INTEGRATION Project #1: Word / Excel (Paste Link)

You work at the Java Internet Café, which has been open only a few months. The café serves coffee, other beverages, and pastries, and offers Internet access. Seven computer are set up on tables along the north side of the store. Customers can come in, have a cup of coffee and a pastry and browse the Web.
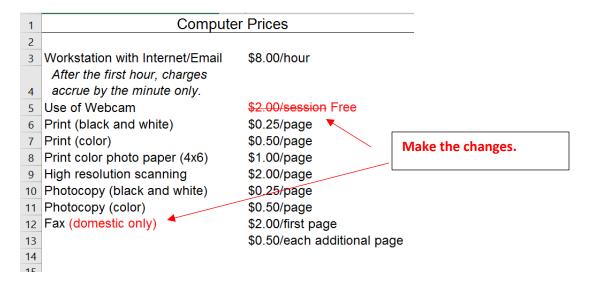
Your manager asks you to create a menu of coffee prices and computer prices. You will do this by integrating Microsoft Word and Microsoft Excel.

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1. Open the **Coffee Prices** Excel file in your folder.
2. Change the width of column A and D to 20. Change the width of columns B and E to 10. Change the width of column C to 4.
3. Left-align the data in columns B and E.
4. Indent and italicize the text in cells A4 and A6.
5. Change the font of all data to Arial 12 points.
6. Format the data in columns B and E as Currency.
7. Merge and center the range A1:E1.
8. Change the font of the text in the merged cell A1 to Arial, 14 points.
9. Format the merged cell A1 with a bottom border.
10. Hide the gridlines from view (go to the View tab). **SAVE** the file.
11. Copy the data in the range A1:E6 to the Clipboard.
12. Open the **Java Menu** document from your folder. **SAVE AS: Java Menu (your initials)**
13. Go to the line below the Menu heading, center the blank line.
14. **PASTE A LINK** to the Coffee Prices worksheet data you copied to the Clipboard. **SAVE** the document.
15. Switch to Excel, and then open the **Computer Prices** Excel file from your folder.
16. Copy the data in the range A1:C13 to the Clipboard.
17. Switch back to the Java Menu document.
18. On the next line after the Coffee Prices, center the line if it is not already centered.
19. **PASTE A LINK** to the Computer Prices worksheet data you copied to the Clipboard. **SAVE** the document.
20. Save and Close the document. (*Everything should be on one page. If needed, resize the paste link worksheets.)*
21. Test#1 - To test if the Paste Link works open the Java Menu document. *A message should appear that the document contains links.* If it doesn't, do the Paste Link again. Close your **Java Menu** document.
22. **Go to the next page.**

23. Open the **Coffee Prices** Excel file; make the following changes detailed in red below. Save your changes to the **Coffee Prices** file.

	A	B	C		
1	Coffee Prices			**Change the prices.**	
2					
3	House coffee	2		Café latte	3.5
4	Refills	0.5 ← 0.75	Cappucino	3.5	
5	Espresso	2.75 ← 3.00	Café breve	3.25	
6	Extra shot	0.55		Café con panna	3.75
7					

24. Open the **Computer Prices** Excel file; make the following changes detailed in red below. Save your changes to the **Computer Prices** file.

1	Computer Prices	
2		
3	Workstation with Internet/Email	$8.00/hour
4	*After the first hour, charges accrue by the minute only.*	
5	Use of Webcam	$2.00/session Free
6	Print (black and white)	$0.25/page
7	Print (color)	$0.50/page
8	Print color photo paper (4x6)	$1.00/page
9	High resolution scanning	$2.00/page
10	Photocopy (black and white)	$0.25/page
11	Photocopy (color)	$0.50/page
12	Fax (domestic only)	$2.00/first page
13		$0.50/each additional page
14		
15		

Make the changes.

25. Test#2 - Open your Java Menu document again. The changes you made above should automatically be updated.
26. Save and Close your Java Menu document. (*Everything should be on one page. If needed, resize the paste link worksheets.*)