

## Word

# WORD2010: Hoe voeg ik een deel van een Excel file toe aan een WORD document?

## How to link to or embed an object from an Excel file in WORD

1. Open both the Word document and the Excel worksheet that contain the data that you want to create a linked object or embedded object from.
2. Switch to Excel, and then select the entire worksheet, a range of cells, or the chart that you want.
3. Press CTRL+C.
4. Switch to the Word document, and then click where you want the information to appear.
5. On the Home tab, in the Clipboard group, click the arrow under Paste, and then click Paste Special.
6. In the As list, select Microsoft Office Excel object.
7. Click Paste to insert an embedded object, or click Paste link to insert a link to the object.

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