



Covers Microsoft® Office for Windows® 95,
Professional Edition, version 7

**QUICK & EASY
TRAINING!**

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PRACTICE
FILES ON
DISK



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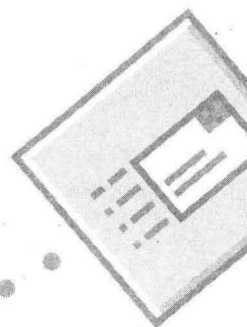
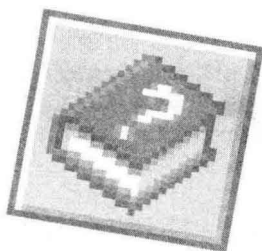
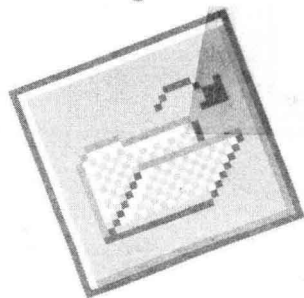
Microsoft® Office 95 Integration STEP BY STEP

Microsoft Press

Microsoft®
OFFICE 95

INTEGRATION

Step by Step



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Microsoft Press

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Microsoft®
OFFICE 95

INTEGRATION

Step by Step

Other titles in the Step by Step series:

For Microsoft Windows 95

Microsoft Access for Windows 95 Step by Step
Microsoft Access/Visual Basic Step by Step
Microsoft Excel for Windows 95 Step by Step
Microsoft Excel/Visual Basic Step by Step
Microsoft PowerPoint for Windows 95 Step by Step
Microsoft Project for Windows 95 Step by Step
Microsoft Visual Basic 4 Step by Step
Microsoft Windows 95 Step by Step
Microsoft Word for Windows 95 Step by Step
Microsoft Works for Windows 95 Step by Step
More Microsoft Windows 95 Step by Step
Upgrading to Microsoft Windows 95 Step by Step

For Microsoft Windows 3.1

Microsoft Access 2 for Windows Step by Step
Microsoft Excel 5 for Windows Step by Step
Microsoft Excel 5 Visual Basic for Applications Step by Step, for Windows
Microsoft Visual FoxPro 3 for Windows Step by Step
Microsoft Mail for Windows Step by Step, versions 3.0b and later
Microsoft Office for Windows Step by Step, version 4
Microsoft PowerPoint 4 for Windows Step by Step
Microsoft Project 4 for Windows Step by Step
Microsoft Word 6 for Windows Step by Step
Microsoft Works 3 for Windows Step by Step

Catapult, Inc. & Microsoft Press

Microsoft Office 95 Integration Step by Step has been created by the professional trainers and writers at Catapult, Inc., to the exacting standards you've come to expect from Microsoft Press. Together, we are pleased to present this self-paced training guide, which you can use individually or as part of a class.

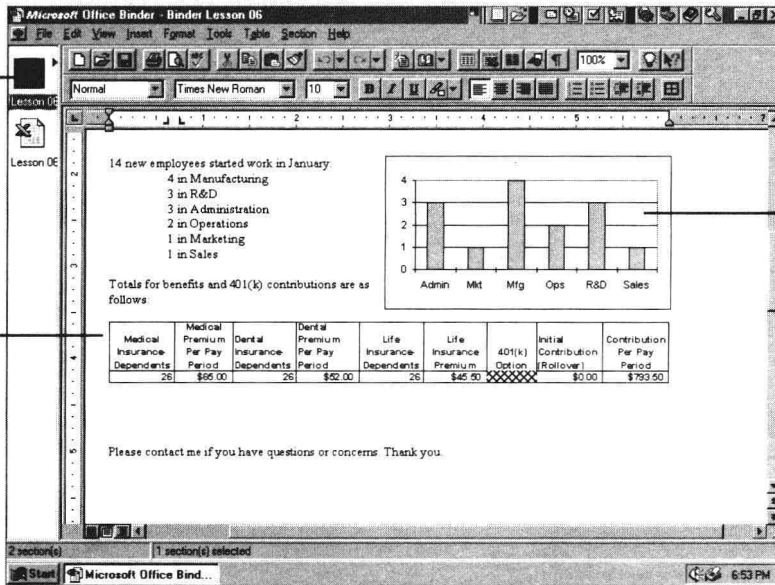
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Microsoft Press is the independent—and independent-minded—book publishing division of Microsoft Corporation. The leading publisher of information on Microsoft software, Microsoft Press is dedicated to providing the highest quality end-user training, reference, and technical books that make using Microsoft software easier, more enjoyable, and more productive.

