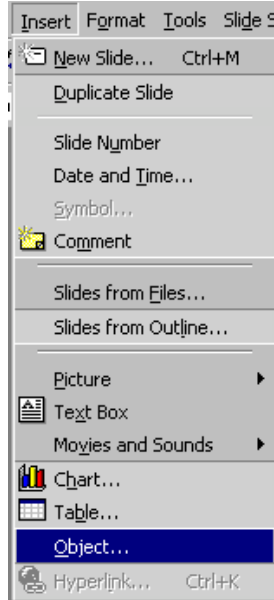
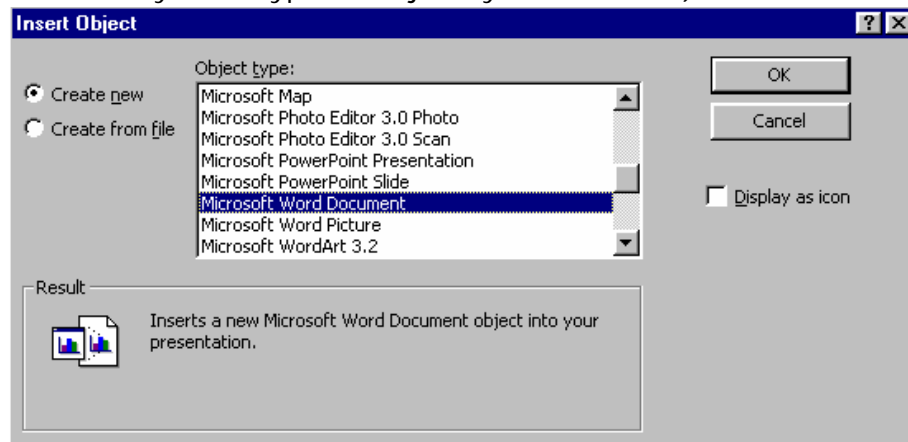


## You can insert entire pages from Word/Excel

1. On the slide where you want to insert a page of a Word document, on the file menu, click **Insert**.

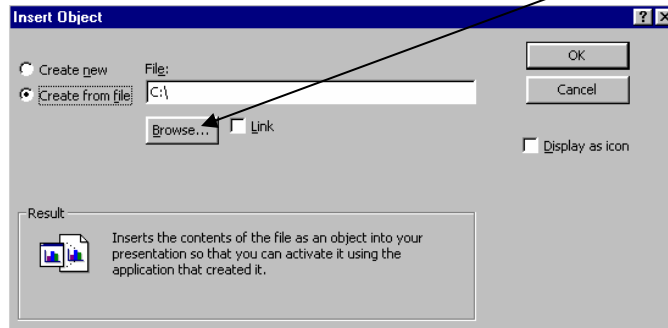


2. On the drop-down menu, click **Object**.
3. On the dialogue box that opens, you have the options of creating a new *Microsoft Word* file or inserting a file. (Notice the many other types of objects you can insert.)

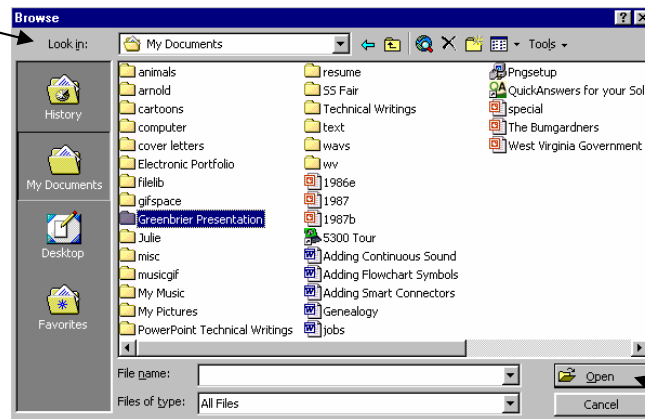


4. To insert a *Microsoft Word* document **from your files**, click to check the circle beside **Create from file**.

5. A new dialogue box appears. Click **Browse** to locate and select the file you want to insert.



6. On the next box that appears, use the arrow beside **Look In** to locate where your file is stored. Then click



on the name of your file to highlight it and click **Open**.

7. The Insert Object box appears again on your screen. Click **OK**.

