

**LAB PROJECT 1000-05**

**Excel, Word and Object Linking**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The purpose of Lab Project 1000-05 is to set up a simple spread sheet and place it into a word processed document using Object Linking.

You may use either your own computer at home or at work, or you may have to visit a computer station at one of the local libraries. If you are not sure how to start a spread sheet or word processor, ask at the Macomb CC Learning Center in J-Building on South Campus or C-Building on Center Campus.

**Save all your work to a blank formatted 3.5" disk.**

Open up an Excel worksheet.

Click on cell B1 and type **Starting Salary** and press Enter

Click on cell C1 and type **Advanced Salary** and press Enter

Click on cell B1, click on Format, click on Column, click on AutoFit Selection.

Repeat for cell C1.

Click on cell A3 and type one of the engineering professions (ie.: **Mechanical**) that you found salaries on in Lab Project 1000-04.

Press Enter and repeat for the other nine professions.

Click on the longest name and format the column to fit.

Enter all the salaries in the appropriate cells. If you are missing some, get on the internet and complete your research.

Click and hold the mouse button on cell B3. While holding the mouse button, slide down and to the right to cover all the salaries.

Click on Format, click on Cells, click on Currency, click on OK. All values should have \$ signs.

Your screen may show a \$ sign on an icon in the tool bar on top. You may use this icon as a short cut instead.

Click and hold the mouse button on cell A3. Highlight all engineering professions by dragging the mouse cursor over them.

Click on Format, click on Cells, click on Alignment, click on the down arrow in the Horizontal window, select Left, click on OK.

Continued

Save this worksheet onto a 3.5" floppy disk, using any file name.

To save, click on **File**, click on **Save**. A window opens with the heading **Save As**. The file name area on the bottom will be highlighted. Type a file name such as **ENGR1000Homework** **\*\*Do not press Enter\*\*** With a 3.5" diskette in drive A:, click on the down arrow to the right of the small window on top called **Save In**. Click on **3.5" Floppy(A:)**, Click on **Save**.

**Exit out of the Excel worksheet.** (You may stay in the Excel program, but you **must** exit out of the worksheet). To exit, click on **File**, click on **Close**.

Open up a new **WORD** document.

Type in line 1: (Your name)  
Type in line 2: **ENGR1000 Homework**  
Type in line 3: (The due date of this project.)

Type in line 5: **This is my report of the salaries for engineering professions:**

Press **Enter** twice.

Click on **Insert**, click on **Object**, click on **Create From File**, Click the box **Link to File**

Type the file name of your Excel worksheet, or you may use **Browse** to find it.

If you used the instructions above, the file name of your Excel worksheet is **a:ENGR1000Homework.xls**  
Click on **OK**. Your spreadsheet file will be inserted at the prompt.

Two lines under the spreadsheet insert, type: **Submitted for Lab Project 1000-05**

Now save this document on the floppy, using any file name. Print the document.

Exit out of the document.

Re-open the Excel spreadsheet.

Click on cell **C3** and change the salary amount to **11000**. The \$ sign should automatically reappear.

Save the spreadsheet (yes, replace the existing file if it asks) and exit out.

Re-open the **WORD** document. Notice how the amount has changed in the document based on the change in the spreadsheet.

Note, the **Object Linking** will not perform properly, if you leave the source file open. You must close the files and reopen them to see the changes.

Print your final **WORD** document, staple both sheets to this Lab Project 100-05 sheet and turn it all in at the next class session, **along with the 3.5" floppy disk** - Yes, put your name on the disk and turn the disk in.