QuickLook Guide

Organizing your projects with Office Binder,
see Lesson 1,
page 16

Embedding or linking workbook into a Microsoft Word report,
see Lesson 5,
page 79
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page 89

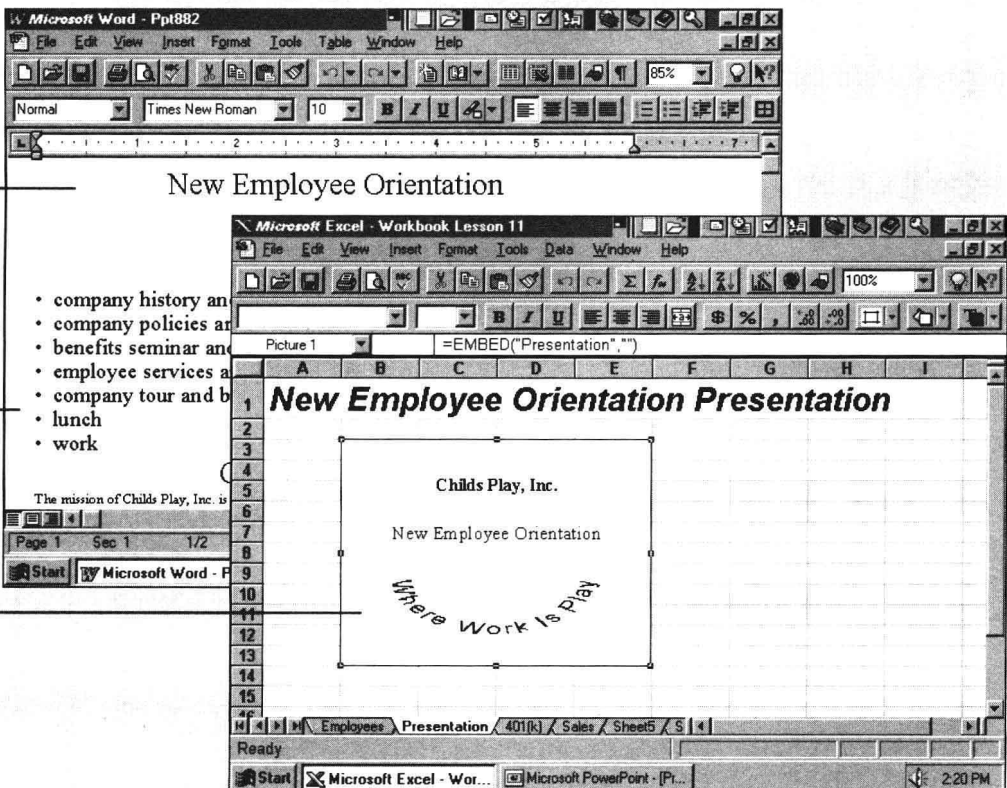


Embedding or linking objects from another program,
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page 44

