In attempting to use Microsoft Office to link the inputting to Word through Excel, we discovered a number of important factors to assist the user in ensuring that the formatting is preserved.

1. **TO DO FIRST**

* DOWNLOAD the 1-19 ACC or 2-19 R&P Word document and save it to your own computer
* DOWNLOAD the 4-19 Accruals OR 5-19 R & P excel spreadsheet, depending on whether you are using Accruals or Receipts and Payments presentation.

Once the two files are saved on your computer Open the Word document and Save As ‘XX PCC Annual Reports 2019.docx’ (ignore the quote marks ‘ ‘).

Then open the downloaded excel file and Save As ‘XX PCC excel figures 2019.xlsx’ (ignore the quote marks ‘ ‘).

You will now have ‘clean’ copies of the downloaded files and fresh copies ready to manipulate. If you find that your first attempt is a disaster, go back to Open the ‘clean’ file and Save As ‘XX PCC Annual Reports 2019.docx’ to over-write the old file. Word will ask you if you would like to over-write it and click OK. Now you can start again.

Remember which folder on your computer that you saved the newly re-titled files. Usually people save their files in the My Documents folder. You may have a sub-folder called Church Accounts, or something similar.

1. **PLEASE BE AWARE**

When you open the Word document for the first time it will ask you if you would like it to update the excel figures into the Word document. Then it discovers it cannot find the excel file (even though it is on your computer).

This is because it expects the file to be on our computer and not yours!

To overcome this problem you need to show Word where to find the excel file. This section follows next.

