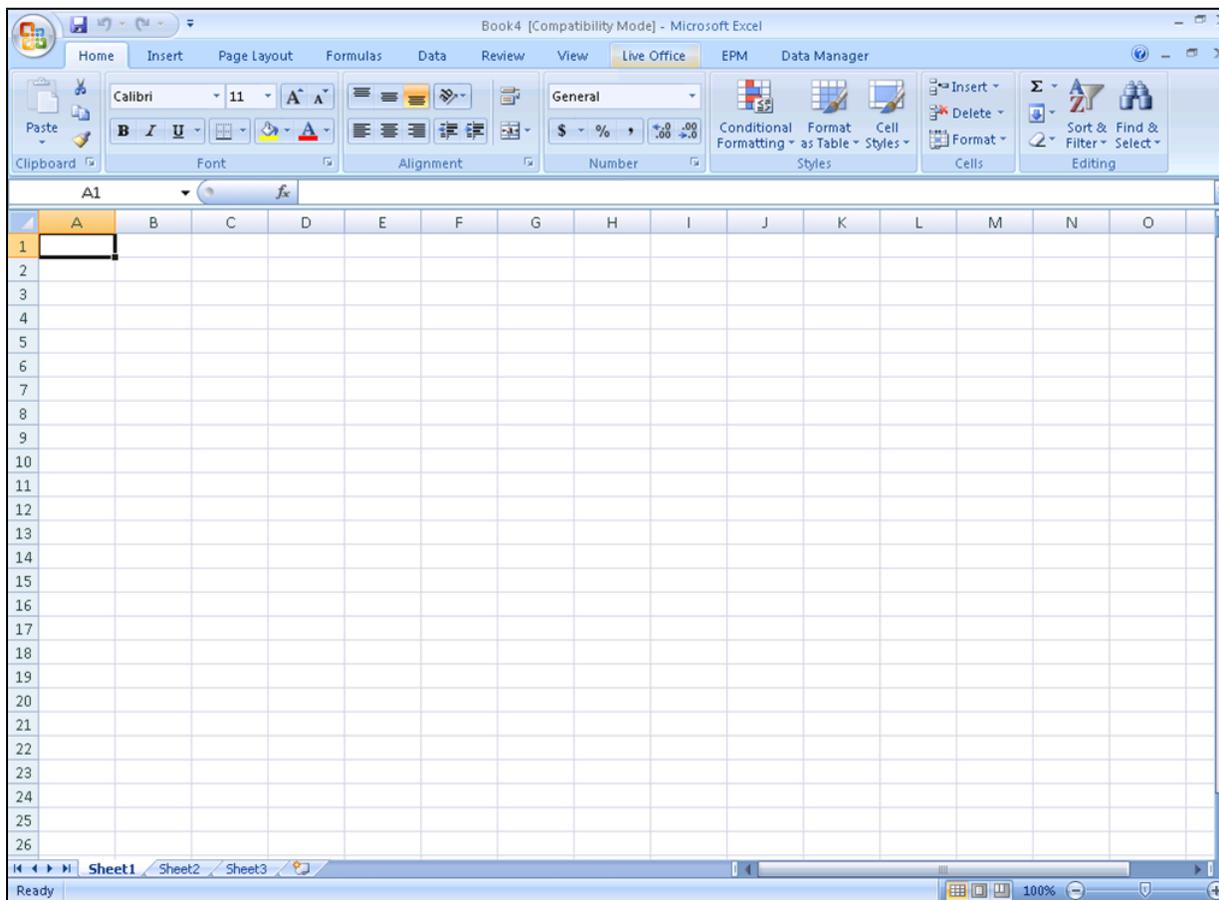


# Copy and Paste Live Office Objects between Documents

## Procedure

### BI launch pad



1. Press any key or click anywhere to continue



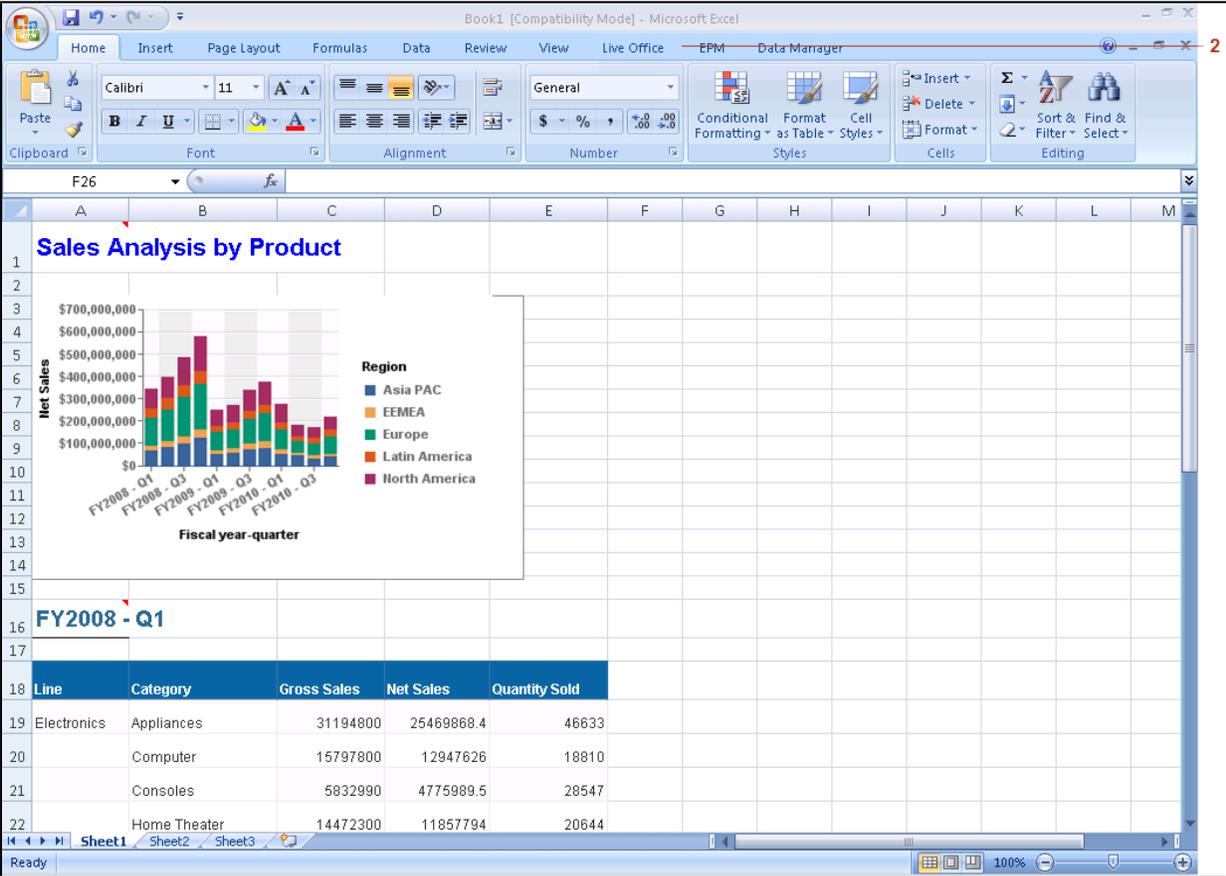
You can copy and paste Live Office objects between documents.

