

How to copy data from Excel to Word?

In some cases you need to insert some data into Word documents to make reports, presentations ... The following article The network administrator will guide you how to copy data from Excel to Word.

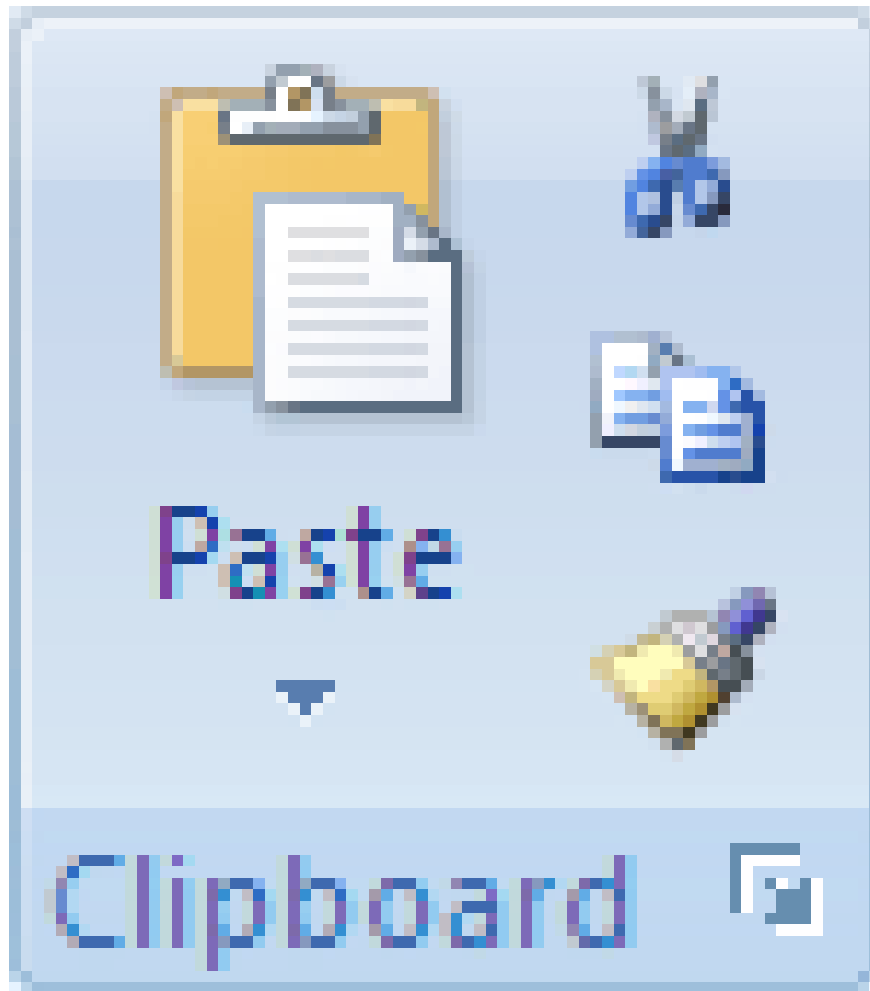
Normally when doing statistical calculations you often use **Excel**, very few people use **Word** because the calculation steps done on **Word** are quite difficult . However in some cases you need to insert some data into **Word** documents to make reports, presentations . If you do not know how to copy data from **Excel** to **Word** documents . Posts below Network administrators will guide you how to copy data from **Excel** to **Word** documents .

1. Step 1

On **Excel**, select the data you want to copy (copy) into **Word** documents .

2. Step 2

On the **Home Tab** , click the **Copy** option in the **Clipboard** group .



Or the fastest way is on the keyboard press **Ctrl + C**.

3. Step 3

Open the **Word** document and click on the location where you want to Paste (copy) the copied (copied) data from **Excel** .

4. Step 4

On **Word**, click the **Home Tab** , select **Paste** in the **Clipboard** group .

Or the fastest way is on the keyboard, you press the key combination **Ctrl + V**.

More reference: Create a quick dot (.....) line in Microsoft Word

5. Step 5

Click **Paste Options** next to the data, then do one of the steps below:

1. To paste data like a table in **Word** , click on **Keep Source Formatting** if you want to copy the copied data to the original format. Or Click on **Match Destination Table Style** if you want to select the theme that applies to **Word**.
1. To Paste data as a still image (Static Picture), click **Paste as Picture**.
1. To Paste an **Excel** data link to the data you Update more in **Word** after you change the original data on **Excel** 's **Workbook** , click **Keep Source Formatting and Link to Excel** or **Match Destination Table Style and Link to Excel** .
1. To Paste data as text, click **Keep Text Only**.



6. Note

If you don't see **Paste Options** (paste options). Click on **Microsoft Office Button**



Then click on **Word Options** . On the **Advanced** tab under **Cut, Copy and Paste**, click **Show Paste Options**.

If you want to Paste (paste) data into a table in **Word**. You can insert Copy data as a **Nested table** . Simply insert these data with the available tables. Perform insertion of this data as inserting a new row in the existing table, overwriting the **Cells** available in the table or Paste (pasting) such as pasting a still image.

See also: Enter the serial number, automatic prefix MS Word

7. Tips

1. To Paste (paste) data into another format (such as **worksheet, HTML, bitmap, image** or **text**) or Paste (paste) a data link on **Excel** . On the **Home Tab** , in the **Clipboard** group , click the arrow below the **Paste** button, then click **Paste Special** . An **As** dialog window will appear. On the list list in that **As** dialog box, click on the format you want to Paste (paste) data.
1. To edit the entire **Worksheet** , click **Microsoft Office Excel Worksheet Object**. To access the entire **Worksheet (Word)** on **Word**, including your personal data, click on **Microsoft Office Excel Worksheet Object**.
1. To update the table automatically on **Word** when changing data on **Excel** , click **Paste link** , then select the option that you want to update on the **As** dialog box . If you save the **Workbook** before copying (copying) the data, click **Word Hyperlink** on the **As** dialog box to insert the word link directly. **Excel**

data to **Word** .

1. To Paste (paste) your content like **Object Linking and Embedding (OLE)** (linking and embedding objects) on **Word**. Create an application icon so that when you click on the application icon, you can view your content. Click **Microsoft Office Excel Worksheet Object** then select **Display as icon** on the Check box. Click on that icon to open the app and view your content.
1. If you use **HTML** to copy (copy) data to **Word** and display it as a table in **Word**, click on **HTML format (HTML format)**.
1. To Paste a still image (normal image), click on **Bitmap** or if you want to Paste an **Ungroup** image file, click on **Picture (Enhanced Metafile)** or **Picture (Windows Metafile)**.
1. To paste data as plain text (a form of text presentation on a computer without using text formats for presentation, it is easily readable without much processing) or plain text (as opposed to plain text), click on **Formatted Text (RTF)** , **Unformatted Text**, or **Unformatted Unicode Text** .
1. To Paste your data like Paste directly on a link on **Excel** , click the arrow under the **Paste** button and then click **Paste As Hyperlink**. If the **Workbook** contains data that is not saved, this option will not be displayed.
1. If you want to limit the scope of data that you Paste (paste) from **Microsoft Excel Worksheet** to **Word** to expand the data when the corresponding data is expanded on the **Worksheet** in **Excel**, you must specify the data area name in **Excel**. before copying (copying) the data to. You can Paste a link to the restricted data area using the **Paste Special** command . On the **Home Tab**, in the **Clipboard** group, click the arrow on the **Paste** button, select **Paste Special** , and then click **Paste link** .

Good luck!

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