

Converting Excel files to Word

There are several methods to copy one of The Public Practice's reports – Portraits, Profiles or Analyst – so this guide from my experience may aid you.

The generally easiest methods for text, tables and charts are **shaded**.

a. Method 1 – Copy and paste

You can make any section of a Portrait or Analyst, press [Ctrl-C] to copy, go to your word document and press [Ctrl-V] to paste. The Excel page will be copied as a table, with the charts floating in their approximate places.

However, the table column widths will not be the same as in Excel, so the layout will be messy. You can adjust columns by making the gridlines visible ([Table]->[Show gridlines]), and click-dragging the column borders, but it can get messy for large sections.

If the section you copy is bigger than a page, the table pasted will flow over onto the next page.

Useful for:

- **Copying a few paragraphs of text.** The text will appear in Word in a table with the same number of cells you copied. Select this table (click-drag across it) then convert to text using the menu [Table] -> [Convert]. Each cell will be converted to a paragraph.

A distinctive feature of indigenous communities is that people tend to have shorter average life spans.

In Shellharbour, the proportion of indigenous people aged 65 or more is one-quarter that of the local non-indigenous people.

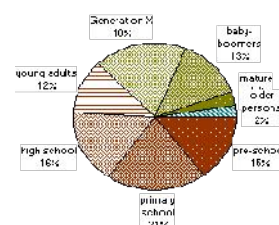
- **Copying a table.** The table will retain its fonts and borders, but not shading. You may need to adjust the column widths (point to the edge of column until the cursor changes, then click-drag the edge). The copied table will have a fixed width so changing one column will affect others. You can cancel this from the menu [Tables] -> [Properties] -> [Table] and un-selecting the [Preferred width] box.

Average size of households	Shellharbour			NSW		
	Indigenous	not Indig.	Relative size	Indigenous	not Indig.	Relative size
	3.28	2.86	15% larger	3.22	2.65	21% larger

- **Copying a chart.** You can select the cells containing the chart you want, and copy and paste into Word. The chart will appear as a picture in a table. Select the cells of the table and convert to text to have just the chart graphic left. Click-drag on a corner or side to move or re-shape.

The chart will 'float' over the page and can even be put over text. You can adjust this by right-clicking on the edge of the chart object, selecting [Format Picture],

Main age groups in the indigenous community



then changing the Layout so the text is square.

If you select the chart itself and not the cells in Excel that the chart is in (to do this, point and click on the chart so that the eight black corner/edge markers appear, then [Ctrl]C), it will be pasted as an Excel document linked to your Excel spreadsheet. If you double-click it, you can open it as a window into Excel, and changes can be made to the underlying Excel spreadsheet. You will be able to re-size the chart and it will print as it appears. However, your Word file may become much larger because of the Excel links.

b. Method 2 – Copy and Paste-Special as Unformatted text

You can select any cells of Excel with text, [Ctrl]-C to copy, then in Word use [Edit] -> [Paste Special] and select [Unformatted text]. This will deposit just the words in your document, a new paragraph for each cell. Note there may be some tabs at the end of the paragraph, which you may need to delete – go to the end and backspace if needed.

Copy – pasting tables as unformatted text will place each row in a paragraph with text from each column separated by tabs. You may need to adjust the tab settings so the columns all align and fit on your page. This method is useful if you want to turn a table into a set of tabbed columns or dot points.

Charts do not copy this way.

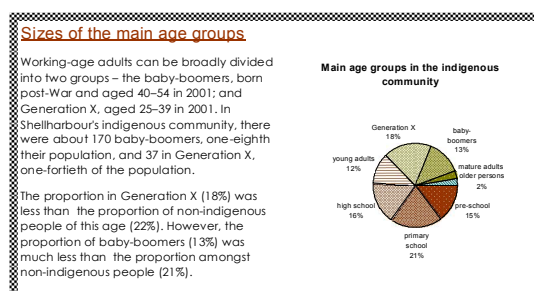
c. Method 3 – Copy and Paste-Special as a Picture (enhanced Metafile)

You can select any part of Excel with text, tables and charts, [Ctrl]-C to copy, then in Word use [Edit] -> [Paste Special] and select [Picture (enhanced Metafile)]. This will paste the Excel material as a picture.

You will be able to re-size the picture to suit your page, but you will not be able to get to any bits of it (eg adjust a chart or font).

The picture will 'float' over the page and can even be put over text. You can adjust this by right-clicking on the corner of the picture object, selecting [Format Picture], then changing the Layout so the text is square. You can also put a border around the picture from this menu.

If you copy a section larger than a page, only a page-worth will be visible because the picture cannot be bigger than the page.



This is the easiest way to copy a chart into Word – select the chart, copy, and past as picture.

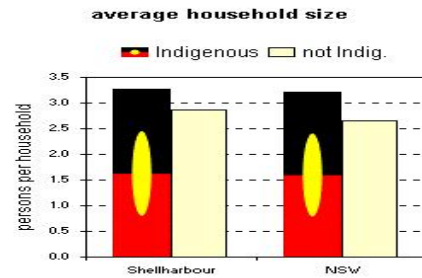
d. Method 4 – Copy and Paste-Special as HTML format

You can select any part of Excel with text, tables and charts, [Ctrl]-C to copy, then in Word use [Edit] -> [Paste Special] and select HTML. This will paste the selected area as a table, with any charts floating as pictures.

You can adjust the table columns to fit better, and move the chart, as described above. If you just select a chart to copy, it will be pasted as a picture.

In 2001, Shellharbour had some 385 households which included indigenous people. The average usual household size was 3.3 people. This was one-seventh larger than non-indigenous households, which averaged 2.9 people.

The most common sizes of Shellharbour's indigenous households were 2 persons (one-quarter of households) and 4 persons (one-quarter). For non-indigenous households, the most common sizes were 2 persons (three-tenths of households) and 4 persons (one-fifth).



e. Method 5 – Copy and Paste-Special as an Excel object

You can select any part of Excel with text, tables and charts, [Ctrl]-C to copy, then in Word use [Edit] -> [Paste Special] and select Excel Object. This will paste a window into Excel in your Word document, linked to the underlying Excel worksheet. If you double-click on it, it opens up the Excel spreadsheet.

You can also paste a copied chart using this option, pasting it as an Excel Chart object. Double-clicking on this will allow you to edit the chart using Excel tools.

f. Method 6 – Copy and Paste-Special as Formatted Text (RTF)

You can select any part of Excel with text, tables and charts, [Ctrl]-C to copy, then in Word use [Edit] -> [Paste Special] and select Formatted Text (RTF). This will copy text and tables from any part of the Excel spreadsheet, and paste it as a formatted table. You can convert to text, or adjust appearance, as discussed above. Charts don't copy.

Useful for copying to emails.

g. Method 7 – Select and drag onto Word

If you have Excel and Word open beside each other, you can just select an area of the Excel spreadsheet, click-drag it across to Word, and drop it where you want it. It will appear as an Excel object linked to the spreadsheet. Double-clicking on it will open the spreadsheet in the window. Right-clicking on a corner will allow you to alter layout and borders.

Note that this removes the cells from Excel, so after you have dropped the object, return to Excel and undo it with [Ctrl-Z], so the material reappears (while staying in the Word document).

Note this copies the Excel file into your Word document so it will grow by about 1.6Mb.

h. Conclusion

It is easiest to copy in small chunks – a set of text paragraphs, a table, or a chart.

- Copy and paste text, tables and charts separately.
- Paste-special text as unformatted text, or past as a table and convert to text;
- Paste tables and adjust column/row sizes;
- Paste-special charts as pictures, then alter their layout to be square with the text.