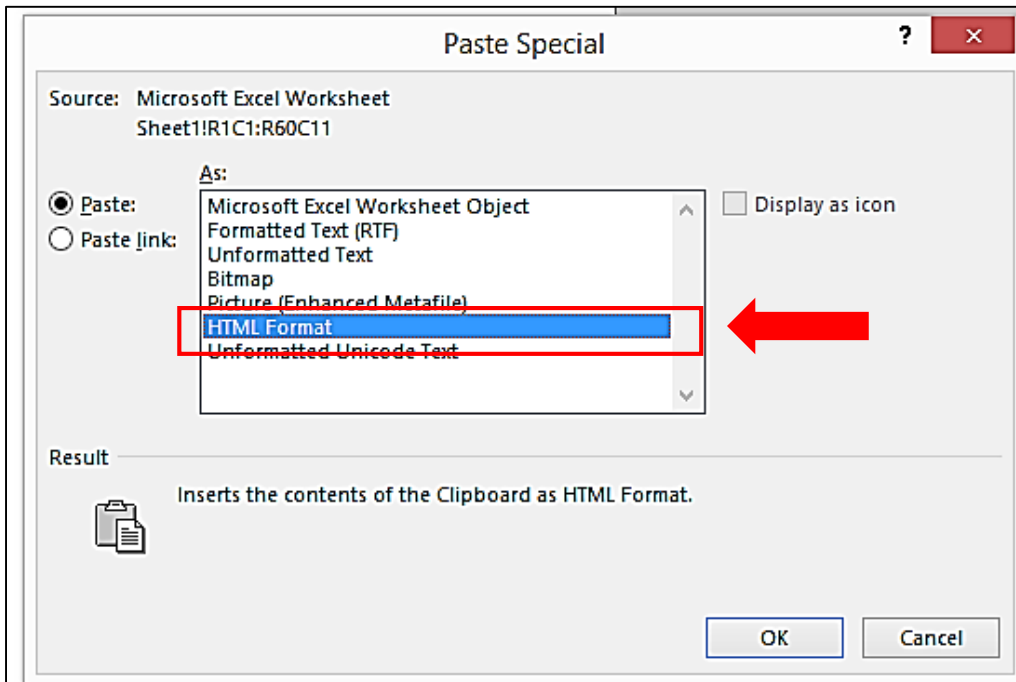
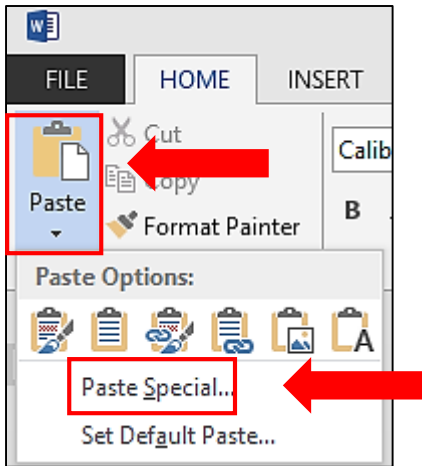
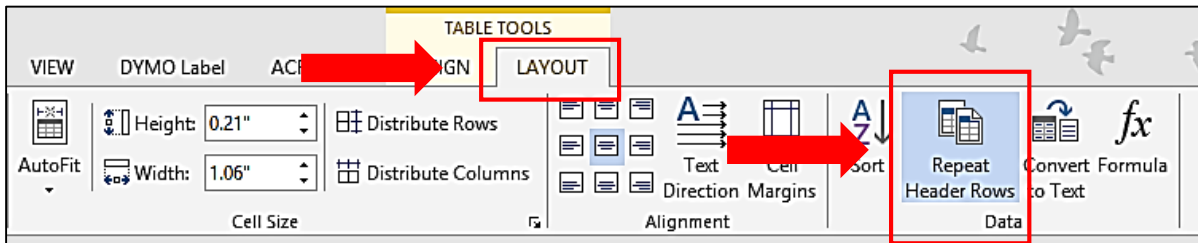


