

7

Session Seven: Working with the Internet, Other Applications and Workgroups

Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

*Andrew Carnegie (1835-1919)
Industrialist, businessman and entrepreneur*

The Internet is one of the defining inventions of our age. Excel has many features that enable you to interact with web sites. In this session you'll learn how to publish data to the Internet. You'll also use web queries to import data from web pages.

Excel objects can be embedded into Word documents. This session shows you how, and you can use the same skills to embed Excel objects into other Office applications such as PowerPoint and Outlook.

Team projects may require several members of a workgroup to open and update a workbook at the same time. In this session you'll learn how to use all of Excel's powerful shared workbook features.

Session Objectives

By the end of this session you will be able to:

- Publish a worksheet as a single web page
- Publish multiple worksheets as a web site
- Hyperlink to worksheets and ranges
- Hyperlink to other workbooks and the Internet
- Hyperlink to an e-mail address and enhance the browsing experience
- Execute a web query
- Embed an Excel worksheet object into a Word document
- Embed an Excel chart object into a Word document
- Link an Excel worksheet to a Word document
- Understand the three different ways to share a document
- Share a workbook using the lock method
- Share a workbook using the merge method
- Share a workbook on a network
- Accept and reject changes to shared workbooks