Exporting a presentation into a Microsoft Word report,
see Lesson 7,
page 102

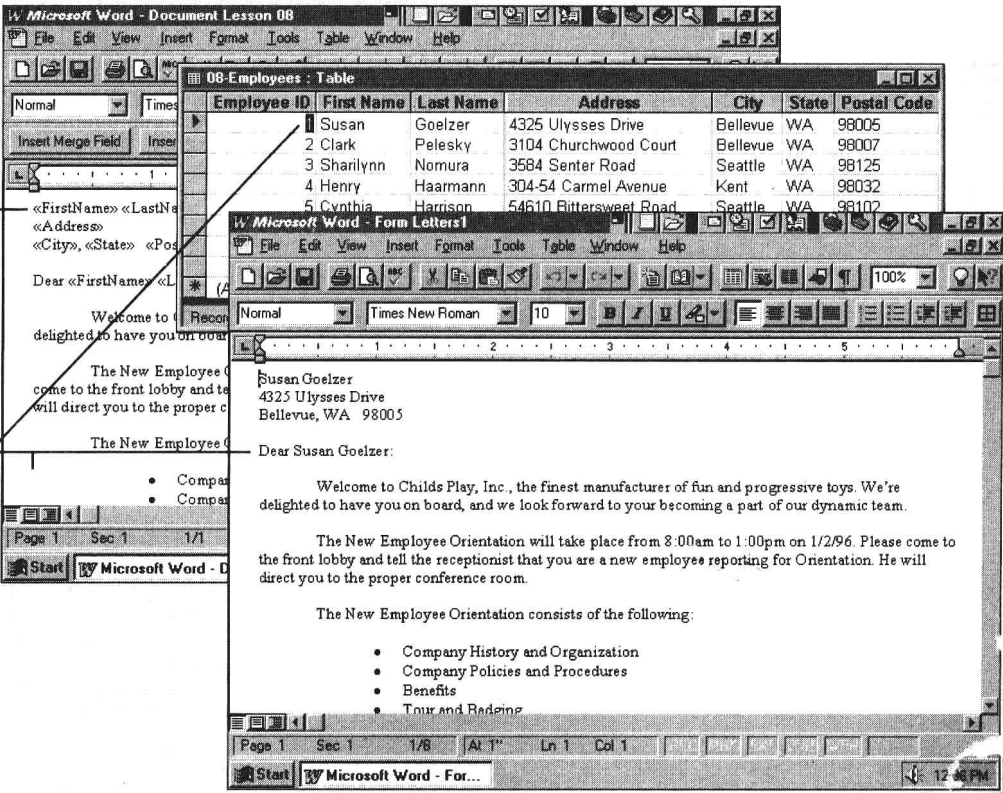
Importing and exporting files,
see Lesson 4,
page 55

Inserting a presentation into a Microsoft Excel workbook,
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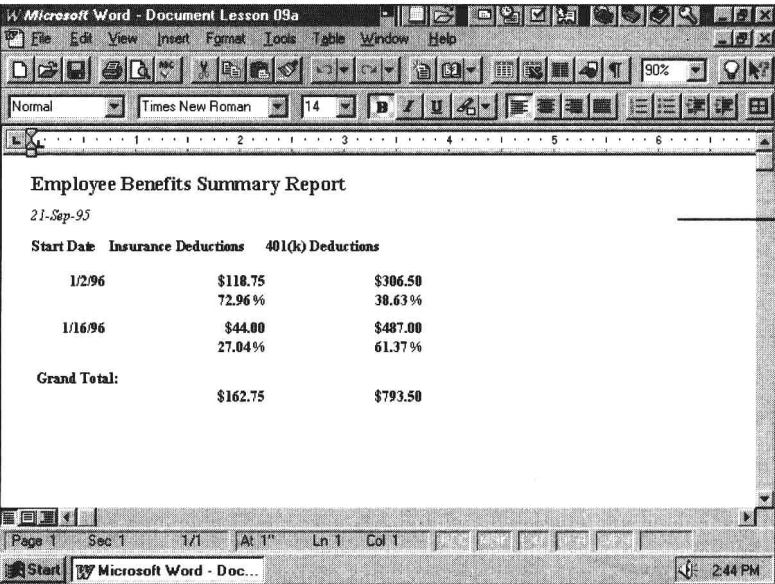


Setting up mail merge fields, see Lesson 8, page 111

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Using a Microsoft Access report in Microsoft Word, see Lesson 9, page 126



Using a Microsoft Word table in a Microsoft Excel workbook, see Lesson 10, page 147

Microsoft Word - Document in Binder Lesson 10.ob

File Edit View Insert Format Tools Table Window Help

Normal Times New Roman 10

Because diversifying your investments is always a good policy, you can choose the percentages of your contributions to go into different types of investments. These investments are rated from being low-risk/low-return to high-risk/high-return. The following table shows one example of an investment spread for a moderate risk.

