

Instructions for attaching files in Word

When attaching files in Word document content, users can fully open all files without having to do any more searching and opening files.

Every tool in Microsoft Office allows users to insert files, attach files to Excel, Word, and Power Point to make it easier to open files without having to search and open files. .

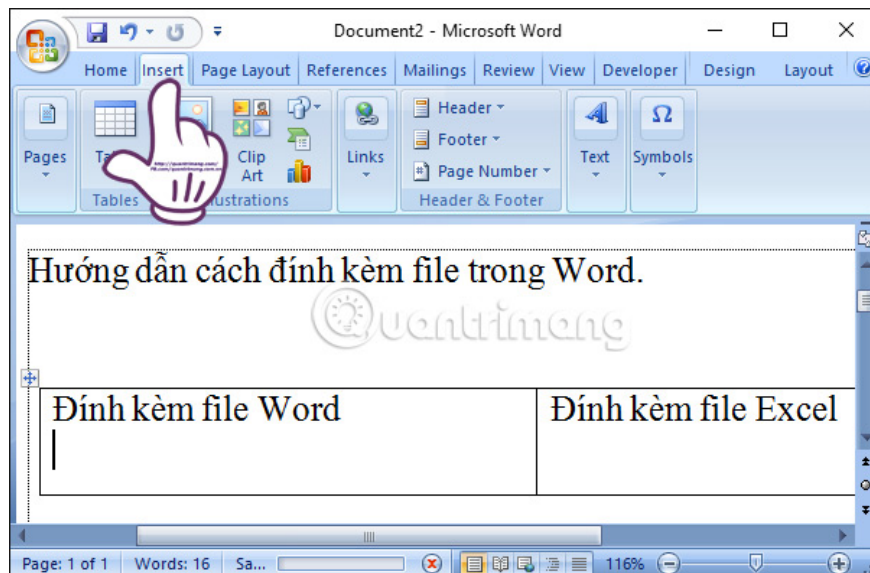
For example, when we perform a slideshow on Powerpoint, you can insert word files, videos, images, . to animate your presentation. Or with Word, users can completely insert any type of files such as images, Powerpoint files, Excel files into documents. This will allow viewers to access the attachments quickly, without having to download more to view, saving a lot of work time. If you do not know how to do it, you can follow the tutorial of Network Administrator.

Video tutorial inserting document file into Word

How to insert a document file into Word

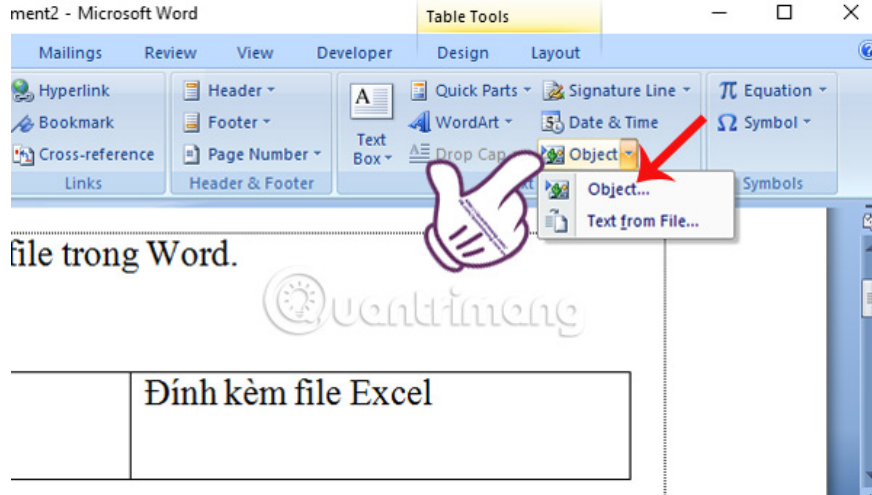
Step 1:

You open the Word file to attach an external file to the text content. Next, we place the cursor where we want to insert the file and select **Insert** .



