

# How to Insert an Excel Worksheet into a Word Doc

Very useful and very easy to do

If you've ever wanted to include data that you have in an Excel file into a Word document, you've probably just copied the data from Excel and pasted it into Word.

While this works, there are a number of limitations. One of the most important is that if the original data file ever changes, your Word document will never reflect those changes.



If either of those issues matter to you, there are better ways to insert an Excel worksheet into a Word doc. In this article, you'll learn every way possible to do that as well as the pros and cons.

# Insert An Excel Worksheet Into A Word Doc Via Copy/Paste

Of course, the fastest and easiest way to get data from an Excel worksheet into a Word document is just using [Window's copy and paste feature](#).

To do this, you'll open the Excel file with your data, highlight the cells that contain the data you want to bring into your document, and press **Ctrl-C** on the keyboard.

DBN	School Name	Number of Test Takers	Critical Reading Mean	Mathematics Mean	Writing Mean
01M292	Henry Street School for International Studies	31	391	425	385
01M448	University Neighborhood High School	60	394	419	387
01M450	East Side Community High School	69	418	431	402
01M458	SATELLITE ACADEMY FORSYTH ST	26	385	370	378
01M509	CMSP HIGH SCHOOL				
01M515	Lower East Side Preparatory High School	154	314	532	314
01M539	New Explorations into Sci, Tech and Math HS	47	568	583	568
01M650	CASCADES HIGH SCHOOL	35	411	401	401
01M696	BARD HIGH SCHOOL EARLY COLLEGE	138	630	608	630
02M047	AMERICAN SIGN LANG ENG DUAL	11	405	415	385
02M288	FOOD AND FNANCE HIGH SCHOOL	50	422	412	407
02M294	HIGH SCHOOL FOR HIST AND COMM	51	382	364	366
02M296	High School of Hospitality Management	43	397	415	391

If you place your cursor into your Word document and press **Ctrl-V** on the keyboard, you'll notice that the cells you've selected appear perfectly in the Word document.

School Name	Number of Test Takers	Critical Reading Mean	Mathematics Mean	Writing Mean
Henry Street School for International Studies	31	391	425	385
<b>University Neighborhood High School</b>	<b>60</b>	<b>394</b>	<b>419</b>	<b>387</b>
East Side Community High School	69	418	431	402
SATELLITE ACADEMY FORSYTH ST	26	385	370	378
CMSP HIGH SCHOOL				
Lower East Side Preparatory High School	154	314	532	314

There are a few caveats here.

The imported Excel cells become a Microsoft Word table. So if you want to format this table after the data is imported, you can't do things like use Excel formulas or other Excel formatting features.

The second issue is that it only works well for smaller tables of data. If you want to copy and paste data further down the Excel spreadsheet, you'll lose the headers.

The Facing History School	59	381	373
Urban Assembly Academy of Government and Law	48	411	406
LOWER MANHATTAN ARTS ACADEMY	35	409	381
The James Baldwin School	45	421	419
Urban Assembly School of Business for Young Women	52	401	409
GRAMERCY ARTS HIGH SCHOOL	49	395	376
NYC iSchool			
HIGH SCHOOL ENVRNMNTL STUDIES	216	465	480



This isn't really very useful. In this case, you'll want to try one of the options below to insert an Excel worksheet into a Word doc instead.

