

LESSON 1 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
Destination file	The file into which information is inserted.	666
Embedded object	A file produced by one application that becomes part of another file produced by the same or a different application.	668
Linked object	A file that is outside a document but can be viewed or printed as if it were within it.	669
Multitasking	Running multiple programs at the same time.	665
Paste Options	Choices you can make about how to format the text you are pasting.	666
Paste Special	Pasting material that may be in any one of several file formats.	666
Source file	The file containing the information displayed by a linked object.	666
Tiling	Dividing the screen among programs, so that all programs are visible on the screen.	665

Tech Tip

Once you learn to use a tool in one Microsoft Office application, the same tool usually works the same way in other Office applications. This makes it easy to use different programs to create a single project.

You Should Know

The object embedded in a Word document can be a file created by Word, Excel, Access, or some other application.

Troubleshooter

You cannot edit a linked object inside a document. The linked object always shows what is in the source file. You must open the source file and edit it to update the object linked to it.

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