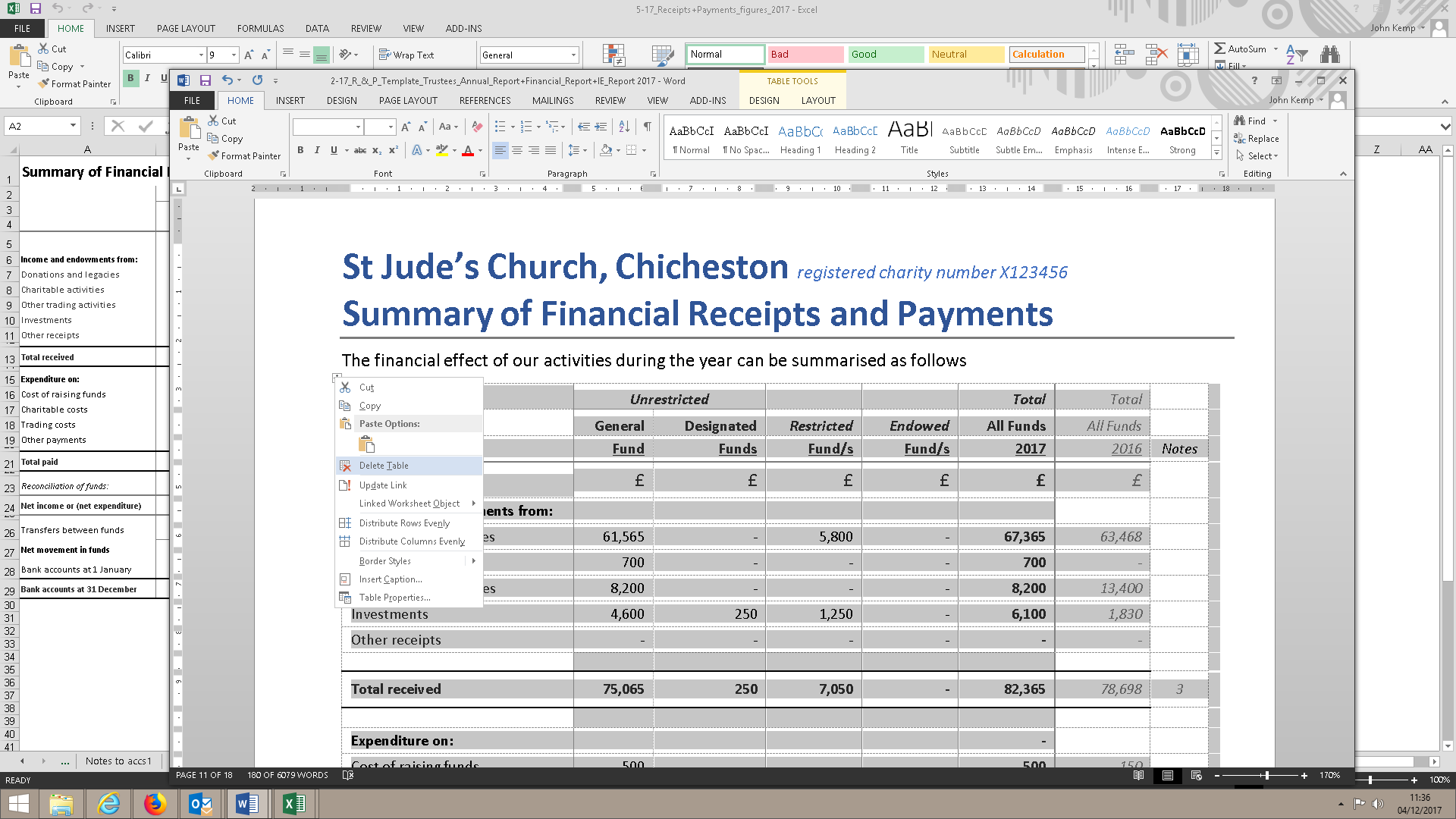
1. **UPDATING WORD WITH THE LOCATION OF THE EXCEL FILE**

To change the location of the linked excel file you need to page down in the Word document until you get to the Statement of financial activities (Accruals format) or the Summary of Financial receipts and payments (R&P format).

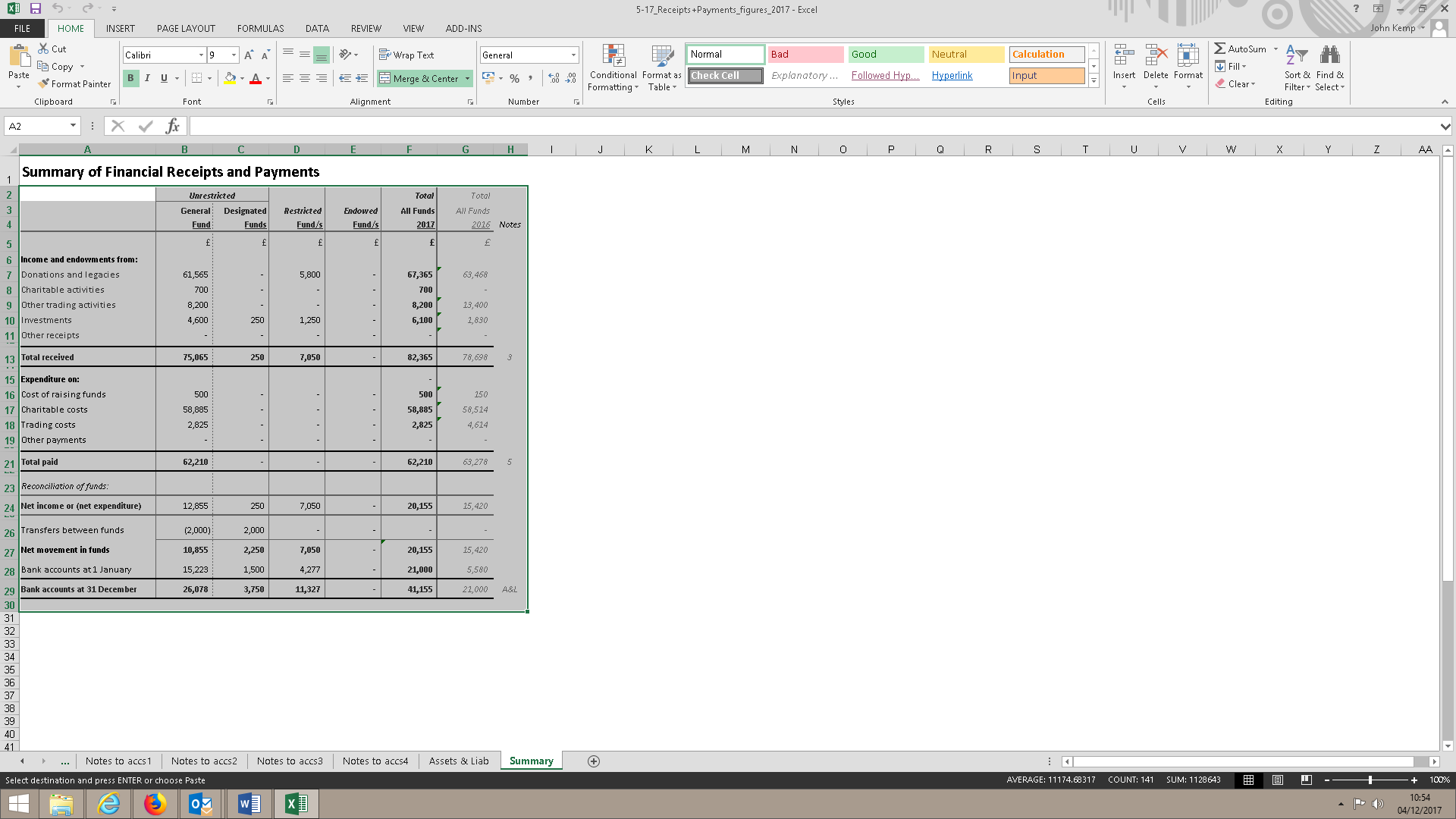
Here you will see a ‘table’ something like this extract

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Unrestricted*** | |  |  | ***Total*** | *Total* |  |
|  | **General** | **Designated** | ***Restricted*** | ***Endowed*** | **All Funds** | *All Funds* |  |
|  | **Fund** | **Funds** | **Fund/s** | **Fund/s** | **2019** | *2018* | *Notes* |
|  | £ | £ | £ | £ | **£** | *£* |  |
| **Income and endowments from:** |  |  |  |  |  |  |  |
| Donations and legacies | 61,565 | - | 5,800 | - | **67,365** | *63,468* |  |
| Charitable activities | 700 | - | - | - | **700** | *-* |  |

When you hover your mouse over the table, the top left corner will reveal a + button (Try it, by hovering over the table extract above).