Select the object from the first document, and copy it into a new document.

Press any key or click anywhere to continue.

# Copy and Paste Live Office Objects between Documents

## Microsoft Excel - Book1 [Compatibility Mode]

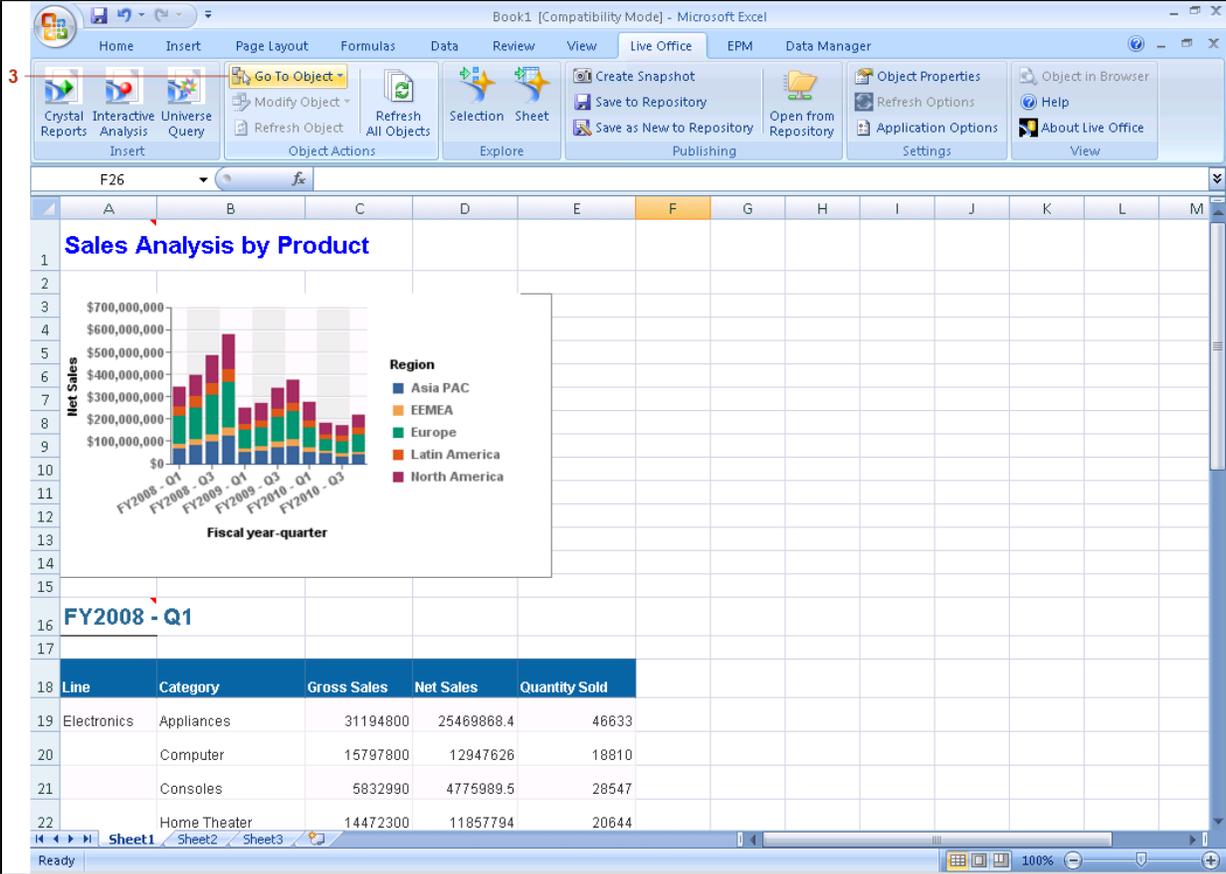


2. Click **Live Office**.

Start by selecting the Live Office tab.

