

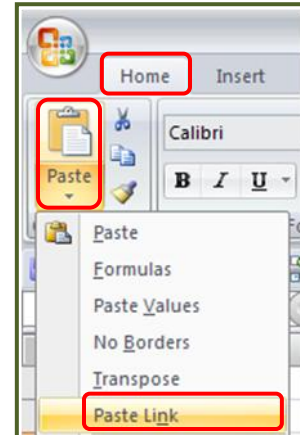
PC Tip of the Week: Paste Link in Excel

An easy solution for automatically updating information copied/pasted from Excel is the *Paste Link* feature. *Paste Link* pastes references for the original data instead of only values. **When the original data is updated, the pasted information is updated.**

Example One: Using one worksheet to summarize data from other worksheets.

- 1) In an Excel worksheet, select the cell or range to be copied; press **Ctrl+C** to copy.
- 2) In the destination (summary) worksheet, select the cell where data should appear.
- 3) On the *Home* tab, click the down-arrow under **Paste > Paste Link**.

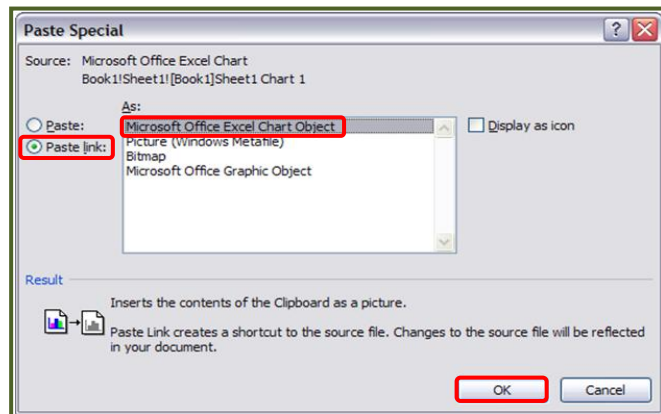
The linked data is inserted into the destination (summary) worksheet.



Example Two: Embedding an Excel chart in a Word document or PowerPoint slide.

- 1) In Excel, select the chart; press **Ctrl+C** to copy.
- 2) In Word or PowerPoint, position the insertion point where the chart should appear.
- 3) Click the down-arrow under **Paste > Paste Special** to open the *Paste Special* dialog box.
- 4) Select the **Paste Link** button.
- 5) Select **Microsoft Office Excel Chart Object**; click **OK**.

The linked chart is inserted into the document or slide.



Computer Term of the Week

log file: a file listing actions that have occurred; for example, Web servers maintain log files listing every request made to the server—with log file analysis tools, it's possible to get a good idea of location of visitors, how often they return, and how they navigate through a site; using cookies enables Webmasters to log even more detailed information about how individual users are accessing a site.

Keyboard Shortcut of the Week

Ctrl + Shift + \$ in Excel applies currency format with two decimal places to selected cell(s).

Ctrl + Shift + % in Excel applies percentage format with no decimal places to selected cell(s).