

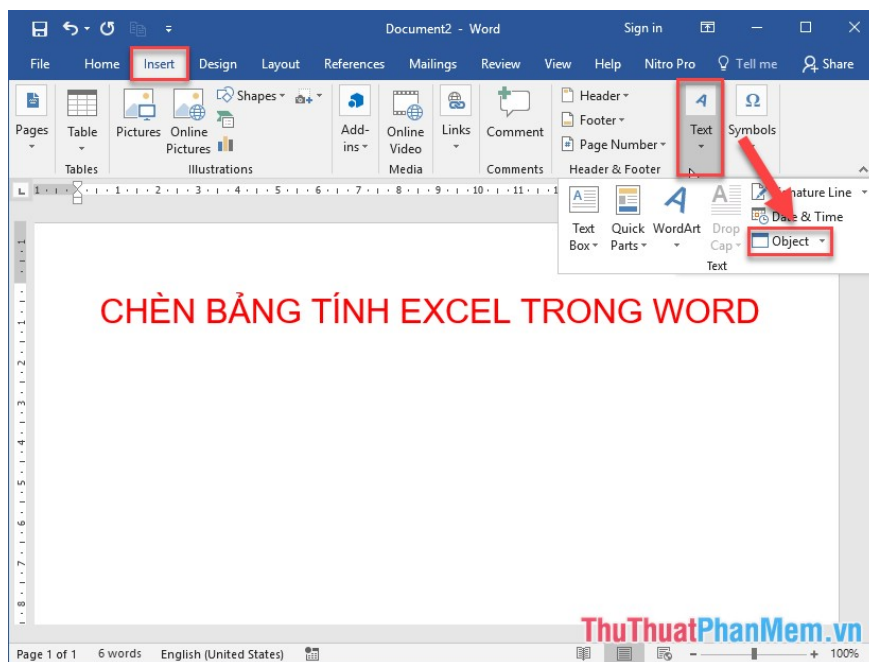
How to insert an Excel table into Word

Instructions on how to insert Excel tables into Word. There is a small note when you perform inserting Excel table into Word, you should keep these 2 files in the same root directory, during work you should not move to another location, if so when you update on the table. count will

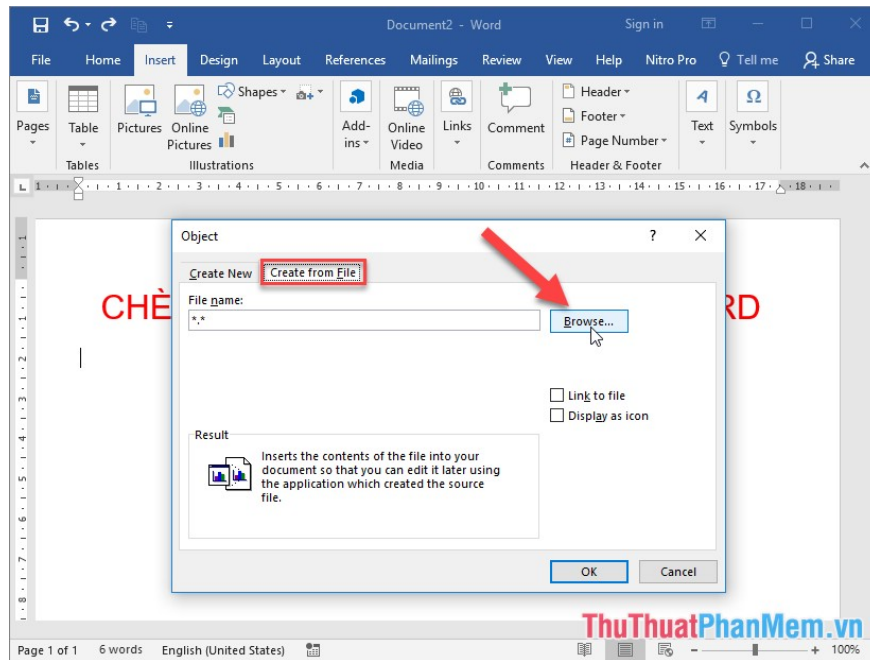
In the process of working with spreadsheets, there are some cases where the data in an Excel spreadsheet exceeds the size of an A4 page, so when printing on Excel the data is lost. The fastest way for you to copy the data sheet to Word helps you to display excess data on the spreadsheet to the next page. The following article shows you how to insert Excel tables into Word.

