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

QUICK & EASY TRAINING!

INCLUDES
PRACTICE
FILES ON
DISK

Catapult

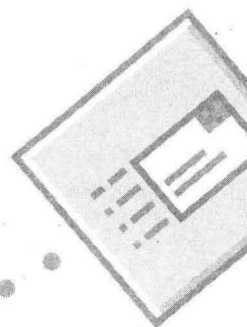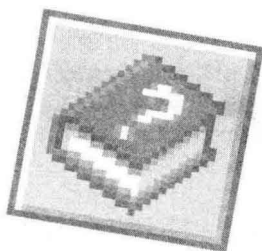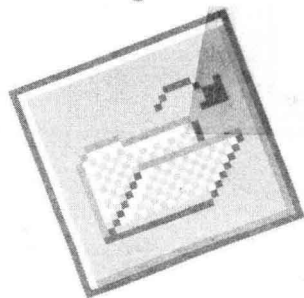# Microsoft® Office 95 Integration
STEP BY STEP

Microsoft Press

Microsoft®

OFFICE 95
INTEGRATION
Step by Step

Catapult

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.

Catapult, Inc. is a software training company with years of experience in PC and Macintosh instruction. Catapult's exclusive Performance-Based Training system is available in Catapult training centers across North America and at customer sites. Based on the principles of adult learning, Performance-Based Training ensures that students leave the classroom with confidence and the ability to apply skills to real-world scenarios. *Microsoft Office 95 Integration Step by Step* incorporates Catapult's training expertise to ensure that you'll receive the maximum return on your training time. You'll focus on the skills that increase productivity the most while working at your own pace and convenience.

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.

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

Embedding or linking workbook information into a Microsoft Word report, see Lesson 5, page 79 or Lesson 6, page 89
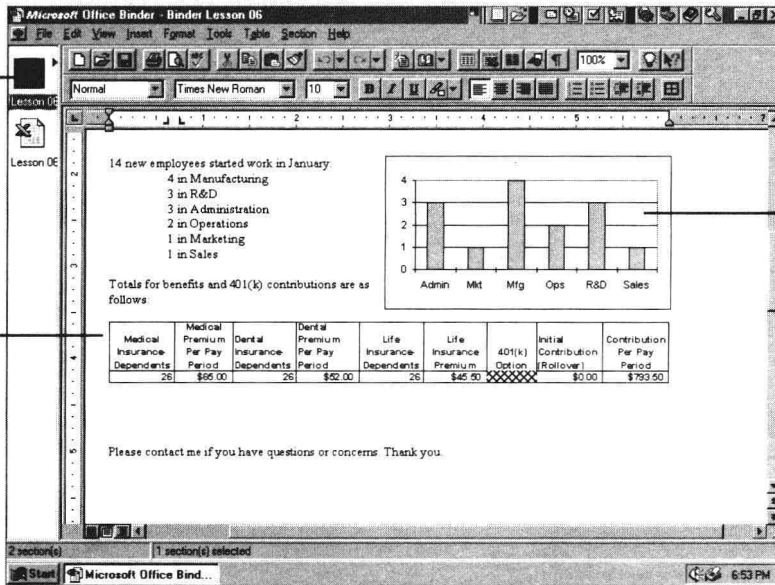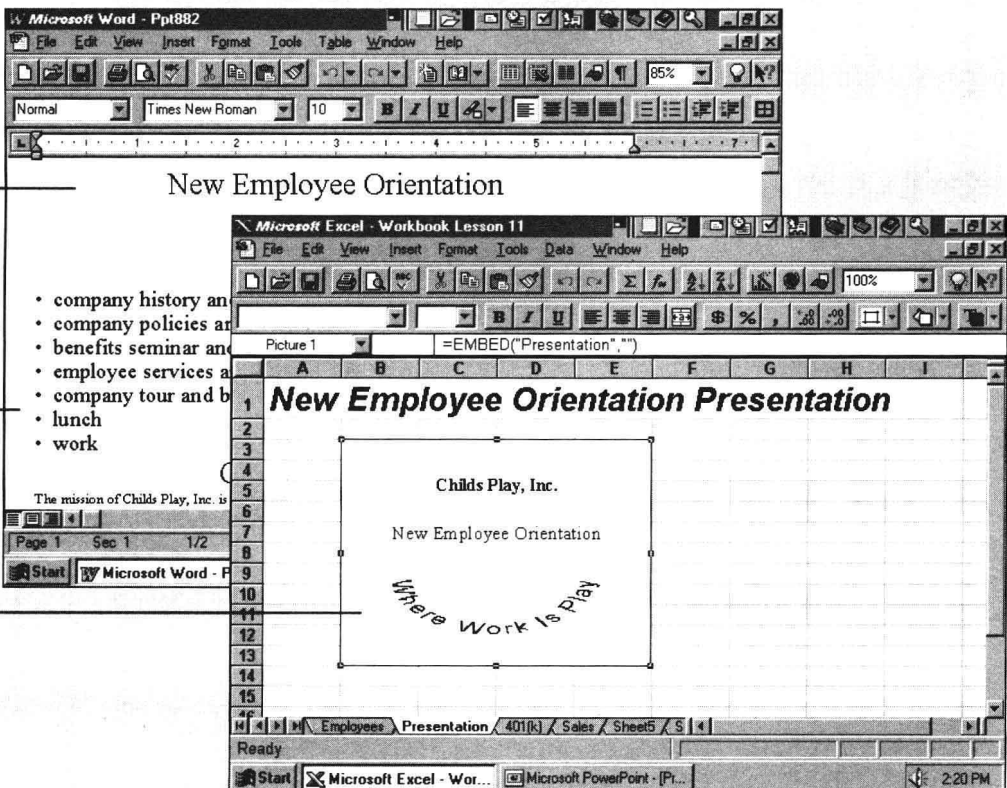
Embedding or linking objects from another program, see Lesson 3, page 44

