

- 3) Save the Writer document. Any changes made to the OLE object are also saved.

If the OLE object is linked, then if you change it in Writer it will change in Calc; if you change it in Calc, it will change in Writer. This can be a very powerful tool if you create reports in Writer using Calc data, and want to make a quick change without opening Calc.

Creating a DDE link in Writer

To create a DDE link from Calc to Writer:

- 1) Open both the Writer document and the Calc spreadsheet.
- 2) In Calc, select the cells to make the DDE link to. Copy them.
- 3) Go to the place in your Writer document where you want the DDE link. Select **Edit > Paste Special > Paste Special**. Writer displays its Paste Special dialog (Figure 431).
- 4) Select the **Dynamic Data Exchange (DDE link)** option in the *Selection* list.
- 5) Click the **OK** button. Now the link has been created in Writer. When the Calc spreadsheet is updated, the table in Writer is automatically updated.

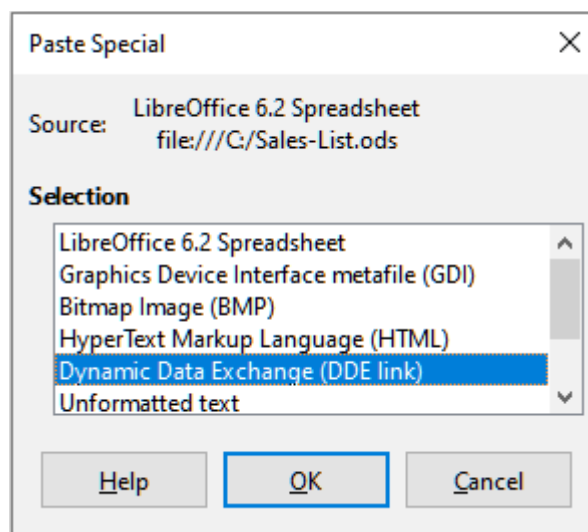


Figure 431: Paste Special dialog in Writer, with DDE link selected

Spreadsheets

To include a spreadsheet in a Writer document, you can insert either an existing spreadsheet file or a new spreadsheet as an OLE object, as explained above, or create a DDE (Dynamic Data Interchange) object.

Embedding or linking a spreadsheet

Embedding a spreadsheet into Writer includes most of the functionality of a Calc spreadsheet. Writer is capable of performing complex calculations and data analysis. However, if you plan to use complex data or formulas, it is recommended to perform those operations in a separate Calc spreadsheet and use Writer only to display the embedded spreadsheet with the results.

You may be tempted to use spreadsheets in Writer for creating complex tables or presenting data in a tabular format. However, the Table feature in Writer is often more suitable and faster to use, depending on the complexity of your data; see Chapter 13, Tables of Data.

To embed a spreadsheet into a Writer document, follow the instructions in “Inserting a file as an OLE object” on page 404.