Copy Excel data or charts to Word

There may be times when you want to present your Microsoft Office Excel worksheet data, or a chart that you created in Excel, in a Microsoft Office Word document. You can simply copy selected data or charts in Excel and then use the **Paste** or **Paste Special** commands in Word to insert the data or charts into a document.
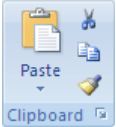
What do you want to do?

⇩ Copy worksheet data to a Word document

⇩ Copy a chart to a Word document

Copy worksheet data to a Word document

1. In Excel, select the worksheet data that you want to copy to a Word document.

2. On the **Home** tab, in the **Clipboard** group, click **Copy** ▣.

   Keyboard shortcut You can also press CTRL+C.

3. In the Word document, click where you want to paste the copied worksheet data.

4. On the **Home** tab, in the **Clipboard** group, click **Paste**.

   Keyboard shortcut You can also press CTRL+V.

5. Click **Paste Options** ▣ next to the data, and then do one of the following:

   - To paste the data as a Word table, click **Keep Source Formatting** if you want to use the original format of the copied data, or click **Match Destination Table Style** if you want to use the document theme that is applied to the Word document.

   - To paste the data as a static picture, click **Paste as Picture**.

   - To paste a link to the Excel data so that the data in the Word document is updated when you change the original data in the Excel workbook, click **Keep Source Formatting and Link to Excel** or click **Match Destination Table Style and Link to Excel**.

   - To paste the data as text, with each row in a separate paragraph and with tab spaces separating the cell values, click **Keep Text Only**.

   NOTES

   - If you don't see the **Paste Options** button, you may have to turn it on. Click the **Microsoft Office Button** ▣, and then click **Word Options**. In the **Advanced** category, under **Cut, Copy, and Paste**, select the **Show Paste Options buttons** check box.

   - If you paste the data into a Word table, the **Paste Options** button displays different paste options. You can insert the copied data as a nested table, merge it with the existing table, insert it as new rows in the existing table, overwrite the cells in the existing table, or paste it as a static picture.

Tips

- To paste the data in another format (such as a worksheet object, HTML format, bitmap, picture, or to text format) or to paste a link to the source data in Excel, on the **Home** tab, in the **Clipboard** group, click the arrow on the **Paste** button, and then click **Paste Special**. In the **As** list, click the format that you want to use.

- To edit the entire worksheet later, click **Microsoft Office Excel Worksheet Object**. To provide access to the entire worksheet in the Word document, including data that you may want to keep private, click **Microsoft Office Excel Worksheet Object**.

- To automatically update the table in the document when changes are made to the source data in Excel, click **Paste link**, and then select the option that you want in the **As** box. If you saved the source workbook before you copied the data, you can also click **Word Hyperlink** in the **As** box to insert a hyperlink in your document that directs you to the source data in Excel.

- To paste the content as an Object Linking and Embedding (OLE) Word application icon (rather than pasting the actual content), click **Microsoft Office Excel Worksheet Object**, and then select the **Display as icon**

check box. You can click the icon to open the application and then view the content.

- To use HTML to copy the data to Word and display it in a Word table, click **HTML format**.

- To paste a static picture, click **Bitmap**, or to paste a picture that can be ungrouped, click **Picture (Enhanced Metafile)** or **Picture (Windows Metafile)**.

- To paste the data as formatted or unformatted text, click **Formatted Text (RTF)**, **Unformatted Text**, or **Unformatted Unicode Text**.

- To paste the data as a hyperlink that directs you to the source data in Excel, click the arrow on the **Paste** button, and then click **Paste As Hyperlink**. If the workbook that contains the source data has not been saved yet, this option is unavailable.

- If you want the range of data that you paste as a **Microsoft Excel Worksheet Object** into a Word document to expand when the corresponding data expands on the Excel worksheet, you can define a name for the range of data in Excel before you copy the data. You can then paste a link to the named range by using the **Paste Special** command. On the **Home** tab, in the **Clipboard** group, click the arrow on the **Paste** button, click **Paste Special**, and then click **Paste link**.

Copy a chart to a Word document

1. In Excel, select the embedded chart or chart sheet that you want to copy to a Word document.
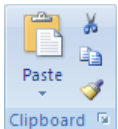
2. On the **Home** tab, in the **Clipboard** group, click **Copy** .

Keyboard shortcut You can also press CTRL+C.

3. In the Word document, click where you want to paste the copied chart.

4. On the **Home** tab, in the **Clipboard** group, click **Paste**.

Keyboard shortcut You can also press CTRL+V.

5. Click **Paste Options** next to the chart, and then do one of the following:

  - To paste the chart with a link to its source data, click **Chart (linked to Excel data)**.

  - To paste the chart and to include access to the entire workbook in the document, click **Excel Chart (entire workbook)**.

  - To paste the chart as a static picture, click **Paste as Picture**.

  - To paste the chart in its original format, click **Keep Source Formatting**.

  - To paste the chart and format it by using the document theme that is applied to the document, click **Use Destination Theme**.

   NOTE   The **Paste Options** button is not available when you paste a chart in a document that is opened in Compatibility Mode in Word. In Compatibility Mode, the chart is pasted as a static picture.

Tips

- To paste a chart in another format, click the arrow on the **Paste** button, and then click **Paste Special**. In the **As** list, select the format that you want to use.

- To paste a chart as an embedded object that can be edited by using Excel, click **Microsoft Office Excel Chart Object**. To insert a file icon that you can click to open the chart, you can select **Display as icon**.

- To paste the chart as an Object Linking and Embedding (OLE) Word application icon (rather than pasting the actual chart), click **Microsoft Office Excel Chart Object**, and then select the **Display as icon** check box. You can click the icon to open the application and then view the chart.

- To paste a chart as a static picture, click any **Picture** or **Bitmap** option. Picture format generally provides better display quality than Bitmap format.

- Click **Microsoft Office Graphic Object** to paste a chart as a graphic object that can be edited by using the chart tools in Word. To insert a file icon that you can click to open the chart, select **Display as icon**. **Microsoft Office Graphic Object** is not available when you are using Compatibility Mode in Word.

- Click **Paste link** to paste a chart that is linked to the source data of the original Excel chart so that the pasted chart is updated when the source data changes. This option is not available when you are using Compatibility

Mode in Word.

- You can also create a Microsoft Office Excel 2007 chart directly in Microsoft Office Word 2007 by clicking the **Chart** button on the Ribbon (**Insert** tab, **Illustrations** group), and then by using the chart tools to modify or format the chart. Charts that you create in Word will be embedded in the Word document, and their source data is stored in an Excel worksheet that is incorporated in the Word file. In Compatibility Mode, you can create a chart in Word by using Microsoft Graph.

NOTE   The Ribbon is a component of the Microsoft Office Fluent user interface.

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