# Copy and Paste Live Office Objects between Documents

## Microsoft Excel - Book1 [Compatibility Mode]

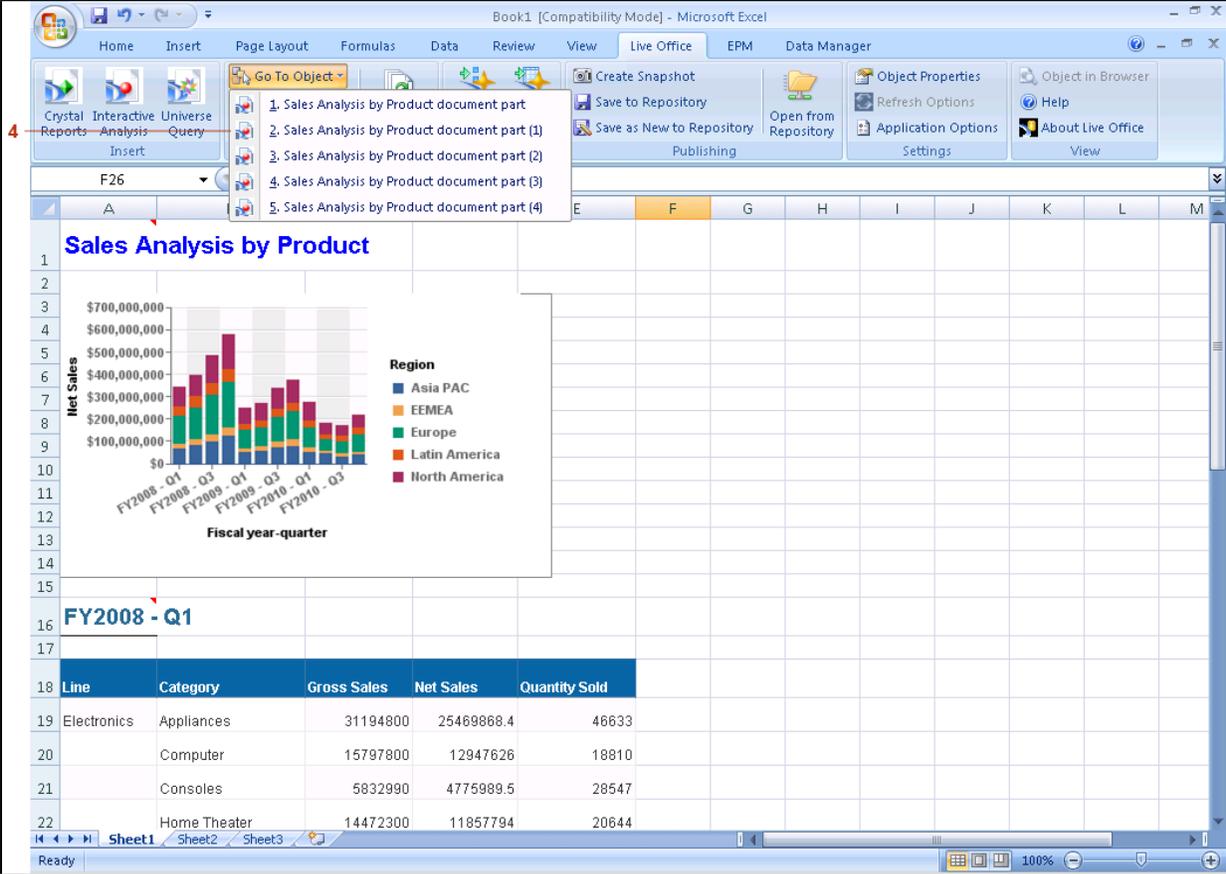


3. Click **Go To Object**.

Select the object from the first document

# Copy and Paste Live Office Objects between Documents

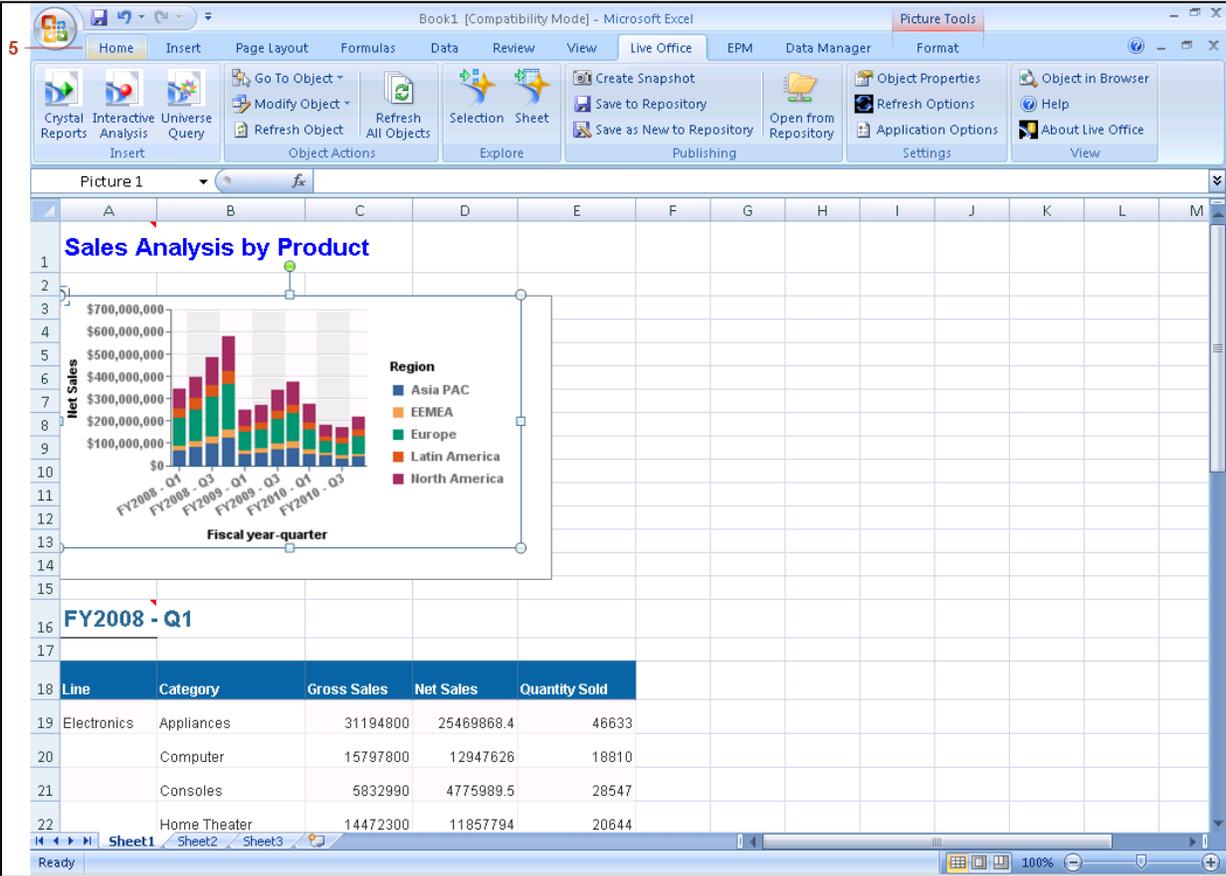
Microsoft Excel - Book1 [Compatibility Mode]