There is a small note when you perform inserting Excel table into Word you should keep these 2 files in the same root directory, during work you should not move to another location, if so when you update on the table calculation will occur when the Word file has inserted the spreadsheet. To insert an Excel table into Word, follow these steps:

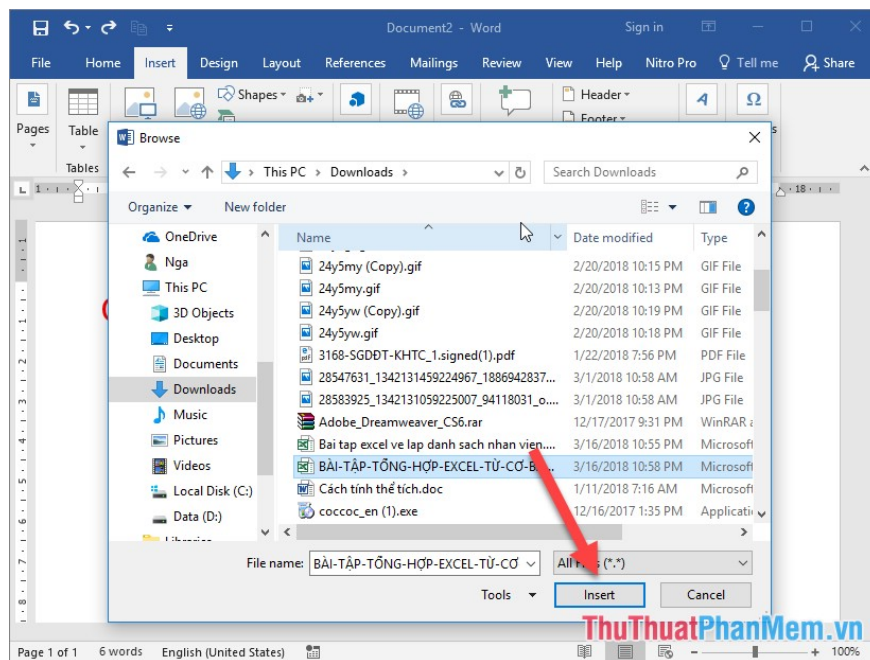
Step 1: In the Word file you want to insert the Excel table, click the **Insert** tab -> **Text** -> **Object**:



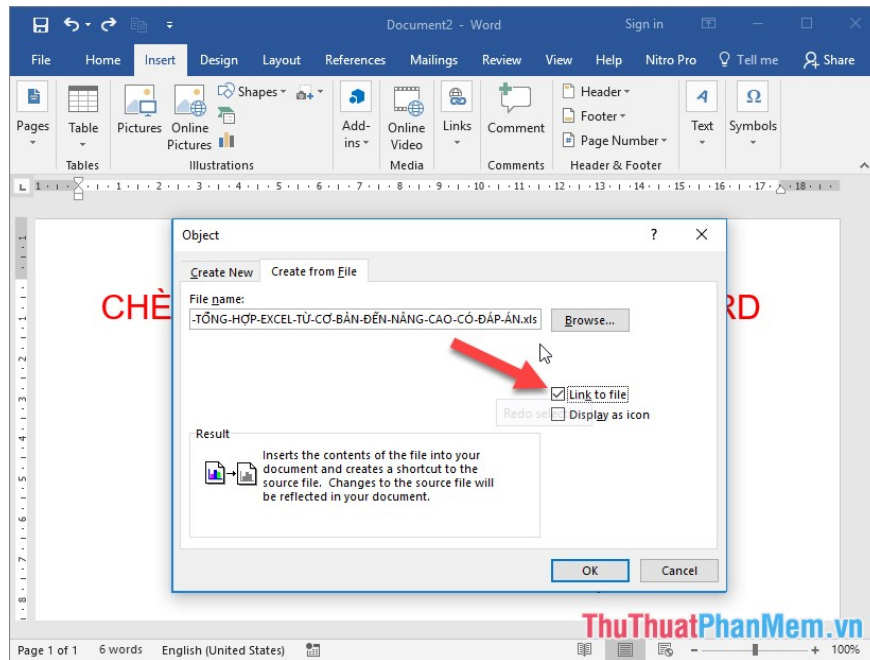
Step 2: The **object** dialog box appears, select the **Creat From File** tab -> click **Browse** to select the Excel table to insert:



