

Need to insert one Word document into another one? Forget cutting-and-pasting! This quick shortcut is all you need:

To insert a document in your current Word 2007 document, follow these easy steps:

1. In the MS Word document you are working on, position your cursor where you would like to insert the other document or spreadsheet.
2. Click the "Insert" tab
3. In the "Text" pane, click on the down arrow next to the "Object" icon
4. Select "text from file."
5. Browse to find the desired document and double click.

Note that the text you insert in your document will not be updated if it changes in the original document, so remember to re-insert the original document.

To view a clip of this procedure, click here:

<http://screencast.com/t/7JsRiuEa>