4. Click **Sales Analysis by Product document part (1)**.

# Copy and Paste Live Office Objects between Documents

## Microsoft Excel - Book1 [Compatibility Mode]

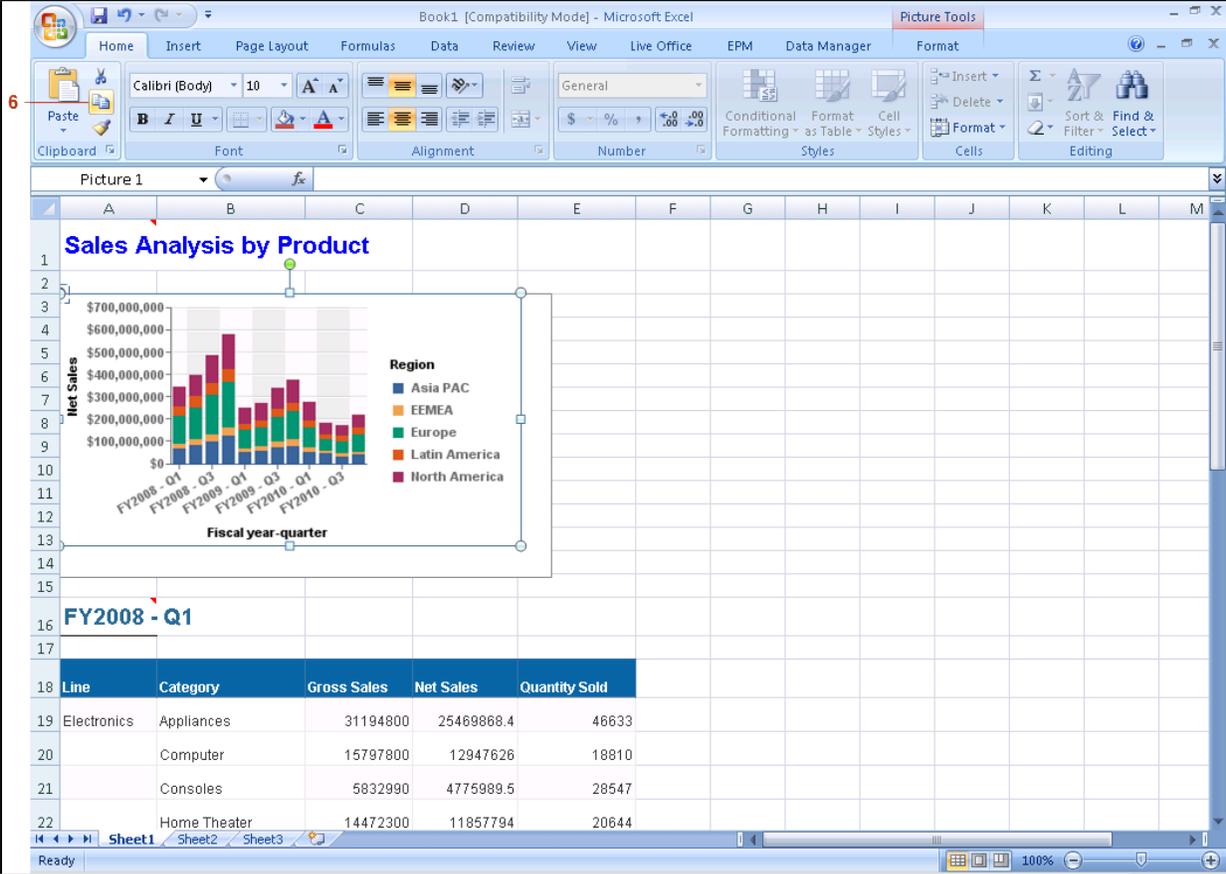


5. Click **Home**.

Now paste the content into a new document.

