

BUTERE DISTRICT -2008

541 / 1

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

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STRONGER

Between how to open files

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Route

Can review and make comments

Send a file to others

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