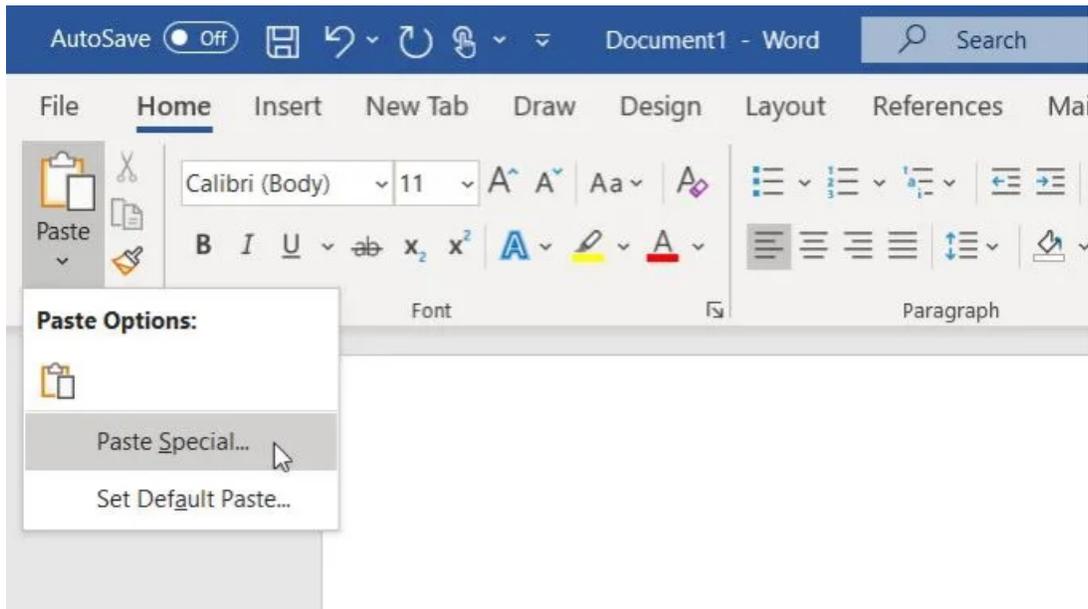
- **Pros:** Fast and convenient, good for small tables.
- **Cons:** Doesn't update with source data, and lose headers on large tables, doesn't fully conserve original formatting.

## Insert An Excel Worksheet As An Embedded Object

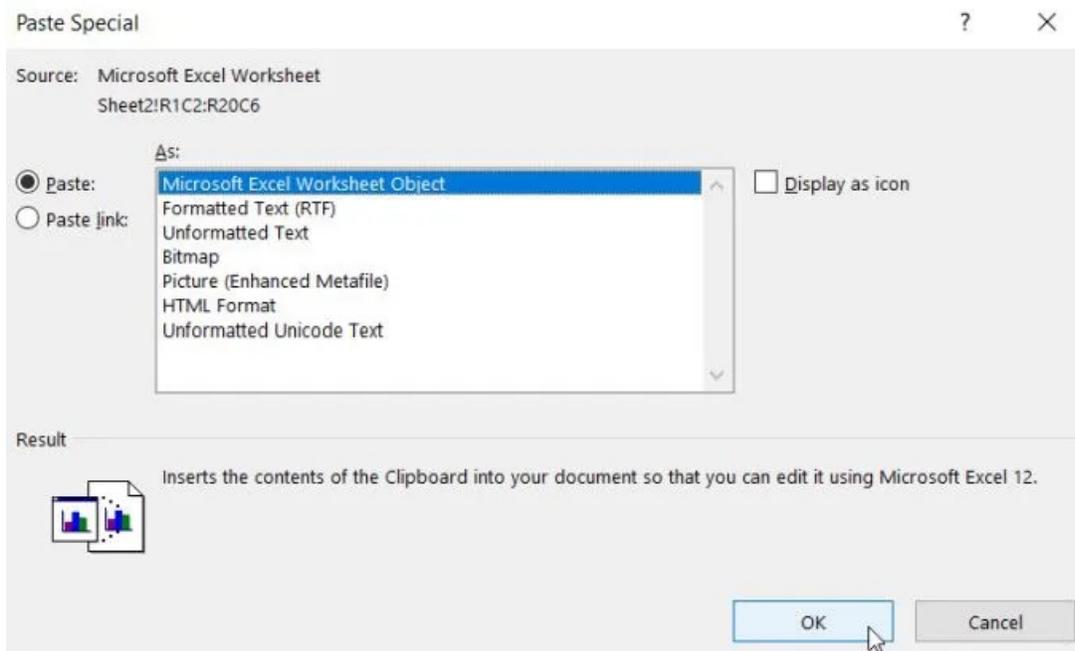
If you want to be able to use Excel functions and other Excel formatting features later to update the table, you're better off pasting the Excel data as an embedded object.