# Copy and Paste Live Office Objects between Documents

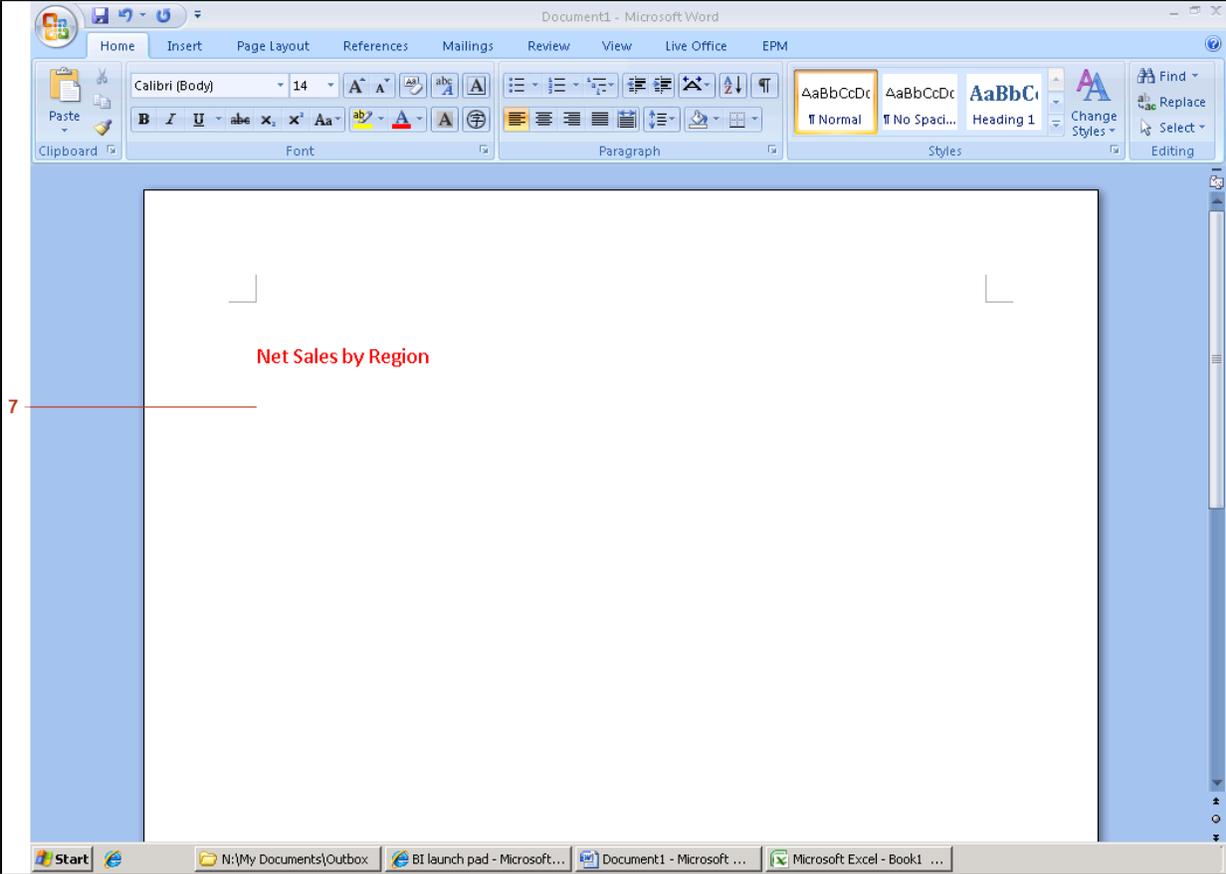
## Microsoft Excel - Book1 [Compatibility Mode]



6. Click **Copy** .

# Copy and Paste Live Office Objects between Documents

Document1 - Microsoft Word

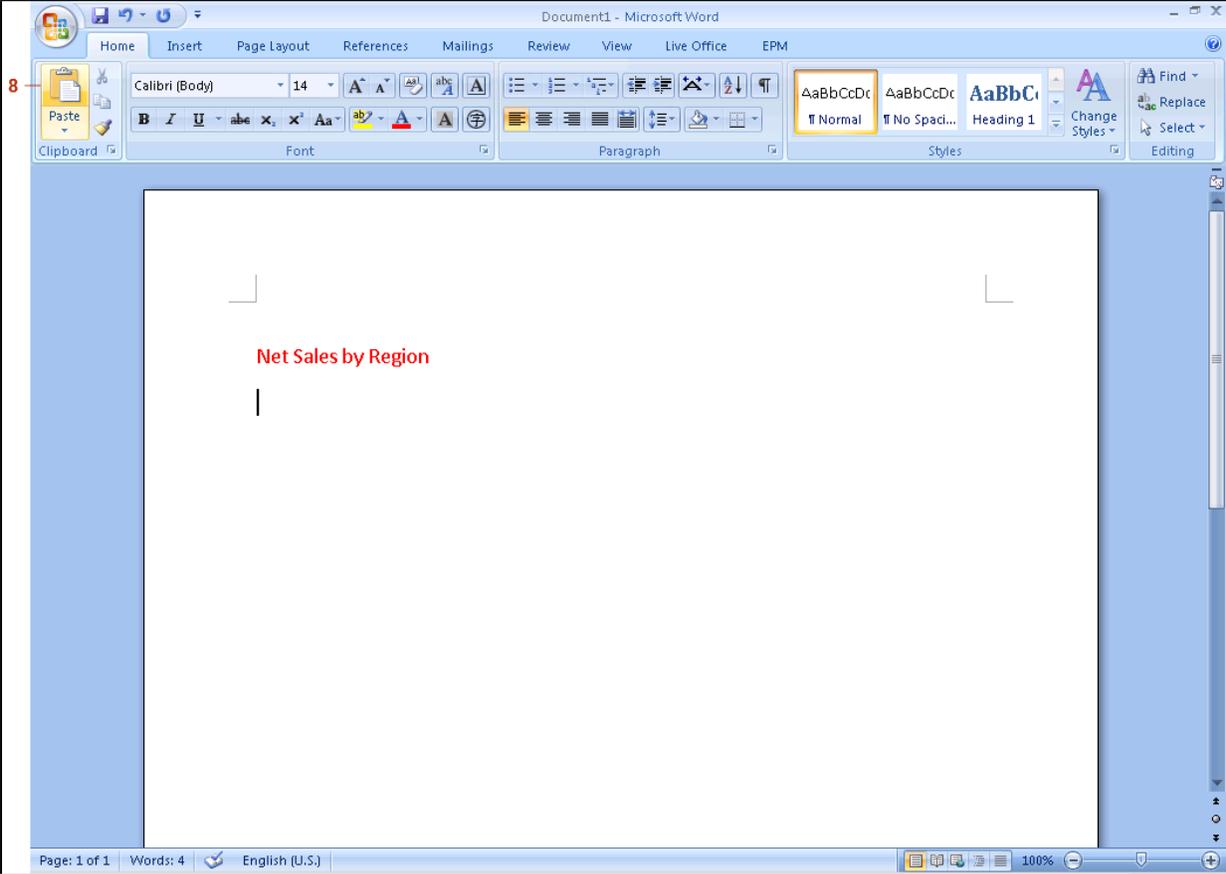


7. Click the **Word Document**.

 Insert your cursor beneath the Net Sales by region title in the Word document.