Inserting a Multi-Page Excel Worksheet into a WORD Document

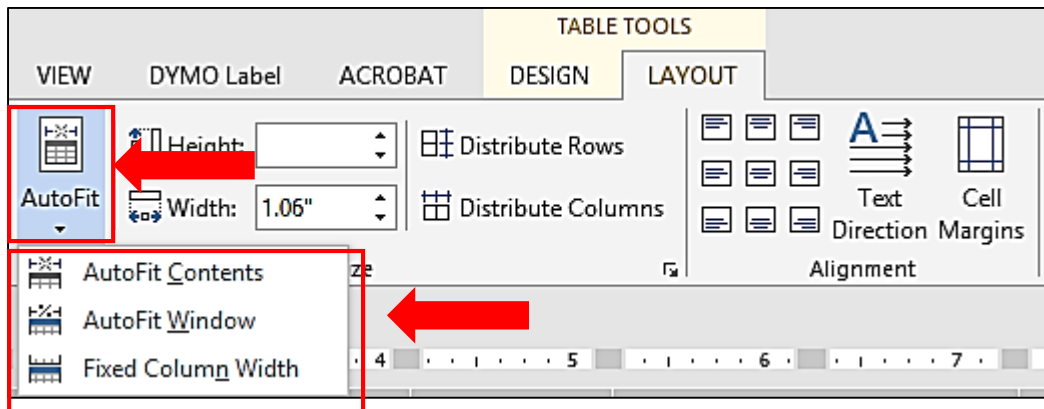
1. The sample worksheet has 11 columns and 60 rows. In Excel, select the range of cells from the worksheet (for example, A1 to K60); press **Ctrl+C** to copy.
2. In the WORD document, go to the desired location where the worksheet is to be inserted. Select **Paste**, and from the dropdown menu select **Paste Special**. From the **Paste Special** menu select **HTML Format**, then press **OK**. (see pages 3-4)



3. In the WORD document, put the cursor in one of the worksheet header rows; the **Table Tools** menu will now be visible. Click on **Layout** and select **Repeat Header Rows** to repeat header rows on each page.



4. For a wide worksheet, select the entire worksheet and orient it as landscape (see pages 8-9). If the worksheet still does not fit between the 1-inch margins: a) select the entire worksheet, which will make **Table Tools** visible; b) go to **Layout > Autofit**; c) select **Autofit Contents** or **Autofit Window**; in this case, **Autofit Window** provided the best result (see pages 5-7).



BEFORE

Co1 1	Co1 2	Col3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Co
35	39	38	32	22	9	28	26	4	
16	37	26	60	12	45	12	34	5	2
9	51	33	54	5	56	50	13	31	2
51	57	58	13	29	52	51	55	11	1
28	26	20	50	5	39	36	26	8	3
36	44	12	57	55	37	15	13	53	4
59	50	44	37	10	10	47	20	8	
27	35	18	9	3	11	16	50	41	5
34	31	28	26	42	16	20	39	43	4
16	32	30	49	20	48	58	27	18	4
46	14	39	33	24	40	38	49	53	4
59	22	36	3	12	47	38	29	12	9
14	29	27	42	36	19	48	51	20	7
11	53	50	26	25	38	16	18	37	5
15	59	16	52	48	4	35	37	7	4
39	10	58	11	57	10	19	41	3	1
23	17	17	19	23	21	51	14	26	3
21	51	11	40	21	49	34	53	60	4
8	51	44	58	19	14	34	33	12	4
40	17	5	49	26	46	18	38	35	1
14	6	7	37	5	6	58	25	35	4
46	24	25	55	59	39	53	11	22	4
15	15	26	44	54	8	43	29	37	1
27	12	24	48	9	8	56	44	4	9
37	16	58	46	43	22	8	7	43	3
10	42	28	57	7	7	27	5	2	5
20	14	47	26	11	9	9	28	29	7
43	7	31	31	45	14	31	46	22	1

47	54	2	60	9	12	52	35	10	4
44	16	26	58	54	35	31	53	20	4
18	12	40	12	32	21	37	27	42	3
47	4	22	54	9	26	44	16	13	5
32	18	31	3	24	5	31	8	12	5
48	46	6	49	50	45	39	40	7	4
23	56	35	32	27	6	47	18	28	2
43	27	33	17	20	14	20	13	10	1
44	12	49	33	30	6	3	31	37	5
19	53	54	15	34	19	16	22	20	2
39	60	23	58	8	20	24	15	55	4
31	44	44	28	11	49	4	11	10	3
6	44	3	57	14	44	33	8	44	1
11	54	51	29	56	23	20	15	49	6
24	41	4	17	8	50	19	57	31	2
19	42	6	48	10	12	33	13	21	4
50	28	25	49	48	9	29	21	23	1
45	26	33	58	43	25	14	57	42	4
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3	19	35	4	16	10	45	54	54	4
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22	12	8	21	47	8	4	4	9	1
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AFTER

