

## Chapter 1 : How to insert one document into another in microsoft word?

*Word for Office Word Word Word Word Word More Less You can insert the content of previously-created Word documents into a new or different Word document.*

Brian Burgess August 27, , 4: There are several instances where this comes in handy. Here we will take a look at a couple different ways to insert the sound files into Word To insert an existing sound file open Word and click the Insert tab on the Ribbon then in the Text section click on the Object button. Then browse to the location of the file you want to add to the document. You can choose to display as an icon as well. As you can see it is possible to change the sound file icon by default you can choose only three different icons. However, by not checking that option it will show up as the icon for the default audio player which in my case is VLC. All a user needs to do is double click that sound file in the document for it to play. Another cool way to add sound to a Word document is by inserting a file from Clip Organizer. With the Word document open again select the Insert tab on the Ribbon. In the Illustrations section click on Clip Art. A Clip Art task pane will open and at the bottom click on Organize Clips. In the Clip Organizer I find it easiest to search for sound clips. On the toolbar select Search and make sure most options are checked where to search. Also, to limit the search to just sounds make sure only sounds is checked for what the results should be. My search for music resulted in several files to choose from. You can scroll through and preview each one if you want. By searching the online Microsoft Clip Art Database you are searching over , free images and sounds. Another thing you might want to try is record a message about your document for co-workers through Sound Recorder or other audio recording program and insert that into a document as well.

### Chapter 2 : Insert or embed a video into MS Word - Microsoft Community

*How do I insert a pdf document into a MS Word document using Windows 7. With Word in the XP operating system it was easy, I just clicked and dragged pdf the document into the Word document. I'm using the same software but on a new computer using Windows 7.*

If you have ever used different versions of Microsoft Office, you probably have felt the pain of dealing with features being moved around or features being removed completely. One big issue with the whole process is inserting multiple page PDFs into a Word document. Inserting a single page is easy enough, but when your PDF has more than one page, Word fails miserably. There are two ways you can go about fixing this: The best option is to convert to images, which I explain below. There are some free ways and some paid ways, so it depends on how often you do this and what software you already have. Acrobat will automatically convert each page into a separate image file, which you can then insert into your Word doc. Pretty easy, but Adobe Acrobat costs a lot, so not an option for most people. The Windows version also has a printer capture utility that lets you capture the print output from any other program. So you can print your PDF file to the SnagIt printer and it will convert each page into an image automatically. Just choose your PDF file, choose the quality and click the convert button. If you have a bunch of pages, no worries! There is also a download archive link at the bottom, so you can download a zip file with all the images inside. Then click on the From File button at the bottom of the pop-up dialog that appears: Go ahead and select your PDF file and click Open. Now the nice thing about Office for Mac is that you can actually pick the page in the PDF file you want to insert. For some odd reason, you do not have this open in any of the Windows versions of Office. On Windows, it just inserts the first page of the PDF. On the Mac, you get this nice preview window where you can see each page and insert the selected page. This will insert the PDF page as an image into the Word document. You cannot edit the PDF document. You can only move it around and resize it if you like. Overall, the process is pretty much the same, so I really only need to explain it once. To get started, click on the Insert tab on the ribbon. At the far right, you will see the Object button. The Insert ribbon is slightly different looking in each version of Office, but the Object button is still there. If you have to insert multiple images after converting your PDF pages into images, then you click on Insert again, but this time choose Pictures. Make sure you name the images in an order that matches the order you want them to appear in the Word document. The main advantage to using this method is that you can actually edit the content of the PDF file in the Word document. The main disadvantage is that the accuracy of the conversion is very poor when using free tools. You will have to shell out cash in order to get a very good conversion. You can convert a few small files for free using the service, but will have to purchase the desktop software for bigger files. If you have a complicated PDF file, your results will vary. If your PDF has a lot of imported images, then your chances of getting a good conversion are lower. Conclusion As you can see, there are quite a few routes you can take for getting your PDF document into a Word doc. If you have Adobe Acrobat, it will make life much easier. If not, you have to rely on other methods like converting to images or purchasing a third-party program. If you have any questions, post a comment. June 14, by Aseem Kishore. He began blogging in and quit his job in to blog full-time. He has over 15 years of industry experience in IT and holds several technical certifications.