To do this:

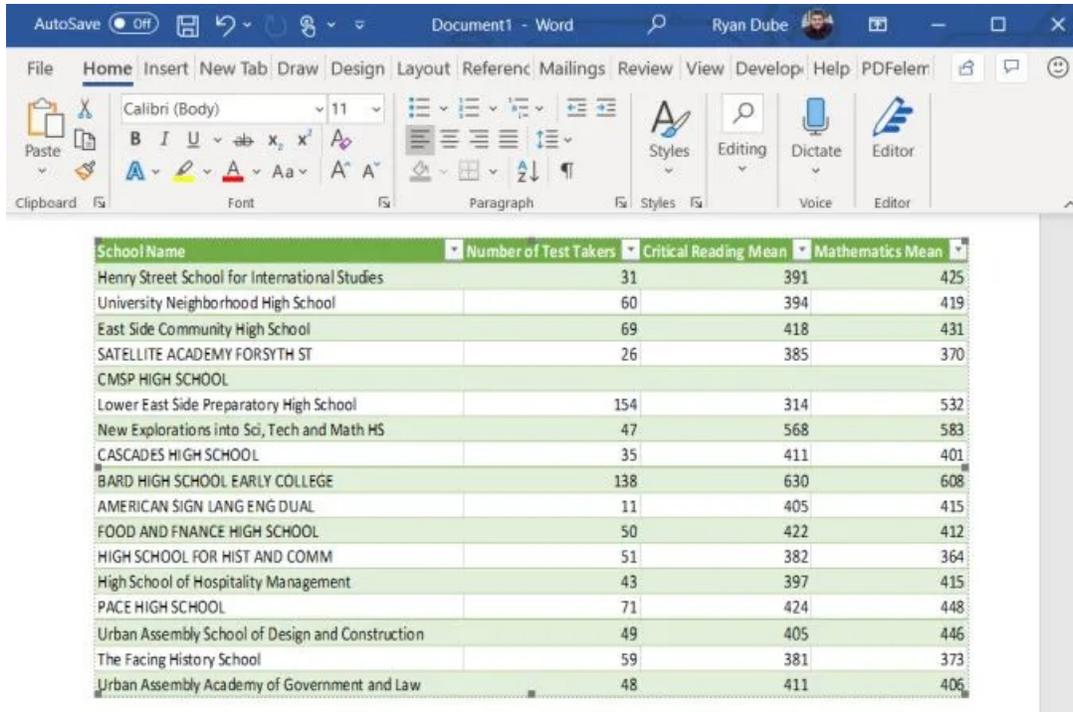
1. Select the section of Excel worksheet that you want to copy and press Ctrl-C.
2. In Microsoft Word, place the cursor where you want to insert the data table.
3. In the Home menu, select the down arrow under Paste and select Paste Special.



4. You'll see a Paste Special dialogue box appear. Select **Microsoft Excel Worksheet Object** and select **OK**.



This will insert the copied cells into your Word document. The new object won't behave like a Microsoft Word table at all, and you won't be able to edit the data inside the table from inside Microsoft Word.



However, you can resize the entire object so that it fits inside the margins of your document.

If you do want to edit the data, just double-click on the object and it will open the entire original spreadsheet inside Microsoft Excel.

Keep in mind this is an entirely new Excel file (not the original). But any edits you make and save in that Excel file will update in your Word document.

How this works:

- When you use an embedded object to paste Excel data, Word creates a copy of the original Excel file.
- When you double-click the object, Word opens the copied file for editing.
- You can use all of Excel's functions and formatting features to make any changes.