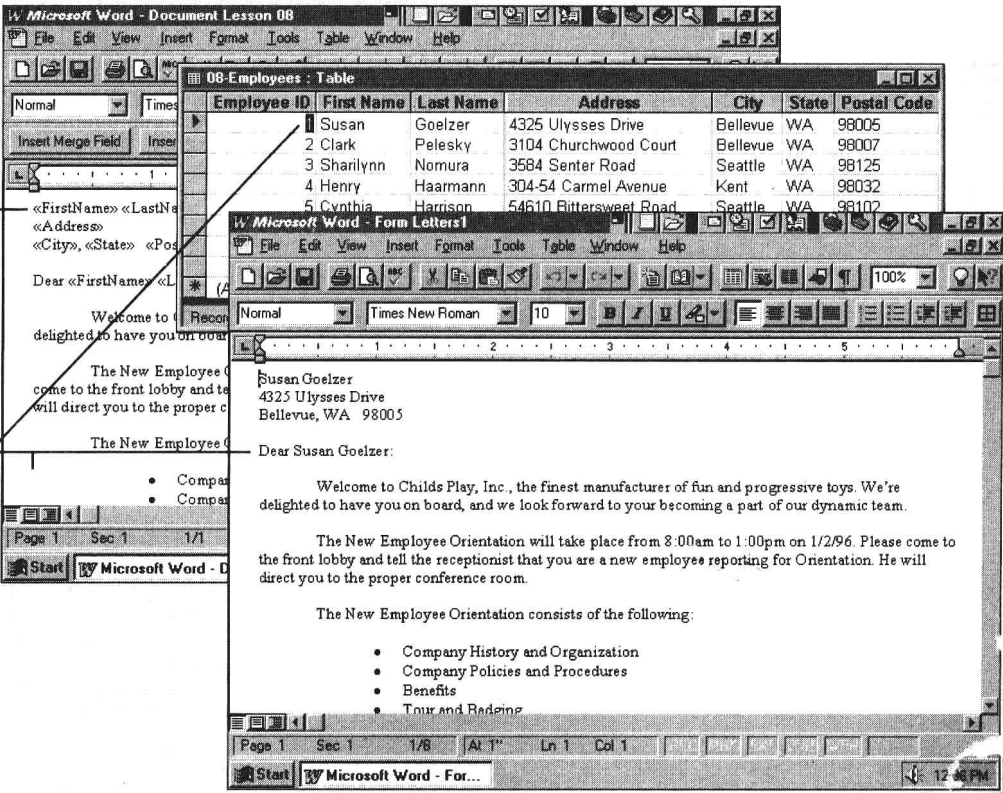**Exporting a presentation into a Microsoft Word report**, see Lesson 7, page 102

