**Object Linking and Embedding**

Object Linking and Embedding (or OLE for short) is a technique used to insert data from one Microsoft application into another. We'll create a simple spreadsheet to illustrate the process, and place it in a Word document. When the Excel spreadsheet is updated, you'll see the Word version update itself as well.

If you don't want the data to update in Word it's called Embedding; if you do want the data to update, it's called Linking. We're going practice Linking. For this exercise, you’ll need Word 2007 or 2010 as well as Excel 2007 or 2010.

First, create the simple spreadsheet below, and enter the formula shown in cell E3:



When you enter a number in cell E1, the answer is placed in cell E3 (don't do this yet).

With your spreadsheet created, highlight the cells A1 to E3. Click on the **Home** menu in Excel 2007. On the **Clipboard** panel, click on **Copy**.

Now switch to Word 2007/2010. On the **Home** menu in Word, locate the **Clipboard** panel, and the **Paste** item:



Click on Paste. From the Paste menu, select **Paste Special**:



When you click on Paste Special, you'll see the following dialog box appear:



Select Microsoft Office Excel Worksheet Object from the dialog box. On the left hand side, select Paste Link. Click OK.

When you click OK, Word will insert the spreadsheet from Excel:



It's even retained the cell formatting!

To check that it really does update in Word, switch back to Excel. Click inside Cell E1 and enter the number 7. Press the Enter key on your keyboard, and you should have the same answer as in the image below:



Now switch back to Word, and you should see that it too has the same answer:



Word has successfully linked the data from Excel! If you don't want the updates, you would choose **Paste** from the Paste Special dialog box instead of Paste Link.

You can link or embed Charts or Pivot Tables into Word using the same technique.

***Note: You would use the same steps to link or embed an Excel spreadsheet into PowerPoint***.