
Table Of Contents

Class Presentation

Topic	Slide(s)
What Is Integration?	4-11
Clients And Servers	8
“Warehouses” And “Presenters”	9-11
Linking And Embedding.....	14-15, 17-21, 22-32
Insert Linked Or Embedded Data.....	15
The Paste Special Dialog Box.....	17-18
Move And Resize Linked Or Embedded Data	20-21
The Links Dialog Box.....	25
Change Link Sources.....	26-28
Break A Link.....	29
Switch Windows	16
Pictures And Word.....	22
Exercise: Excel Charts In PowerPoint.....	33-37
Seamless Integration	38-39
Exercise: Clean Linked Excel Charts.....	40-44
Integration Challenges.....	45
Exercise: Link Individual Excel Cells	46-53
Exercise: Links In The Text Stream	56-67

What Is A Mail Merge?.....	70-73
Integrated Mail Merges	72
Create A Mail Merge	74-82
The Mail Merge Helper	75
Pick A Merge Type.....	76
Pick A Data Source.....	77-79
The Mail Merge Toolbar.....	81
Add Data To The Document	82
Preview A Merge.....	83
Perform A Merge	84-91
Output Options	85
Sort And Filter	87-91
Complete The Merge	92
Difficulty Merging From Excel.....	93-97
Non-Traditional Integration	100-122
Keep Work Files In Access	101-109
Bring Access Data To Excel	110-119
PowerPoint Slides In Word.....	120-122
Organization Charts.....	125-140
Add A Box.....	128
Move A Box	129
Select Boxes	130-132
Delete A Box.....	133
Format The Organization Chart	134-136

Organization Charts (cont.)	125-140
Change The Organization Chart's Style	137-138
Graphs	141-176
The Graphing Datasheet	144-148
Change The Chart Type.....	151-152
Trendlines And 3-D View	154-157
Select Chart Objects.....	158-161
Format A Chart.....	162-169
Recolor A Chart.....	172-173