Importing and exporting files, see Lesson 4, page 55

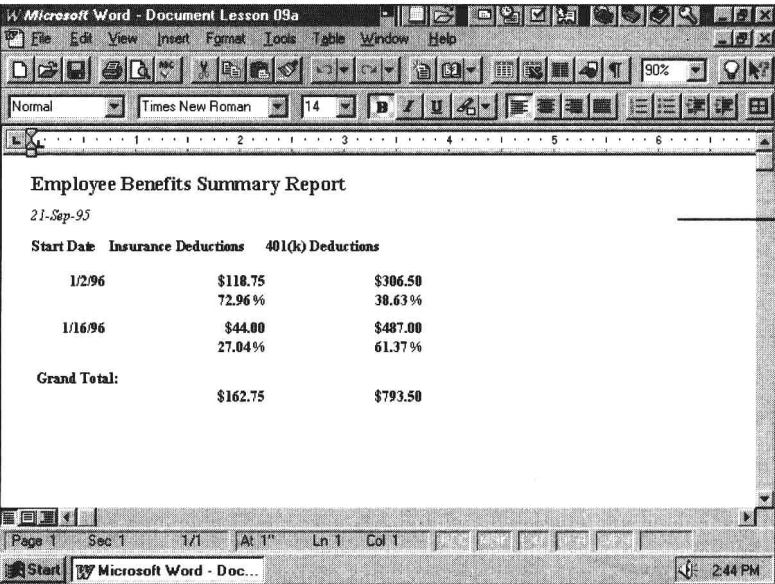**Inserting a presentation into a Microsoft Excel workbook**, see Lesson 11, page 159

New Employee Orientation

- company history an
- company policies ar
- benefits seminar and
- employee services a
- company tour and b
- lunch
- work

The mission of Childs Play, Inc. is

New Employee Orientation Presentation

Childs Play, Inc.

New Employee Orientation

Where Work Is Play

14 new employees started work in January:
4 in Manufacturing
3 in R&D
3 in Administration
2 in Operations
1 in Marketing
1 in Sales

Totals for benefits and 401(k) contributions are as follows:

Medical Insurance Dependents	Medical Premium Per Pay Period	Dental Insurance Dependents	Dental Premium Per Pay Period	Life Insurance Dependents	Life Insurance Premium	401(k) Option	Initial Contribution (Rollover)	Contribution Per Pay Period
26	$65.00	26	$52.00	26	$45.50	XXXXXX	$0.00	$793.50

Please contact me if you have questions or concerns. Thank you.

*Quick*Look Guide

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

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

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	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 am return you would like to earn. See the a information. You might consider consu on your individual situation. And reme

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

*Quick*Look Guide

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

Agenda

Company History and Organization
  JoAnne Kalles, President

Company Policies and Procedures
  Lyn Taylor, Human Resources

Benefits Seminar and Signup
  Christine Delgado, Human Resources
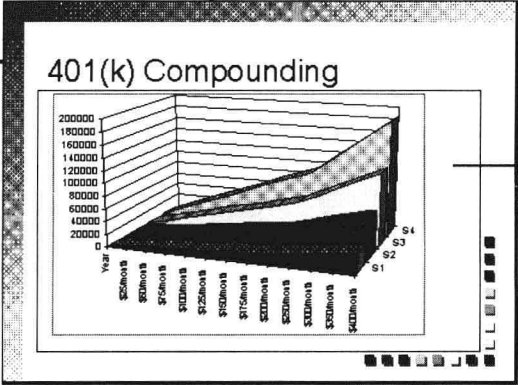
Employee Services and Opportunities
  Michael Osborne, Human Resources

Company Tour and Badging
  Frances Wenberg, Operations

Lunch

Work

401(k) Compounding

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

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

About This Book
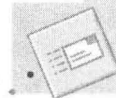
In "About This Book" you will learn how to:

- 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

Contents at a Glance

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