

# LESSON 2 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
<b>Destination file</b>	The file into which information is inserted.	683
<b>Embedded object</b>	A file produced by one application that becomes part of another file produced by the same or a different application.	687
<b>Linked object</b>	A file that is outside a document but can be viewed or printed as if it were within it.	688
<b>Paste Options</b>	Choices you can make about how to format the text you are pasting.	685
<b>Paste Special</b>	Pasting material that may be in any one of several file formats.	684
<b>Source file</b>	The file containing the information displayed by a linked object.	683

**You Should Know**

The object embedded in an Excel worksheet can be a file created by Word, Excel, Access, or some other application.

**Troubleshooter**

If you copy a worksheet with a linked object to another directory or e-mail it to someone, you must copy or e-mail the source file for the linked object as well. Otherwise, the linked object will not appear when the worksheet is viewed.

**You Should Know**

Embedded objects are most useful for items that do not need to be updated often.

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