Investment	A	B	C	D	E
Aggressive Growth Funds	21				
Growth Funds (Capital Appreciation)	22				
Growth and Income Funds	23				
Income Funds	24				
International Stock Funds	25				
Investment		LowRisk	Moderate Risk	High Risk	
Aggressive Growth Funds		5%	15%	30%	
Growth Funds (Capital Appreciation)		10%	20%	35%	
Growth and Income Funds		30%	25%	10%	
Income Funds		45%	25%	10%	
International Stock Funds		10%	15%	15%	

Make your choices according to the amount of return you would like to earn. See the amount of information. You might consider consulting with your individual situation. And remember...

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Start Microsoft Office Binder - Bl...

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sh

Exporting a database table to a Microsoft Excel workbook, see Lesson 12, page 171

12-Benefits : Table

Emp. ID	First Name	Last Name	Department Name	Start Date	Ins. Ded.
1	Susan	Goelzer	Manufacturing	1/2/96	\$0.00
2	Clark	Pelesky	Administration	1/2/96	\$18.75
3	Sharilynn	Nomura	Operations	1/2/96	\$12.50
4	Henry	Haarmann	Research & Development	1/2/96	\$12.50
5	Cynthia	Harrison	Marketing	1/2/96	\$12.50
6	Linda	Johnson	Sales	1/2/96	\$18.75
7	Leticia	Ames	Manufacturing	1/2/96	\$18.75
8	Mark	Hunt	Manufacturing	1/2/96	\$25.00
9	Jorge	Ramos	Manufacturing	1/16/96	\$0.00
10	Larry	Jones	Administration	1/16/96	\$6.25
11	Michael	Lee	Operations	1/16/96	\$0.00
12	Felicia	Carlson	Administration	1/16/96	\$6.25
13	Beth	Jansen	Research & Development	1/16/96	\$31.50
14	Richard	Warner	Research & Development	1/16/96	\$0.00

Microsoft Excel - Workbook Lesson 12a

File Edit View Insert Format Tools Data Window Help

Anal 10

A1	Emp. ID	First Name	Last Name	Department Name	Start Date	Ins. Ded.	401(k) Init.
1	Emp. ID	First Name	Last Name	Department Name	Start Date	Ins. Ded.	401(k) Init.
2	1	Susan	Goelzer	Manufacturing	1/2/96	\$0.00	\$9,800.00
3	2	Clark	Pelesky	Administration	1/2/96	\$18.75	\$0.00
4	3	Sharilynn	Nomura	Operations	1/2/96	\$12.50	\$0.00
5	4	Henry	Haarmann	Research & Development	1/2/96	\$12.50	\$0.00
6	5	Cynthia	Harrison	Marketing	1/2/96	\$12.50	\$0.00
7	6	Linda	Johnson	Sales	1/2/96	\$18.75	\$6,700.00
8	7	Leticia	Ames	Manufacturing	1/2/96	\$18.75	\$0.00
9	8	Mark	Hunt	Manufacturing	1/2/96	\$25.00	\$0.00
10	9	Jorge	Ramos	Manufacturing	1/16/96	\$0.00	\$4,100.00
11	10	Larry	Jones	Administration	1/16/96	\$6.25	\$0.00
12	11	Michael	Lee	Operations	1/16/96	\$0.00	\$0.00
13	12	Felicia	Carlson	Administration	1/16/96	\$6.25	\$0.00
14	13	Beth	Jansen	Research & Development	1/16/96	\$31.50	\$2,300.00
15	14	Richard	Warner	Research & Development	1/16/96	\$0.00	\$7,200.00