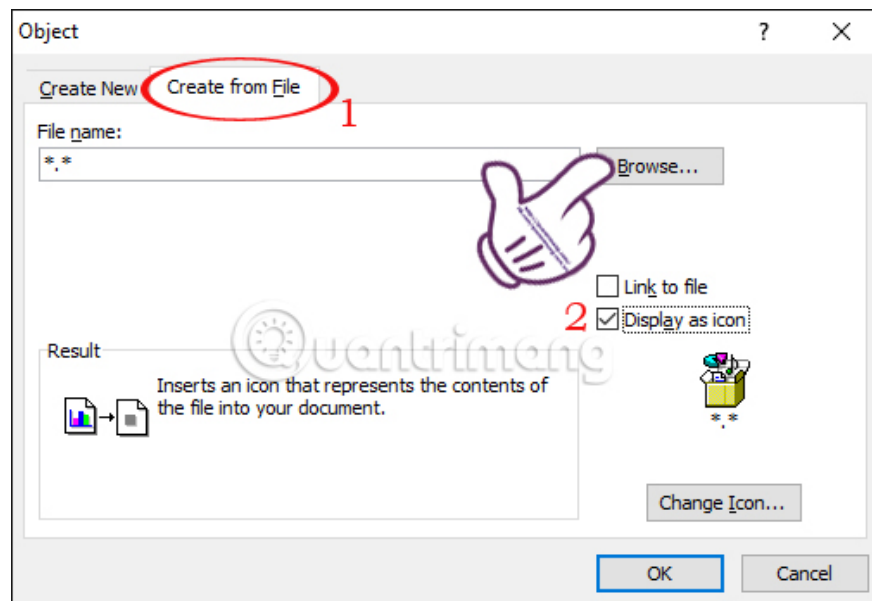
Step 2:

Next, we select **Object** , continue to select **Object** .

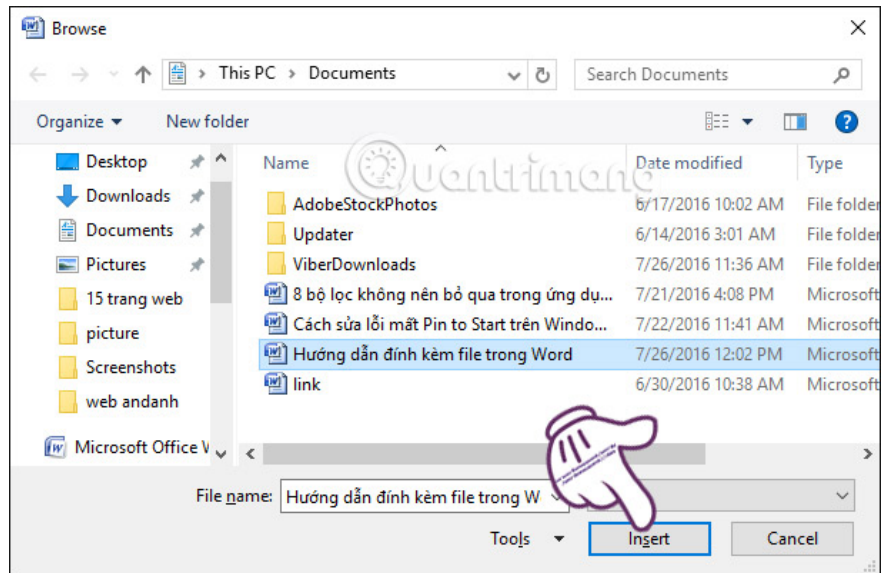


Step 3:

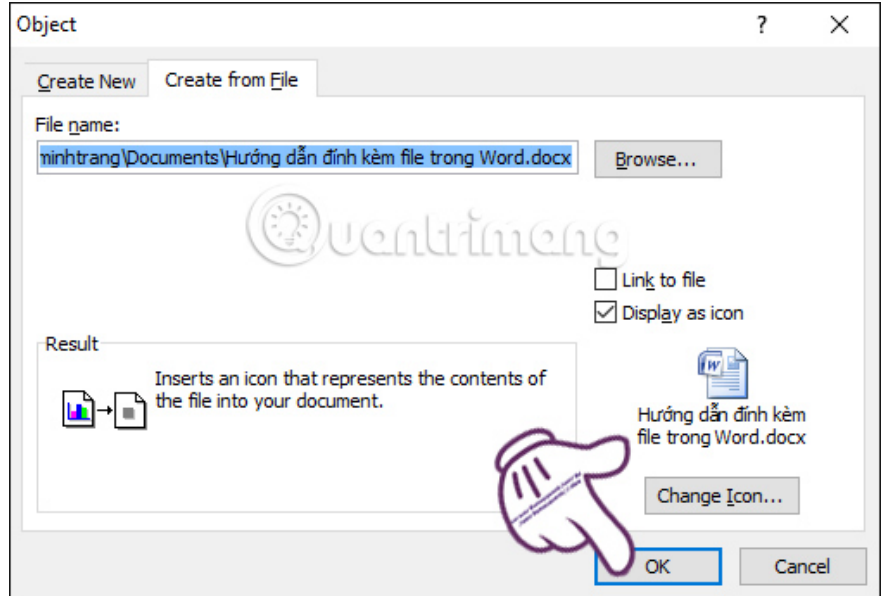
Appears the Object window interface. In the **Create from file** section, we will select **Display as icon** to display the attachment as an icon. You choose **Browse** to select the file you want to attach in Word from your computer.



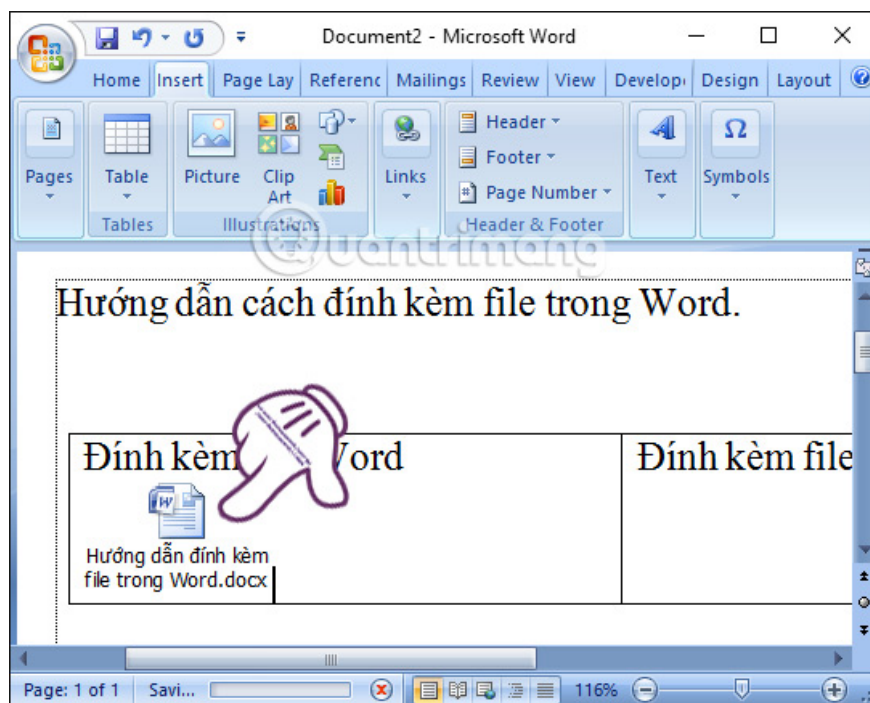
Soon the folder appears in the computer. We find the place to insert the file in Word and click **Insert** to select the file.



Finally click **OK** to save.



As a result, the contents of the text have inserted the attached Word file. We perform the above actions to be able to insert files like Excel and Powerpoint.



With simple and basic operations, you can attach all kinds of data to Word content, word documents, statistics tables, or presentations, . This will help people Text recognition can receive and view attachments immediately, without having to spend more time downloading attachments to the computer.

Refer to the following articles:

1. Create a quick dot (.....) line in Microsoft Word
2. Simple way to convert PDF files to Word
3. Enter the serial number and the automatic initial character MS Word

I wish you all success!

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