

## **Excel Spreadsheet Copied to Word**

Question: I need to include a two-page long Excel spreadsheet in a Word document. But no matter what I try -- linking, embedding, cutting and pasting -- only the part of the spreadsheet that will fit on the first page appears in word, and the rest gets cut off. Can you help?"

1. In Excel, open the worksheet containing the data you need to copy.
2. Select the data, and choose Edit + Copy (or press Ctrl + C).
3. Switch to Word, and position your cursor where you want the data to appear in your document.
4. Choose Edit + Paste Special.
5. In the Paste Special dialog box, under As select Formatted Text (RTF).
6. Click OK.

Word pastes the data, formatted as it is in Excel into a Word table that spans as many pages as necessary.

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