Ready Sum=0

Start Microsoft Access Microsoft Excel - Wor... 3:39 PM

Importing
Microsoft Word
information
into a
presentation,
see Lesson 13,
page 195

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Agenda

Company History and Organization

JoAnne Kalles, President

Company Policies and Procedures

Lyn Taylor, Human Resources

Benefits Seminar and Signup

Christine Delgado, Human Resources

Employee Services and Opportunities

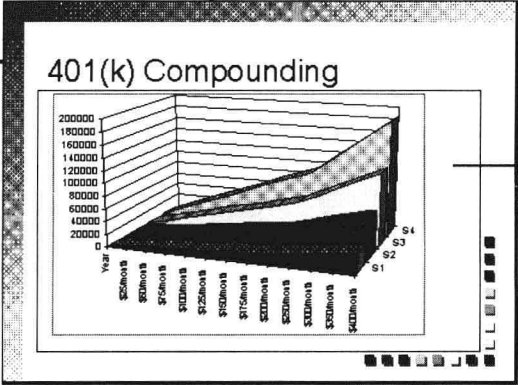
Michael Osborne, Human Resources

Company Tour and Badging

Frances Wenberg, Operations

Lunch

Work



Using
Microsoft Excel
information in
a presentation,
see Lesson 14,
page 224

Using
information
from Microsoft
Excel in
Microsoft
Access,
see Lesson 16,
page 266

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Document Lesson 15b: Table

Employee ID	First Name	Last Name	Dept Name	Date Hired	Start Date	Supervisor
	Jorge	Ramos	Manufacturing	1/4/96	1/16/96	Bonnie Pak
	Larry	Jones	Administration	1/4/96	1/16/96	Lester Chapa
	Michael	Lee	Operations	1/4/96	1/16/96	Michael Osborne
	Felicia	Carlson	Administration	1/5/96	1/16/96	Lester Chapa
	Ruth	Jansen	R&D	1/9/96	1/16/96	Craig Allen

Insurance: Table

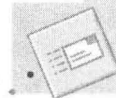
ID	Name	Date of Hire	Start Date	Dept	Dependents
2	Susan Goelzer	12/19/95	1/2/96	Mfg	0
3	Clark Pelesky	12/19/95	1/3/96	Admin	3
4	Sharilynn Nomura	12/21/95	1/4/96	Ops	2
5	Henry Haarmann	12/22/95	1/5/96	R&D	2
6	Cynthia Harrison	12/27/95	1/8/96	Marketing	2
7	Linda Johnson	12/27/95	1/8/96	Sales	3
8	Leticia Ames	12/29/95	1/8/96	Mfg	3
9	Mark Hunt	12/29/95	1/9/96	Mfg	4

Record: 1 of 17

Datasheet View

Importing
information
from Microsoft
Word to
Microsoft
Access,
see Lesson 15,
page 240

About This Book



In “About This Book” you will learn how to:

- Use this book based on your level of experience.
 - Recognize the conventions used in this book.
 - Identify the Microsoft documentation that comes with your program.
-

Microsoft Office for Windows 95 is an integrated family of popular business programs that you can use together as a single program. *Microsoft Office 95 Integration Step by Step* shows you how to use Microsoft Office to produce sophisticated combination documents by integrating data you produce with the Microsoft Office programs. You can use *Microsoft Office 95 Integration Step by Step* in a classroom setting, or you can use it as a tutorial to learn Microsoft Office integration at your own pace and at your own convenience.

Microsoft Office for Windows 95, Standard Edition, includes Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Schedule+. Each of these 32-bit programs are designed for Windows 95. Microsoft Office for Windows 95, Professional Edition, adds Microsoft Access for Windows 95 to this package.



IMPORTANT This book is for use with Microsoft Office for the Windows 95 operating system. To determine what software you are running, you can either check the software documentation, the installation disk labels, or the exterior product packaging.

You also get hands-on practice by using the practice files on the disk located in the back of this book. The text in each lesson in this book explains when and how to use the practice files for that lesson. Instructions for copying the practice files to your computer hard disk are in “Getting Ready,” the next chapter in this book.

