LESSON 1 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
Destination file	The file into which information is inserted.	414
Embedded object	A file produced by one application that becomes part of another file produced by the same or a different application.	417
Import	To pull data from one application and insert the data into another application.	421
Linked object	A file that is outside a document but can be viewed or printed as if it were within it.	414
Paste Special	Pasting material that may be in any one of several file formats.	414
Source file	The file containing the information displayed by a linked object.	415

Tech Tip

Using many programs at once may cause your system to run out of memory or run slower. In such a case, close any programs you no longer need.

Troubleshooter

You cannot edit a linked object, because the linked object always shows content of the source file. First, you must open the source file and edit it. Then you can update the linked object.

Tips and Tricks

If two or more windows are open, use the keyboard shortcut CTRL + F6 to switch from one window to the next.

Teaching Tip Each lesson in the unit is designed to be self-contained so that the teacher can assign lessons in any order as needed by the students. Key Terms have been replicated so that students can successfully complete all activities without having to do the lessons in order.