Excel Worksheet Added to MSword Document

When you need to crunch numbers in an MSword document, just drop in an Excel worksheet and let it do the calculating for you.

1. Place your cursor in the document where you want the Excel worksheet to appear.
2. Rightclick on any toolbar at top of page and make sure that STANDARD is selected.
3. Click on the Insert File and locate the MS Excel Worksheet file you wish to insert; drag to specify the number of rows and columns and click the size you want.
4. A frame containing an Excel worksheet appears at the cursor location. You may stretch the frame to increase or decrease the size of the worksheet. You stretch the worksheet by clicking on its handles and dragging.

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