# Copy and Paste Live Office Objects between Documents

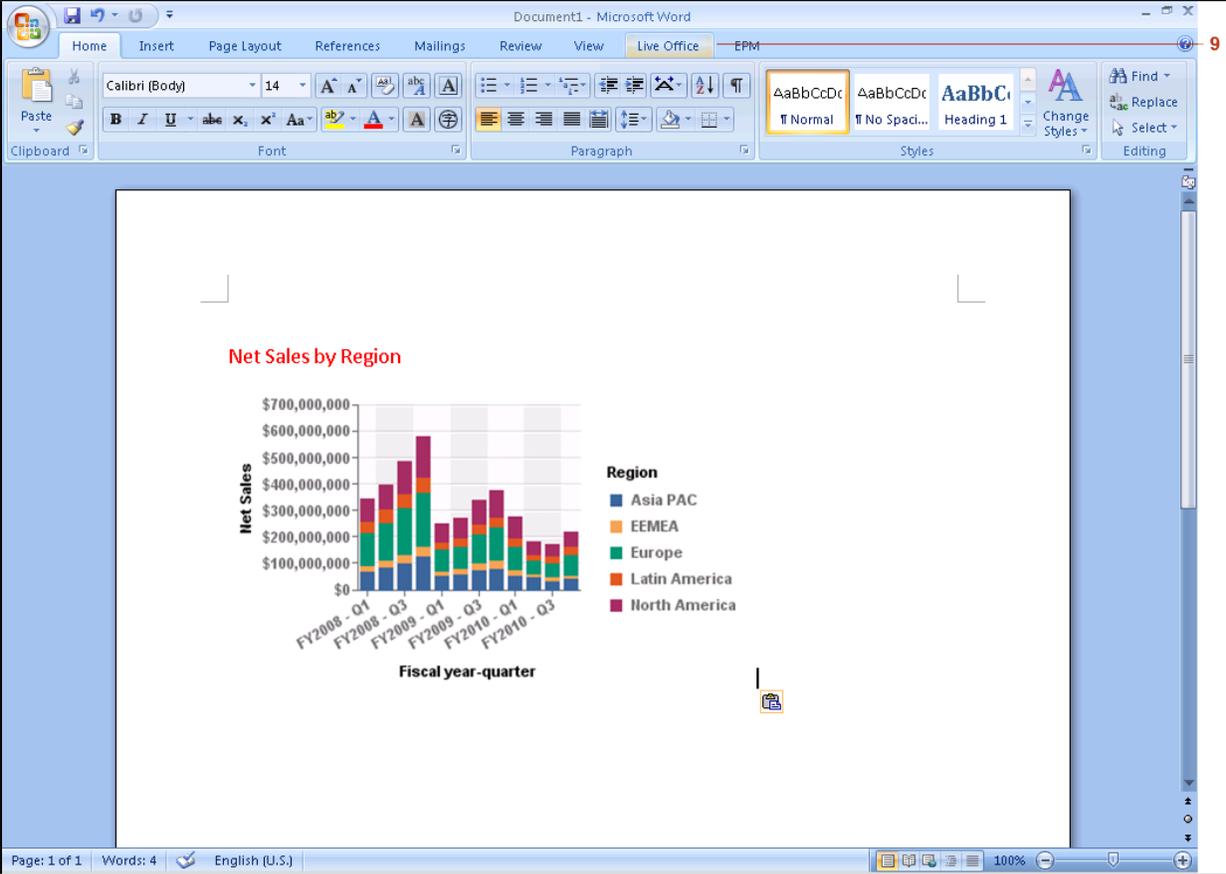
Document1 - Microsoft Word



8. Click **Paste** .

# Copy and Paste Live Office Objects between Documents

## Document1 - Microsoft Word



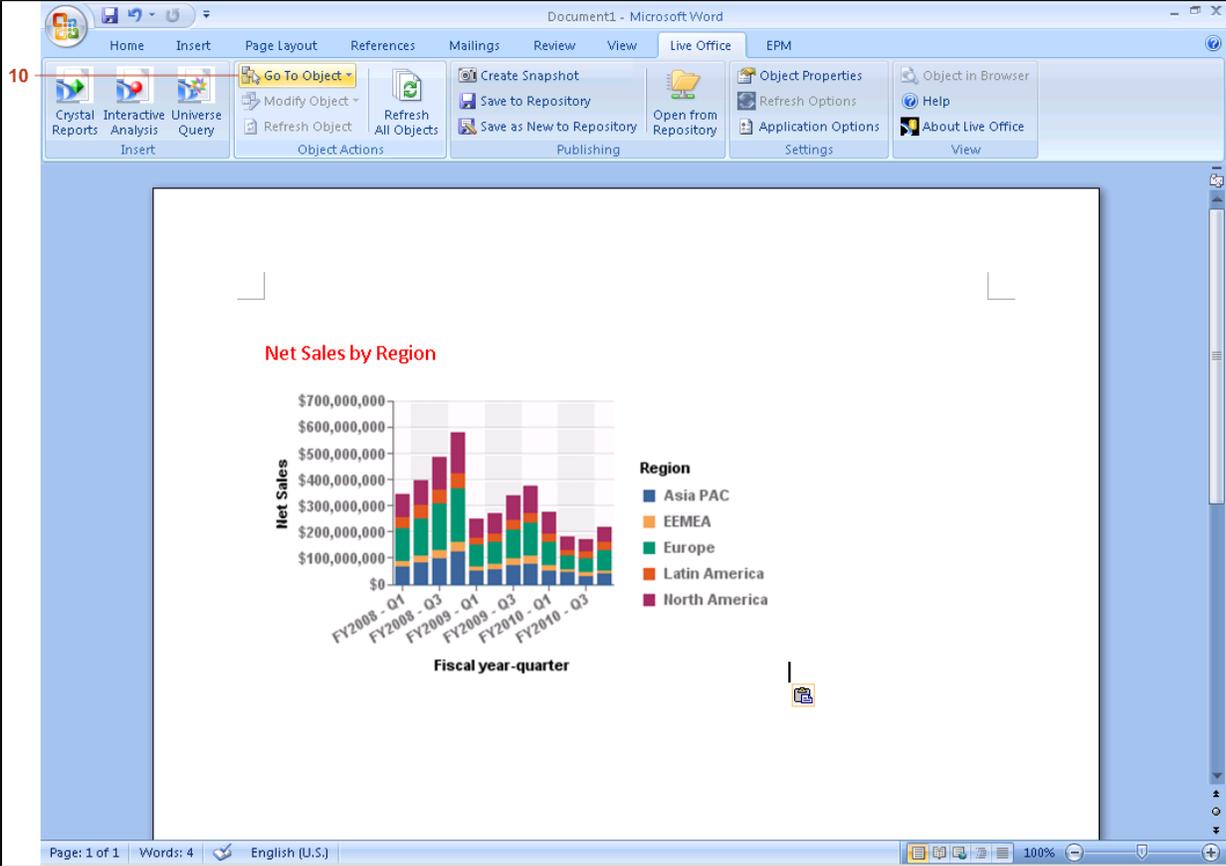
9. Click **Live Office**.



