

Linked Files

Glencoe iCheck Series Microsoft Office 2007 Real World Applications

Several of the Solution Files contain linked objects. A linked object is created in a source file and inserted into a destination file. The linked object in the destination file can be updated when the source file is updated.

Every effort has been made to keep linked objects together. However, problems can occur if objects are placed on a network or if a linked object is separated from its destination file. Teachers experiencing difficulties opening linked files should use the **Microsoft Office 2007 Help feature** for information on updating the links.

Updating Links in Access

To work with the Access database Solution Files, you must save these files from the Teacher Resource DVD to another location. After the files are saved to the other location, you must then update any linked objects in Access. The affected files are:

- **Unit 3 Lesson 5 Solution File Sports5-SF.accdb.** (The linked files are located at this path on the Teacher Resource DVD: **Unit 3>Lesson 5>Data Files>Linked Tables.**)
- **Appendix A Solution File Estate-SF.accdb.** (The linked file is located at this path on the Teacher Resource DVD: **Appendix A>Data Files>Repairs.**)

To recreate the links, follow these steps:

1. **Save** the database to a hard drive.
2. **Open** the **Navigation Pane** and locate the linked objects.
3. **Right-click** each linked object and select **Linked Table Manager**.
4. **Click the checkbox** for the tables whose links you want to refresh and click **OK**.
5. In the dialog box that opens, find the source file and click **Open**.

For more assistance, use the **Access Help** feature.

Updating Links in PowerPoint

In PowerPoint, linked objects, particularly media files, can lose functionality for a variety of reasons. Use the **PowerPoint Help** feature to diagnose your specific problem. Follow these general guidelines for managing media in your presentations:

- When preparing a presentation that includes media files, keep the linked objects in a folder with the presentation.
- If links become broken, place objects in a folder together with the presentation and reinsert the objects into the presentation.
- Use the **Package for CD** option (**Office>Publish>Package for CD**) whenever you plan to create a presentation that will be shared on a different computer.