## Chapter 3 : 4 Ways to Insert Equations in Microsoft Word - wikiHow

*Click Object to insert a PDF, image, or another type of non-text file into your Word document. Then click From File on the left side of the dialog box that opens. If you prefer to insert a link to and/or icon of the file, rather than the entire document, click Options on the left side of the dialog box and check Link to File and/or.*

Databases How to Insert an Excel Worksheet into a Word Doc One of the benefits of using an office suite like Microsoft Office is that the programs in the suite all interact with each other well. For example, you can easily embed an Excel worksheet into a Word document and be able to edit the spreadsheet in Word. Note that even though the screenshots below are from an older version of Word, the same procedure will work on all versions of Word, including Word , , , etc. Insert Excel Spreadsheet into Word To embed a new, empty Excel spreadsheet into Word, put the insertion point where you want to embed the spreadsheet in your Word document. Click the Insert tab on the ribbon. In the Text section of the Insert tab, click the Object button. The Object dialog box displays. A blank worksheet is inserted into Word at the insertion point and activated. You can enter data into this worksheet just as you would if you were working in Excel. The ribbon bar changes from the Word ribbon to the Excel ribbon, providing you with the Excel tools. To get the Word ribbon back, click anywhere in the Word document off the embedded Excel worksheet. To edit the embedded Excel worksheet again, double-click on the embedded object. You can accomplish the same task using an existing Excel worksheet, embedding a worksheet containing data into a Word document. To do this, first click off any other embedded Excel spreadsheets you may have already inserted to get the Word ribbon back. Put the insertion point where you want to insert the existing Excel worksheet. Make sure the Insert tab on the Word ribbon is active and click the Object button again. This time, click the Create from File tab. Click the Browse button. On the Browse dialog box, locate the Excel spreadsheet file you want to insert, select it, and click Insert. The path to the selected file is inserted into the File name edit box. The example table from our sample Excel worksheet file is inserted at the insertion point and activated. Again, the Word ribbon becomes the Excel ribbon while you are editing the embedded Excel worksheet. When you click off the worksheet object, the Word ribbon returns. You can also embed Excel worksheets in PowerPoint presentations, which is useful to easily display charts and graphs generated in Excel in your presentations. August 13, by Aseem Kishore. He began blogging in and quit his job in to blog full-time. He has over 15 years of industry experience in IT and holds several technical certifications.

## Chapter 4 : Insert PDF document into Word document | Adobe Community

*To insert a PDF file into Word for Mac, click on the Insert menu option and then choose Object. Then click on the From File button at the bottom of the pop-up dialog that appears: Go ahead and select your PDF file and click Open.*

## Chapter 5 : The Easiest Way to Insert a File Into a Word Document - wikiHow

*Word or ; Earlier versions of Word; Word or To insert a file from another application into a document: Open the Word document into which you want to insert the file.*

## Chapter 6 : How to embed a YouTube video in MS Word [Tip] | dotTech

*Insert or embed a video into MS Word I would like to insert and/or embed a video into a word document. I have seen how it can be done, using the objects option.*

## Chapter 7 : In a Word document, how do I insert a file from another application?

*From your description, I understand that you would like to know to how to add a Word document into another Word*

*document in Word , and you can make some comments besides the embedded Word documents. If there is any misunderstanding, please feel free to let me know.*

### Chapter 8 : How to Edit a PDF Into Word | It Still Works

*By Dan Gookin. As a way for writers and editors to communicate behind the scenes, Word enables you to insert hidden comments into a document. Use the Comment feature to "transparently" embed notes, suggestions, ideas, or advice into a document without altering the text.*

### Chapter 9 : How to Insert a PDF File into a Word Document

*To insert an existing sound file open Word and click the Insert tab on the Ribbon then in the Text section click on the Object button. In the Object window click the "Create from File" tab. Then browse to the location of the file you want to add to the document.*