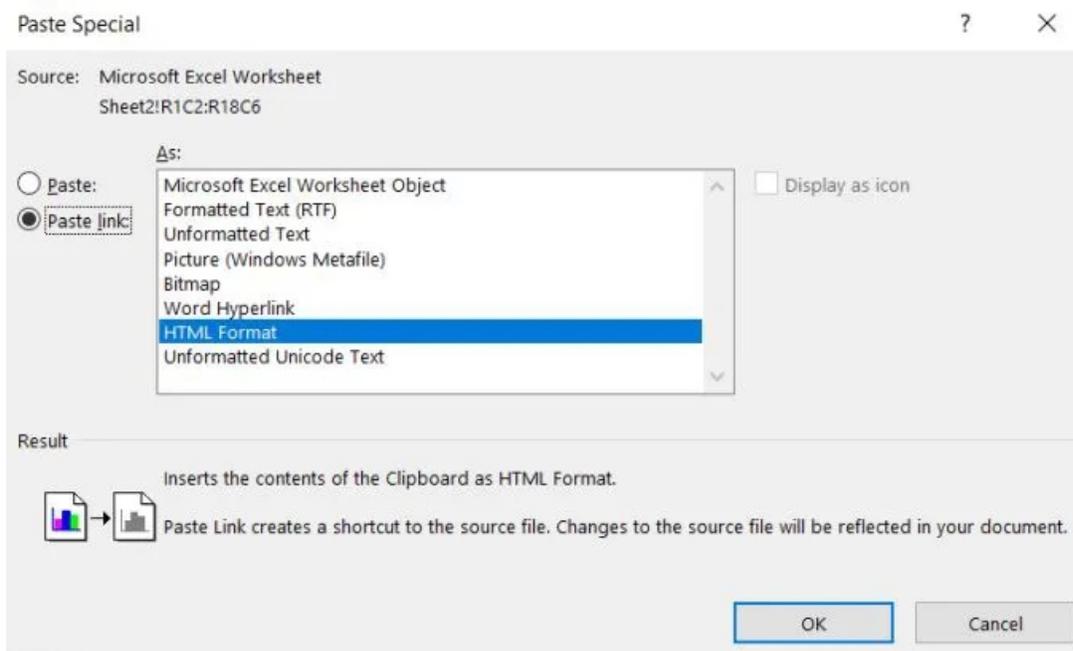
What is nice about this approach is that none of the original formatting gets changed during the conversion to a Microsoft Word table. It also gives you an “attached” Excel data file of the original data file in case you ever want to modify the data or add additional data to your pasted Excel object in Word.

- **Pros:** Fast and convenient, good for large tables, and conserves original formatting
- **Cons:** Doesn't update with source data, and can't edit table directly inside Word

## Insert An Excel Worksheet As A Linked Object

The best way to insert an Excel worksheet into a Word doc is by pasting it as a [linked embedded object](#).

The procedure to do this is identical to the one above, except in the [Paste Special window](#) you want to make sure to select the Paste Link checkbox.



You'll see that the inserted Excel data looks the same as in the previous section, but there's a significant difference.

If you return to your original Excel file and make any changes to the data in any of the cells you pasted, you'll see those changes immediately update in your Microsoft Word document.

The changes take effect in Word even if you haven't saved the changes in the Excel file. This essentially lets you create a live view from Word into changes someone is actively making in any Excel file.

If you wanted to, you could use this feature to create a realtime dashboard in Word to display any important data points that someone may change in an Excel file.

- **Pros:** Fast and convenient, good for large tables, conserves original formatting, and updates instantly with source data updates.
- **Cons:** Can't edit table directly inside Word.

As you can see, there are multiple ways to insert an Excel worksheet into a Word doc. The option you choose really only depends on how you intend to use that data and whether you want to see or use data changes in the original Excel file.

Article courtesy of: <https://helpdeskgeek.com/office-tips/embed-an-excel-worksheet-into-word/>