Finding Your Best Path Through This Book

This book is designed for users learning the integration techniques of Microsoft Office for the first time and for experienced users who want to learn and use better methods for creating files that use integrated information from more than one program. Either way, *Microsoft Office 95 Integration Step by Step* will help you get the most out of Microsoft Office.

This book assumes that you know how to use your computer and that you are familiar with using a graphical user interface and using a mouse. This book also assumes that you are familiar with the basics of at least one of the Microsoft Office programs, particularly Microsoft Word or Microsoft Excel. (To gain experience with one or more of the individual Microsoft Office programs, you can use the *Step by Step* book that is available for each program.)

This book is divided into five major parts, each containing several related lessons. Each lesson takes approximately 30 to 45 minutes, with an optional practice exercise at the end of each lesson. At the end of each part, you will find a Review & Practice section that gives you the opportunity to practice the skills you learned in that part. Each Review & Practice section allows you to test your knowledge and prepare for your own work.

Use the following table to determine your best path through the book.

If you are	Follow these steps
New to Microsoft Windows 95	Read “Getting Ready,” the next chapter in this book, and follow the instructions to install the practice files. Next, work through Lessons 1 through 4 for a basic introduction to Microsoft Office integration techniques. Work through Lessons 5 through 16 in any order.
Familiar with the Microsoft Windows 95 graphical computer environment, but new to using Microsoft Office integration techniques	Follow the instructions for installing the practice files in “Getting Ready,” the next chapter in this book. Next, work through Lessons 1 through 4 for a basic introduction to Microsoft Office integration techniques. Work through Lessons 5 through 16 in any order.
Experienced with Microsoft Office integration techniques	Follow the instructions for installing the practice files in “Getting Ready,” the next chapter in this book. Complete the lessons that best fit your needs.

With a basic understanding of the integration techniques, you can proceed through Parts 2 through 5 in any order. Each of these parts uses one program as the base into which information and resources from other Microsoft Office programs are integrated. In Part 2,

the base program is Microsoft Word; in Part 3, Microsoft Excel; in Part 4, Microsoft PowerPoint; and in Part 5, Microsoft Access.

Within Parts 2 through 5, you can pick out those lessons that correspond to your specific needs, just as you might select individual recipes from a cookbook. The modular design of the lessons allows you to go directly to the information you want. To determine which lessons best fit your needs, you can refer to the following table, which describes the type of end product as well as the programs used in each lesson. In addition, the program icons and the integration technique indicators at the start of each lesson provide an instant reference to the programs and techniques covered in that lesson.

End product	Example	Programs	See
A text document containing a numerical table or chart	A marketing status report showing sales performance data	Microsoft Word, with data from Microsoft Excel	Lesson 5
A document with quantitative data that is automatically updated	A manufacturing report with figures from a workbook that changes weekly	Microsoft Word, with linked data from Microsoft Excel	Lesson 6
A document containing all or part of a slide presentation	A handout about a new product presentation	Microsoft Word, with Microsoft PowerPoint data	Lesson 7
A set of personalized form letters, including names, addresses, and other information from a database	A form letter to be mailed to potential clients that includes personalized information for each client	Microsoft Word, with merged data from Microsoft Access	Lesson 8
A document including a database table or report	A sales report that includes sales figures from a database	Microsoft Word, with data from Microsoft Access	Lesson 9
A workbook including a table or formatted text originally created in Microsoft Word	A Microsoft Excel workbook containing financial calculations on data from a Microsoft Word table	Microsoft Excel, with Microsoft Word text or a Microsoft Word table	Lesson 10
A workbook that includes an entire slide presentation, with graphics and transition effects	A manufacturing presentation within a production workbook that you electronically send to others	Microsoft Excel, with presentation data from Microsoft PowerPoint	Lesson 11
A workbook including information from a database table	A sales workbook that has information from a database table for sophisticated analysis	Microsoft Excel, with data exported from Microsoft Access	Lesson 12

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