” – Or, go to HOME – CLIPBOARD – COPY
- c. If you did this correctly, a moving boarder should be around your cells
- d. Go to Microsoft Word and click where it needs to be pasted
- e. Turn on Center
- f. Go to HOME – CLIPBOARD – PASTE – PASTE SPECIAL
- g. In the dialog box, choose the following things:
 - i. Microsoft Excel Worksheet Object
 - ii. Paste Link
- h. If the data is not updating correctly, right click on it and choose “Update Link”

5. Pasting the graphics

- a. Open Google Chrome
- b. Type in the topic you are looking for
- c. Go to Google Images
- d. Scroll down and find the graphic you are looking for
- e. Click on the graphic ONE TIME ONLY
- f. Right click on the larger graphic on the right side and choose “Copy Image”
- g. Go to Microsoft Word and click where the graphic goes
- h. Go to HOME – CLIPBOARD – PASTE (not Paste Special)
- i. Double click on the graphic
- j. Go to ARRANGE – WRAP TEXT – IN LINE WITH TEXT
- k. In the “Size” part of the ribbon, enter in the correct height or width. Or, stretch it using the corners according to the directions

