

## **Chapter 22: Integration**

### **Quiz Yourself Answers**

1. OLE is a way of transferring and sharing objects between programs.
2. Embedding stores a copy of the object in the destination file, and any changes made to the source file do not appear in the destination file; linking stores the object in the source file and displays it in the destination file, and any changes to the object in the source file appear in the destination file.
3. When an object is embedded, two copies of the object exist, one in the source file and one in the destination file.
4. If an Excel chart is linked to a Word document, the source program is Excel.
5. If you make changes to a linked object in the destination file, the changes you make appear in the destination file; however, if you update the linked object, the data in the source file will overwrite the changes you made to the linked object in the destination file.
6. To use Excel data in an Access table without using the Copy and Paste commands, prepare the Excel worksheet so that there are no blank rows and no rows above the column headings, and then import the worksheet into Access.
7. RTF stands for *Rich Text Format*.
8. To insert text from a text file into another Word file without using the Copy and Paste commands, use the Text from File command on the Object menu.
9. To use data from an Access datasheet in a PowerPoint slide without first exporting it to another file format, copy the data on the datasheet, and then paste it onto the slide.
10. If you create PowerPoint slides from a Word outline that has one Level 1 paragraph and three Level 2 paragraphs, the outline will create one slide with a title and three first-level bulleted items.
11. After importing a Word outline, to change the format of a slide so that it matches the theme used in the presentation, select the slides whose format need to be changed, and then click the Reset button in the Slides group on the Home tab.
12. In a mail merge, a merge field contains instructions for replacing the field placeholder with the variable information that changes from one letter to another.
13. The file that contains the variable information to be used in a mail merge is called the data source.