Cheat Sheet Module 16

Essential Concepts

Using Word with Excel and PowerPoint

- Word offers two primary methods for integrating Excel tables. The first method creates a new Excel table directly within Word using the Insert tab > Table > Excel Spreadsheet option. This provides full Excel functionality within the Word document, allowing calculations and formulas. The second method involves copying an existing Excel table and pasting it into Word. After pasting, the table can be modified using Word's table tools.
- Charts can be integrated into Word documents in two ways. Users can create a new chart directly in Word through the Insert tab > Chart option, which opens an Excel popup window for data entry. Alternatively, existing Excel charts can be copied and pasted into Word documents. Once pasted, charts remain editable through the right-click menu or Chart Tools tabs.
- PowerPoint files can be linked in Word documents through hyperlinks, allowing readers to access related presentations directly from the document. This creates seamless navigation between related content across different Office applications.

Using PowerPoint with Excel

- PowerPoint integration with Excel tables follows similar patterns to Word. Users can create new tables by clicking the table icon in a content placeholder and specifying rows and columns. Data can be entered directly into the resulting table. For existing Excel tables, users can copy and paste from Excel into PowerPoint slides. These tables can then be formatted using PowerPoint's table tools for consistency with the presentation design.
- Chart integration in PowerPoint provides robust data visualization options. New charts can be created using the insert chart icon, which opens an Excel data sheet for entering values. The chart updates automatically as data is entered. Existing Excel charts can be copied directly into PowerPoint slides. Both methods allow for customization using PowerPoint's Chart Tools, including style changes and data updates.

Integrating Access

- Access data can be integrated with Word through mail merge functionality, allowing for automated document creation. The Mail Merge Wizard guides users through selecting Access data and creating merged documents. Access data can also be exchanged with Excel through import/export functions. Tables can be exported from Access to Excel for analysis, and Excel spreadsheets can be converted into Access tables for database functionality.

Glossary

data labels

text or numbers that provide specific information about elements in a chart or graph.

external data

information that originates from a source outside the current program or file.

Format Painter

a tool that copies formatting attributes from one element and applies them to another.

hyperlink

an element that creates a direct connection to another location or file when clicked.

Mail Merge

a process that combines a main document with a data source to create multiple personalized documents.

Merge Fields

special placeholders in a document that are replaced with data during a Mail Merge.

primary key

a field or combination of fields that uniquely identifies each record in a database table.

query

a structured request for specific information from a database.

table style

a predefined set of formatting options that can be applied to tables for consistent appearance.

template

a pre-designed document that serves as a starting point for creating new documents.