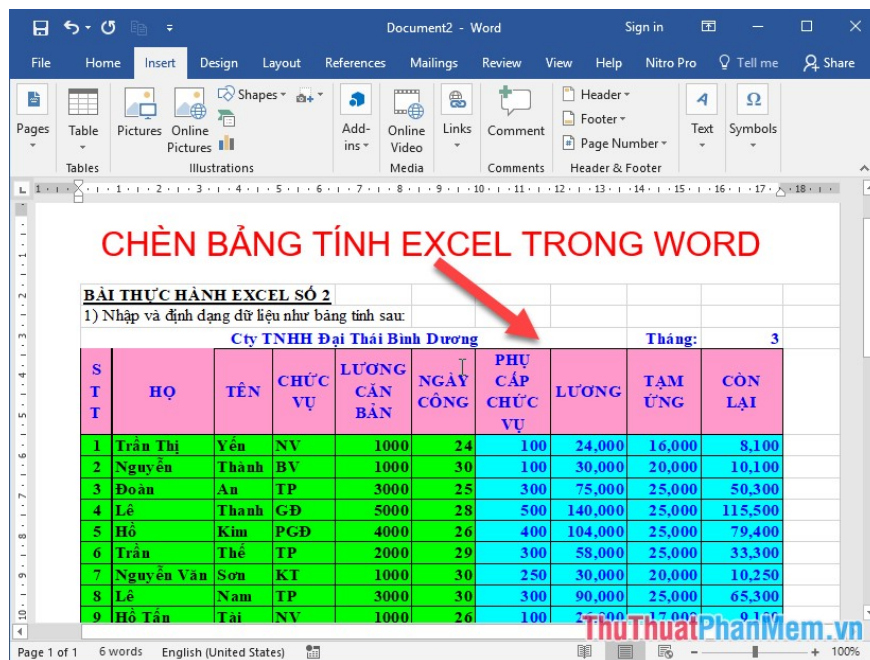
Step 3: Select the path to the Excel file to be inserted -> click **Insert**:



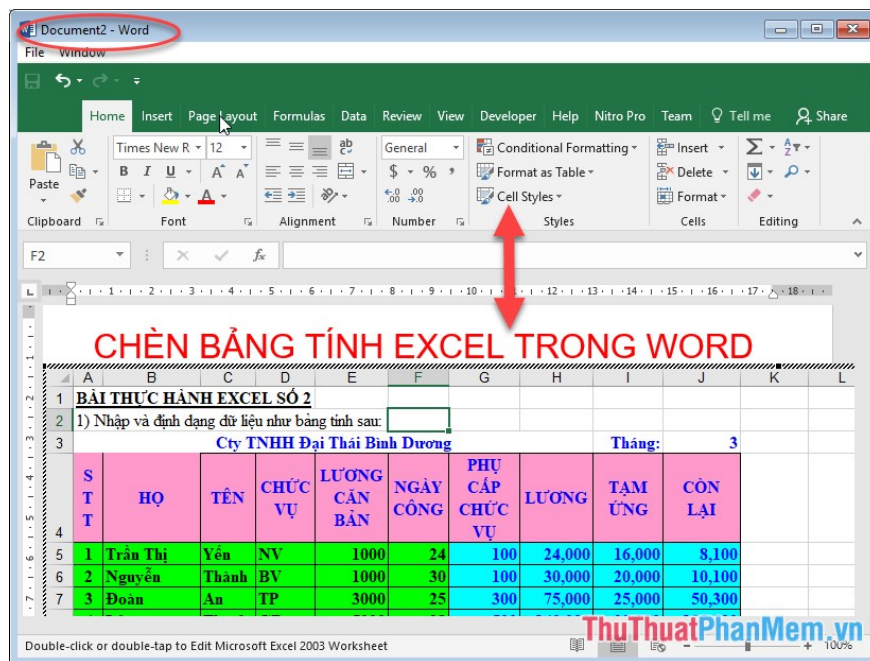
Step 4: After selecting the Excel worksheet, select the **Link to file** check box, so that when you edit the content on the Excel workbook, the Excel workbook in Word is updated -> click **OK**:



After clicking **OK**, the Excel spreadsheet is inserted into Word:



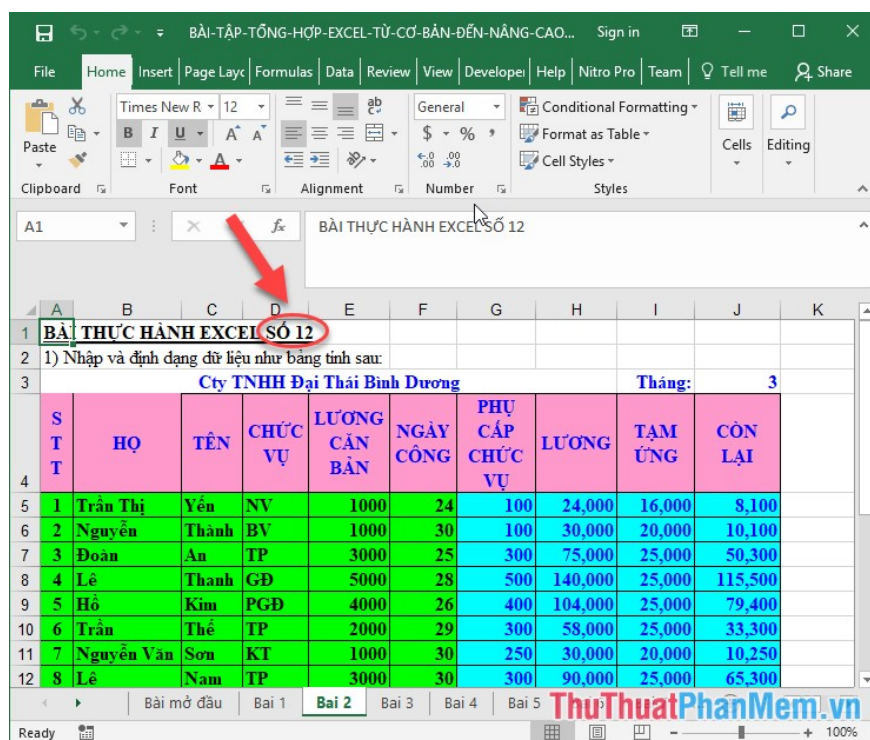
You can edit a spreadsheet directly in Word by double clicking on the worksheet:



So when you edit on Word or on Excel spreadsheets, the content updates both places that contain the workbook.

The above is a detailed guide on how to insert Excel tables into Word.

Good luck!



CHÈN BẢNG TÍNH EXCEL TRONG WORD

BÀI THỰC HÀNH EXCEL SỐ 12

1) Nhập và định dạng dữ liệu như bảng tính sau:

Cty TNHH Đại Thái Bình Dương							Tháng: 3		
S T	HỌ	TÊN	CHỨC VỤ	LƯƠNG CÁN BẢN	NGÀY CÔNG	PHỤ CẤP CHỨC VỤ	LƯƠNG	TẠM ỨNG	CÒN LẠI
1	Trần Thị	Yên	NV	1000	24	100	24,000	16,000	8,100
2	Nguyễn	Thanh	BV	1000	30	100	30,000	20,000	10,100
3	Đoàn	An	TP	3000	25	300	75,000	25,000	50,300
4	Lê	Thanh	GD	5000	28	500	140,000	25,000	115,500
5	Hồ	Kim	PGD	4000	26	400	104,000	25,000	79,400
6	Trần	Thế	TP	2000	29	300	58,000	25,000	33,300
7	Nguyễn Văn	Sơn	KI	1000	30	250	30,000	20,000	10,250
8	Lê	Nam	TP	3000	30	300	90,000	25,000	65,300
9	Hồ Tấn	Tài	NV	1000	26	100	26,000	17,000	9,100
TỔNG CỘNG:						2,350	577,000	198,000	381,350
TRUNG BÌNH:						261	64,111	22,000	42,372
CAO NHẤT:						500	140,000	25,000	115,500
THẤP NHẤT:						100	24,000	17,000	9,100

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