

Lesson Objectives

➤ **To understand following topics**

- Linking and Embedding Objects
- Insert Linked Object
- Insert Embedded Object
- Link and Embed Content copied from another program
- Hyperlinks
- Insert a Hyperlink
- To make an email address a hyperlink
- To remove a hyperlink



Linking and Embedding Objects (OLE)

- **This is a facility provided in Microsoft office by which information from two or more different types of files (e.g. graphics, spreadsheet, and word processing) can be inserted into a document, stored as an “object” in 2 ways - linking and embedding**
 - In linking, the linked files remain separate but if information in one file is updated, the linked information in other file is automatically updated
 - In embedding 2 or more files become part of the container file but the inserted items retain their independent existence and can be modified by double clicking in them to call up the application by which they were created.
- **The files which can be linked /embedded can be files created by other Microsoft Office programs, as well as files from other programs that support Object Linking and Embedding (OLE).**

Insert Linked Object

➤ To Insert a linked object

- Click in the document where you want to place the object
- On the Insert tab, in the Text group, click Object
- Object dialog box will open,
- Click on Create from file tab
- In the File box, type the name of the file, or click Browse to select from a list.
- Select the Link check box.

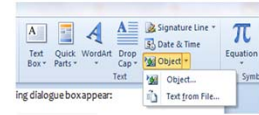


Add the notes here.

Insert Embedded Object

- Click in the document where you want to place the object.
- On the Insert tab, in the Text group, click Object
- Do one of the following:
 - If the object does not already exist, click Create new.
 - In the Object type box, click the type of object that you want to create.
 - If the object already exists, click Create from file. In the File box, type the name of the file, or click Browse to select from a list.
- Clear the Link check box.
- Do one of the following:
 - To display the content in your document, clear the Display as icon check box.
 - To display an icon that is clicked to view the object, select the Display as icon check box.

To change the default icon image or label, click Change Icon, and then click the icon that you want from the Icon list. If you want, you can type a label in the Caption box.



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Link or Embed Content copied from another program

- In a program other than Word Document, select and copy the information that you want to insert as an object, into clipboard
- In Word Document, click where you want the object to appear.
- On the Home tab, in the Clipboard group, click the arrow below Paste, and then click Paste Special.



- In the Paste Special dialog box, do one of the following:
 - To paste the information as a linked object, click Paste link.
 - To paste the information as an embedded object, click Paste. In the As box, click the entry with the word "object" in its name. For example, if you copied the information from a Power point, click Microsoft Power point Slide Object.

Demo

➤ Linking and Embedding Objects



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Hyperlinks

- **Adding hyperlinks to the document can help readers quickly access contact information, other parts of the document, and any additional information online that you want to share**
- **Two basic parts of Hyperlink**
 - Address
 - address of the webpage, email address, or other location they are linking to
 - display text (or image)
 - For example, the address could be <http://www.youtube.com>, and the display text could be YouTube. In some cases, the display text might be the same as the address.
- **To follow a hyperlink in Word, hold down the Control key and click the hyperlink.**

Insert a hyperlink

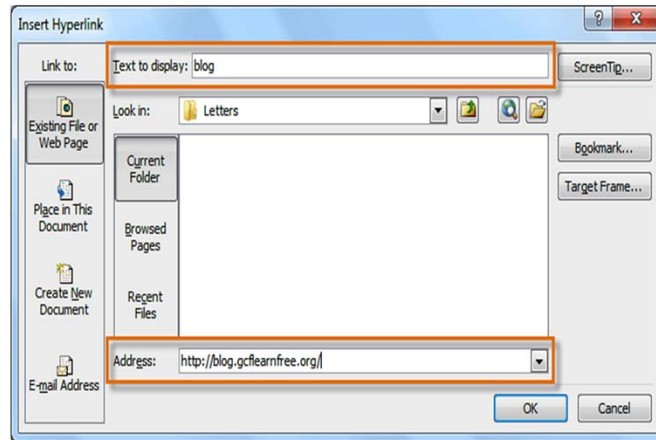
- Select the text or image you want to make a hyperlink.
- Right-click the selected text or image, then click **Hyperlink**. You can also right-click in a blank area of the document and click **Hyperlink**.
- The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert** tab by clicking **Hyperlink**.
- If you selected text, the words will appear in the **Text to display:** field at the top. You can change this text if you want.
- Type the address you want to link to in the **Address:** field.
- Click **OK**. The text or image you selected will now be a hyperlink.

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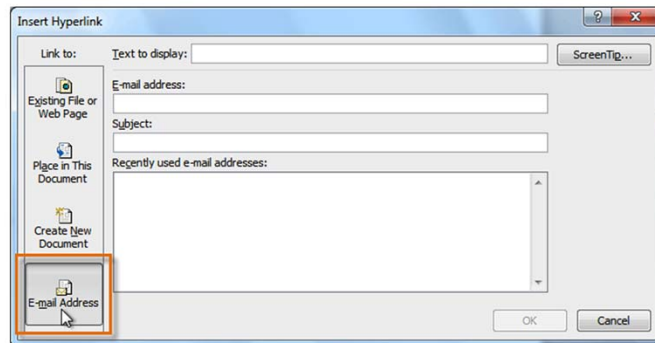
You can also insert a hyperlink that links to another portion of the same document by selecting **Place in This Document** from the **Insert Hyperlink** dialog box.

Insert a hyperlink



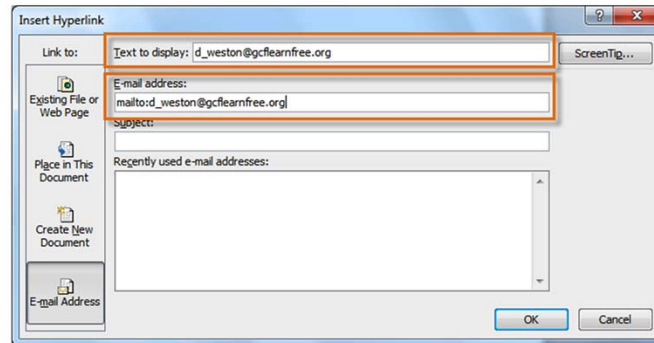
To make an email address a hyperlink

- Right-click the selected text or image, then click Hyperlink.
- The Insert Hyperlink dialog box will open.
- On the left side of the dialog box, click Email Address.



To make an email address a hyperlink

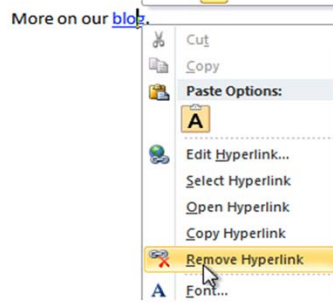
- Type the email address you want to connect to in the Email Address box, then click OK.



Word often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or the **spacebar**.

To remove a hyperlink

- Right-click the hyperlink.
- Click Remove Hyperlink.



After you create a hyperlink, you should **test** it. If you have linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

Demo

➤ Inserting and Removing Hyperlink



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Summary

- Object linking and Embedding
- How to insert a linked object
- How to insert a embedded object
- How to link or embed copied content from another program
- How to insert and remove hyperlink



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Review Question

- Q1. To follow a hyperlink in Word, hold down the _____ key and click the hyperlink.
 - A. Control B. Shift C. Alt D. Alt+Shift
- Q2. What are all the two parts of Hyperlink?
- Q3. Which of the following items retain their independent existence after insertion?
 - A. Linking B. Embedding
- Q4. Steps to remove the Hyperlinks.
- Q5. On the Insert tab Object will be available in which group?



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