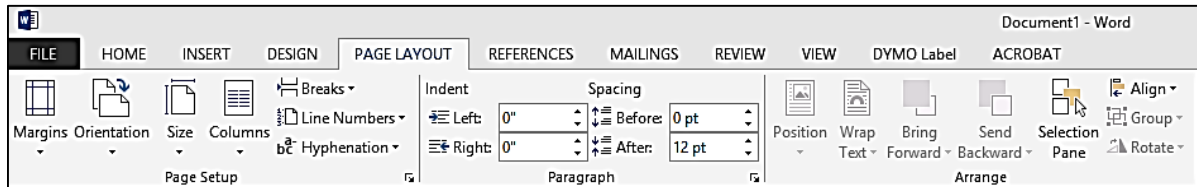
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16	37	26	60	12	45	12	34	5	27	60
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51	57	58	13	29	52	51	55	11	15	9
28	26	20	50	5	39	36	26	8	39	49
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14	29	27	42	36	19	48	51	20	3	16
11	53	50	26	25	38	16	18	37	59	29
15	59	16	52	48	4	35	37	7	42	44
39	10	58	11	57	10	19	41	3	12	45
23	17	17	19	23	21	51	14	26	31	11
21	51	11	40	21	49	34	53	60	48	10
8	51	44	58	19	14	34	33	12	45	24
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14	6	7	37	5	6	58	25	35	47	60
46	24	25	55	59	39	53	11	22	49	49
15	15	26	44	54	8	43	29	37	17	38
27	12	24	48	9	8	56	44	4	9	25
37	16	58	46	43	22	8	7	43	36	5
10	42	28	57	7	7	27	5	2	50	42
20	14	47	26	11	9	9	28	29	8	38
43	7	31	31	45	14	31	46	22	11	7

Co1 1	Co1 2	Col3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
47	54	2	60	9	12	52	35	10	45	48
44	16	26	58	54	35	31	53	20	43	8
18	12	40	12	32	21	37	27	42	36	57
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39	60	23	58	8	20	24	15	55	48	5
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6	44	3	57	14	44	33	8	44	18	16
11	54	51	29	56	23	20	15	49	60	20
24	41	4	17	8	50	19	57	31	22	40
19	42	6	48	10	12	33	13	21	45	45
50	28	25	49	48	9	29	21	23	11	51
45	26	33	58	43	25	14	57	42	41	45
17	10	9	17	20	51	11	39	12	15	21
23	57	59	56	14	38	37	36	10	37	14
4	39	11	3	19	21	23	60	56	24	19
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34	17	8	19	2	4	23	60	51	39	51
3	19	35	4	16	10	45	54	54	40	19
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49	2	9	52	51	53	55	21	50	37	24
22	12	8	21	47	8	4	4	9	3	16
51	47	21	31	16	24	33	56	21	56	37

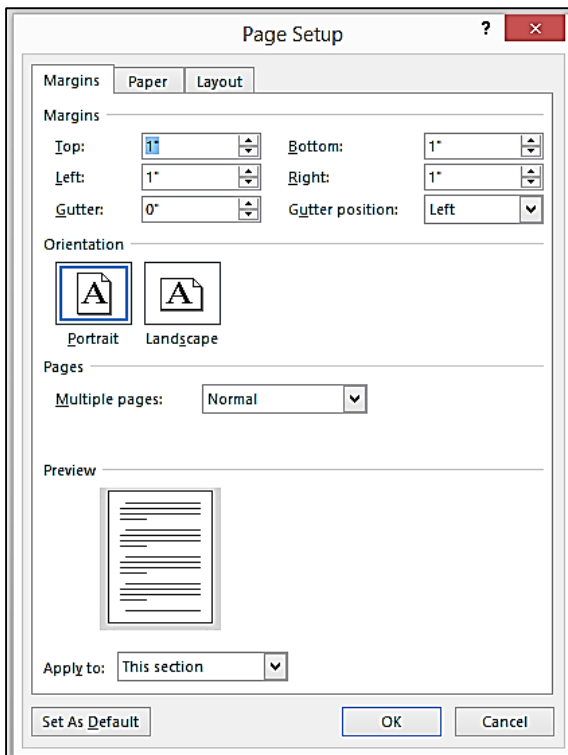
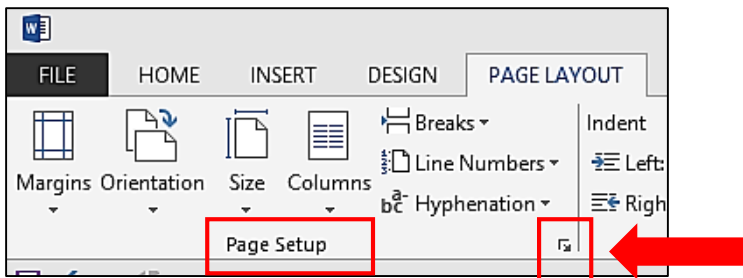
Co1 1	Co1 2	Col3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
60	27	37	2	9	19	17	44	52	9	22