The Live Office object has been pasted into the Word document.

# Copy and Paste Live Office Objects between Documents

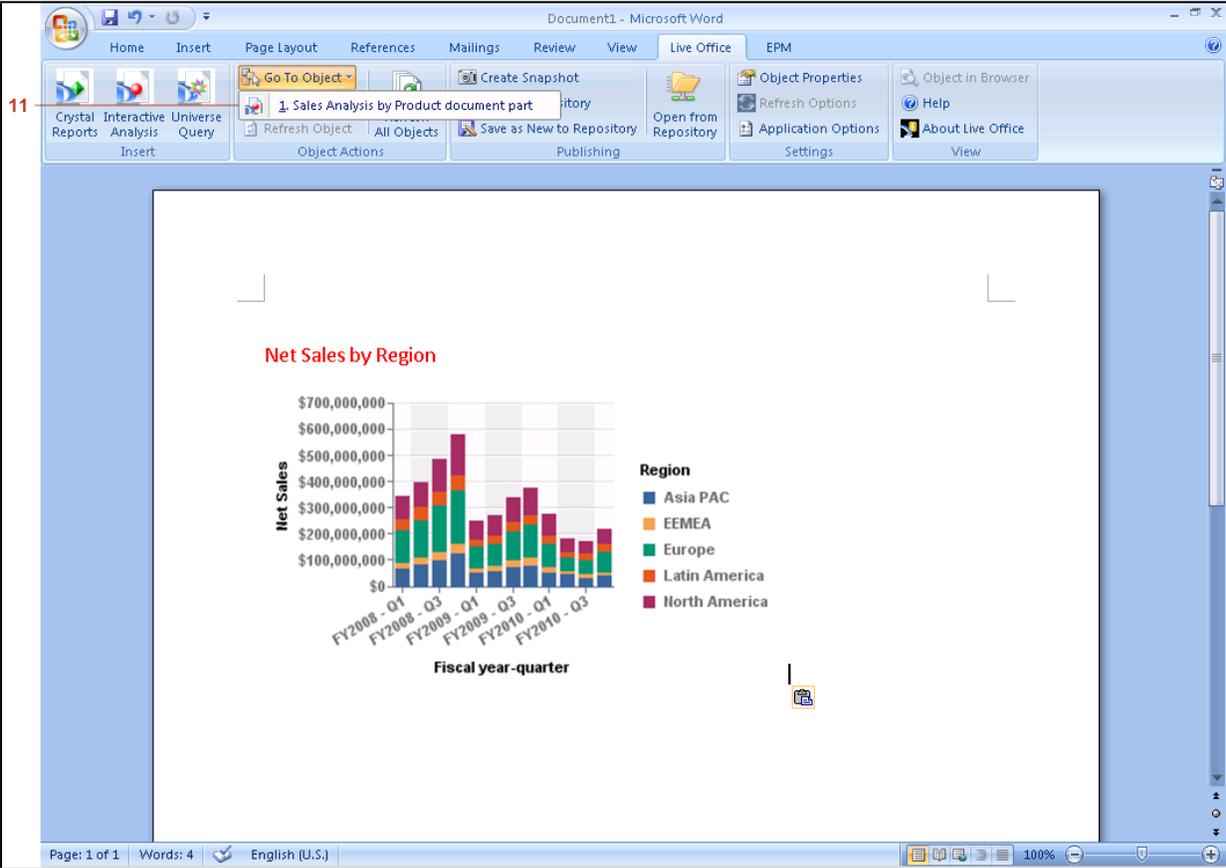
## Document1 - Microsoft Word



10. Click **Go To Object**.

# Copy and Paste Live Office Objects between Documents

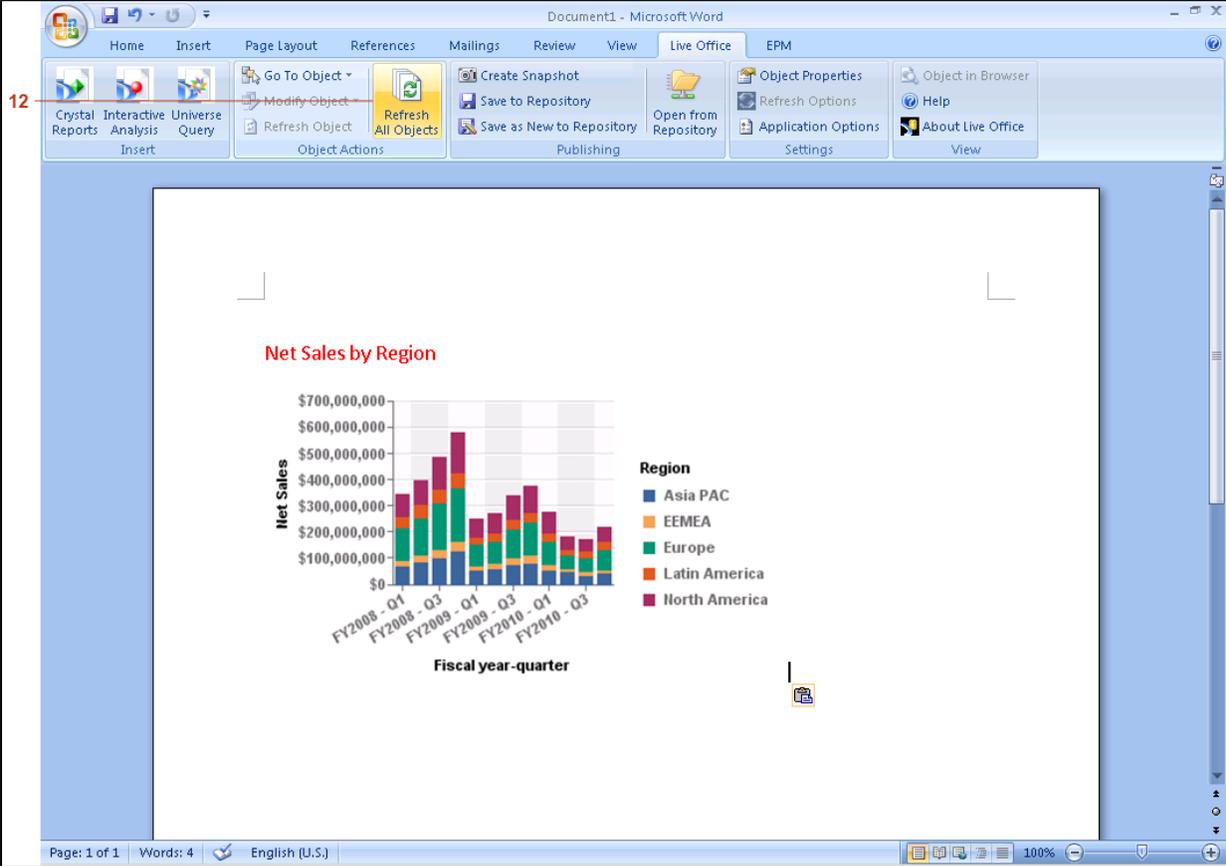
## Document1 - Microsoft Word



11. Click **Sales Analysis by Product document part**.

# Copy and Paste Live Office Objects between Documents

## Document1 - Microsoft Word



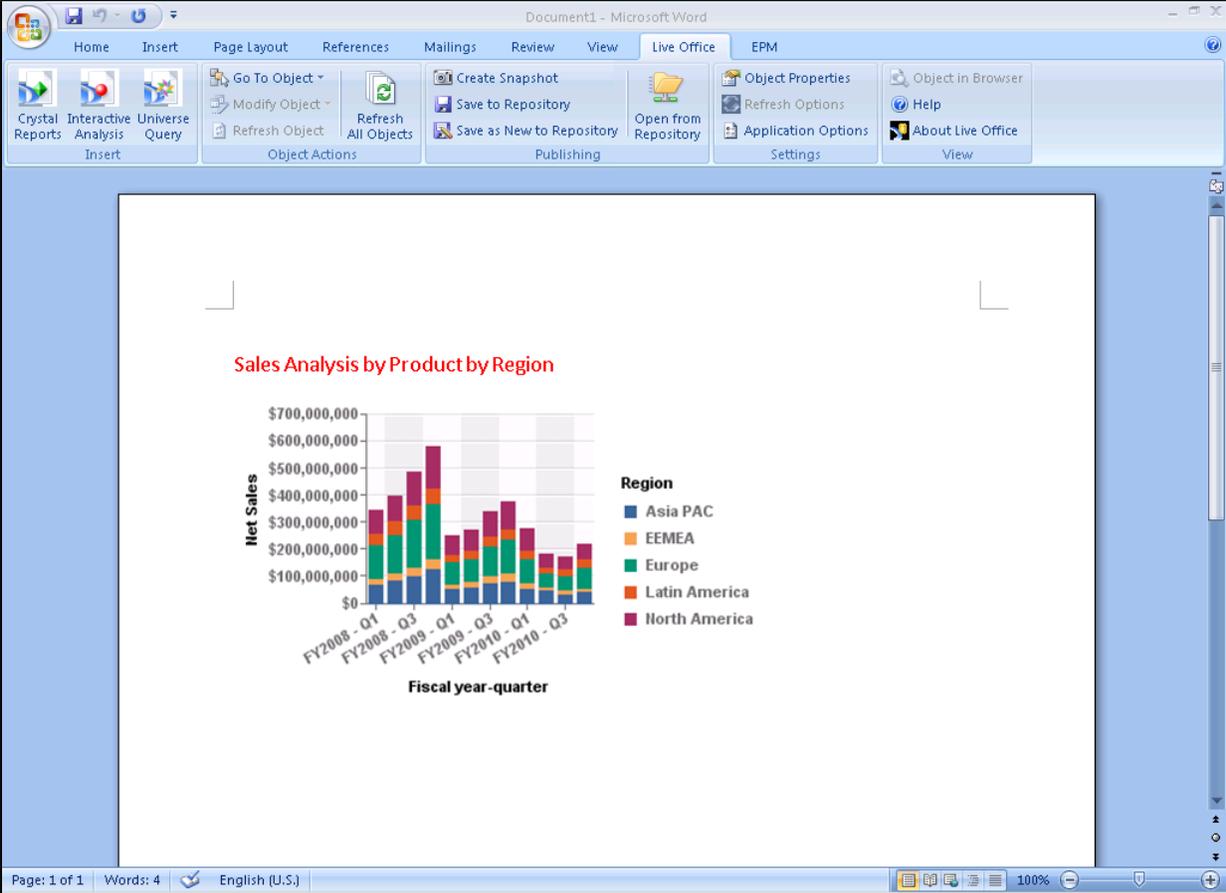
### 12. Click **Refresh All Objects**.



Note that the Go to Object and Refresh All Objects buttons are active, indicating that the objects are still connected to the data source.

# Copy and Paste Live Office Objects between Documents

Document1 - Microsoft Word



13. Press any key or click anywhere to exit the activity.



You have successfully selected an object from the first document, and copied it into a new document. You also tested the connectivity of the pasted object by refreshing it in the new document.

Press any key or click anywhere to exit the activity.