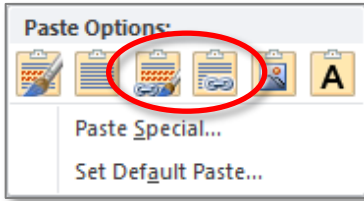# Task 4.2   Creating a linked table

If you are still working on your Excel figures, you can create a link between the worksheet and your Word document using the *Paste Options*. If you change the figures in the worksheet, the document is updated as well.

There are two linking options:

Link & Keep Source Formatting	Pastes the data as a Word table but with the formatting from the Excel file.
Link & Use Destination Styles	Pastes the data as a table, but with Word's default table formatting (a basic grid).

Try this...

1.   Use the Excel icon on the taskbar at the bottom to open the file *chapter 1_data.xlsx*.

This is the 'source' file.

2.   Copy from cell *A1* to cell *F6* again.

3.   Return to your Word document.

This is the 'destination' file.

4.   Click after the table you have just created and press **Return** or **Enter**.

5.   On the *Home* tab, click on the down arrow at *Paste* to display the *Paste Options* gallery.

6.   Move your cursor over both link options to see how each will look then select *Link & Use Destination Styles*.

The copied cells display as a simple Word table. You can format this as you wish.

7.   Open the Excel worksheet again.

8.   Click in the cell *A2*, type **1.2** and press **Tab**.

9.   Return to the Word document, and examine the cell A2 in the table. If the data has not updated automatically, right-click in the table and select *Update Link*.

> **Note:** Only cells within the original copy range will be updated. If you insert rows or columns in the Excel file, you will have to repeat the copy and paste with the new range.