

## **BUTERE DISTRICT -2008**

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### **Computer**

July / august 2008

2 hours

### **Making scheme**

#### **Ways to share information in word**

There are many different ways to share information between office programs. You can make your decision based on how you want the information to appear in the program, whether you want the information updated when it changes, and whom you want to share the information with..

#### **To**

Make a copy of information that  
Appears in one program and paste it  
Into another program

#### **use**

copy and paste

Quickly copy or move information  
between two open files

drags – and – drop editing

Use a file created in another program

Import and export

Create a jump to inform in one program  
And represent it with coloured and  
Underline text or a graphic

Hyperlink

Copy information from another file  
And keep the copied information up to  
Date if the original data changes in the  
Source file

linked objects

Copy information from a file created  
In another program so that you can  
Easily edit the data in the source  
Program without leaving your current

Embedded object

Document

Make information available in a public  
Place

Post to a public folder on  
Microsoft exchange server

Share a file with others so they can

Review and make comments

Send a file to others

Route a file in e- mail

send a file in e- mail

### **Ways to share information in word**

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**STRONGER**

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Share a file with others so that they

Route

Can review and make comments

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a file in e- mail

For more information, use the office

Assistant or the Help Index to search

For the feature in the use column

Above that you want to know more about

## PARTS ENTERPRISES

<u>DESCR</u>	<u>B PRICE</u>	<u>S PRICE</u>	<u>PROFIT</u>
BASKETBALL	24.95	25.3	0.35
BIKE	399.99	302.75	-97.24
GRILL	349.85	150.99	-198.86
IRON	35.95	37.5	1.55
PARTBOARD	15.95	18.12	2.17
TREADMAN	247.9	320.89	72.99
TREADMAN	247.9	320.89	72.1
WASHER	149.95	255.76	105.81