Landscape Orienting Tables and Figures in WORD

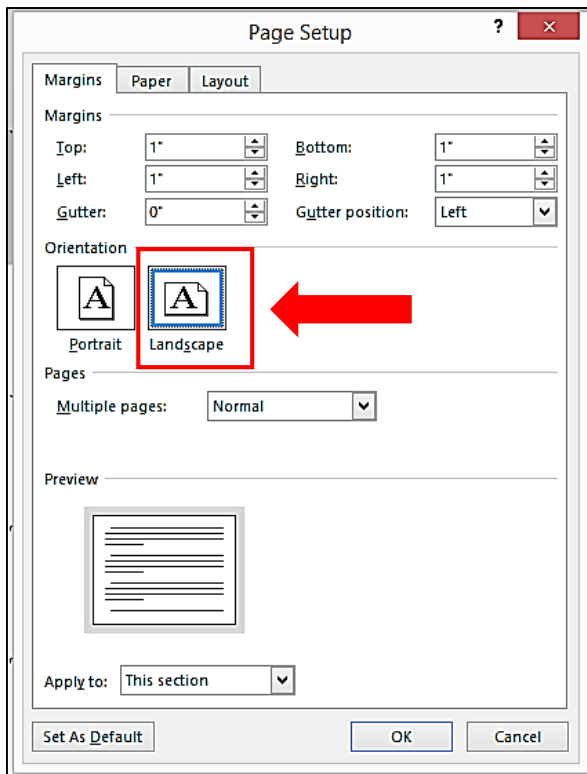
1. Highlight table(s) + heading(s) and/or figure(s) + caption(s) that you want on page(s) oriented as landscape.
2. Go to **PAGE LAYOUT** on the ribbon.



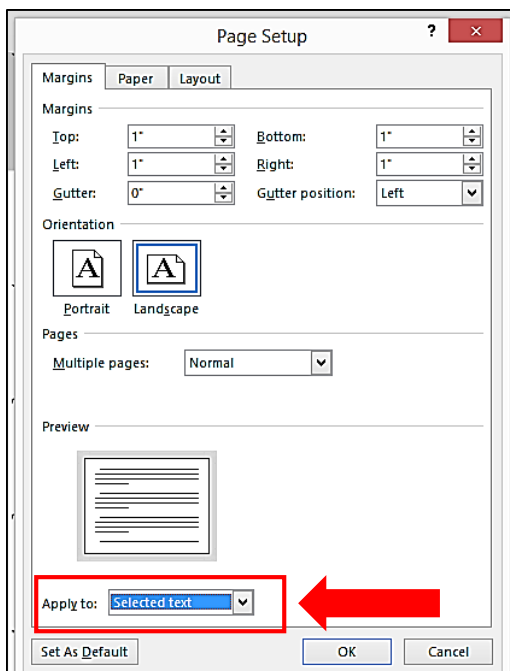
3. On **Page Setup**, click on the small arrow that points to lower right; that will open the **Page Setup** menu.



4. Under **Orientation**, click on the Landscape icon; that will highlight it in a blue box.



5. For **Apply to:** choose **Selected text.**



6. Click **OK**; the highlighted table(s) + heading(s) and/or figure(s) + caption(s) will now be on landscape-oriented pages with Section Breaks inserted before and after the landscape page(s); existing page numbers should not be affected.