Click the + button in the real Word document (not the extract) and the whole table will be highlighted. Then Right-click the + button and a menu will be displayed.

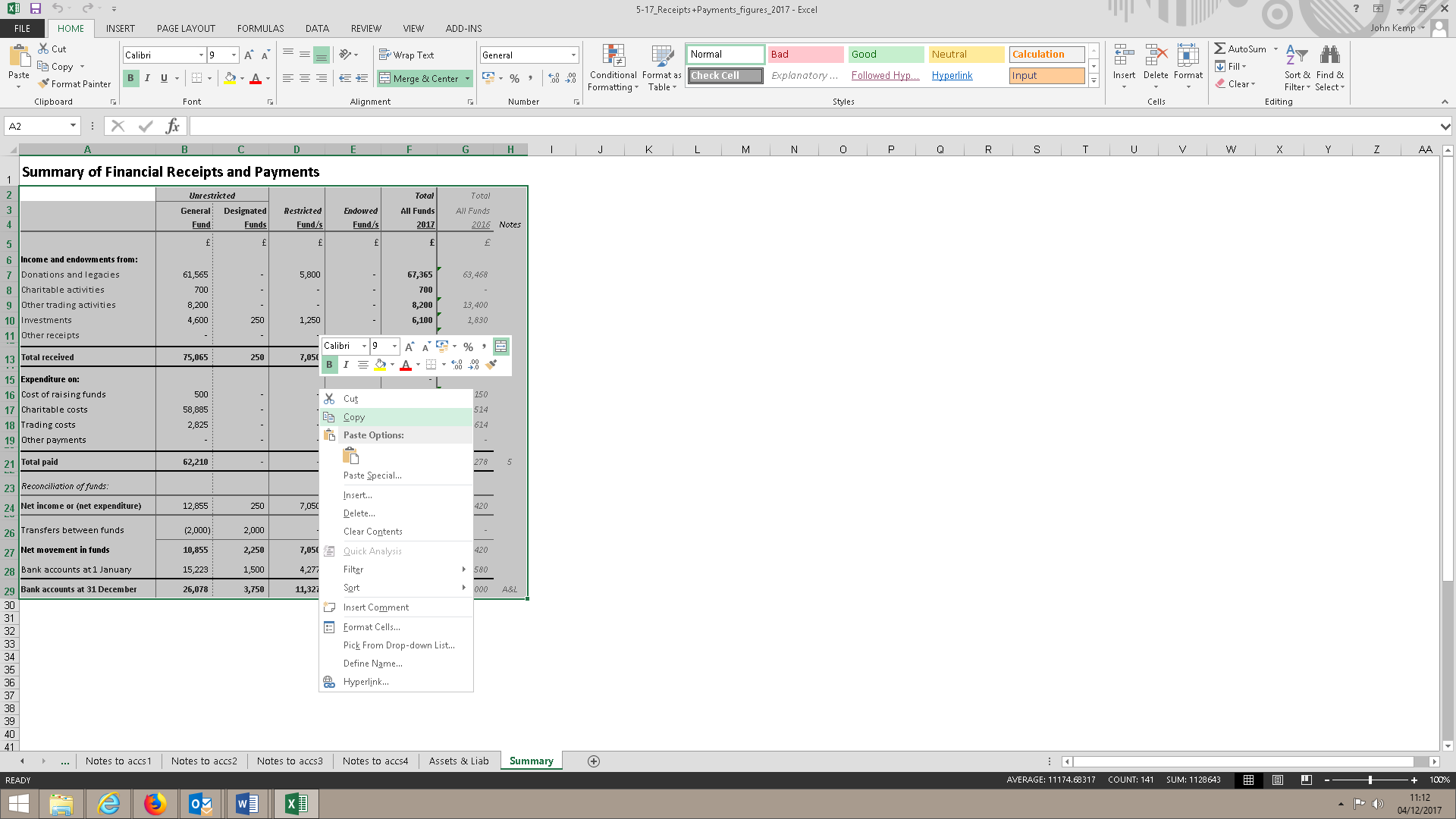
Remembering where you are in the Word document, click the ‘Delete Table’ option.



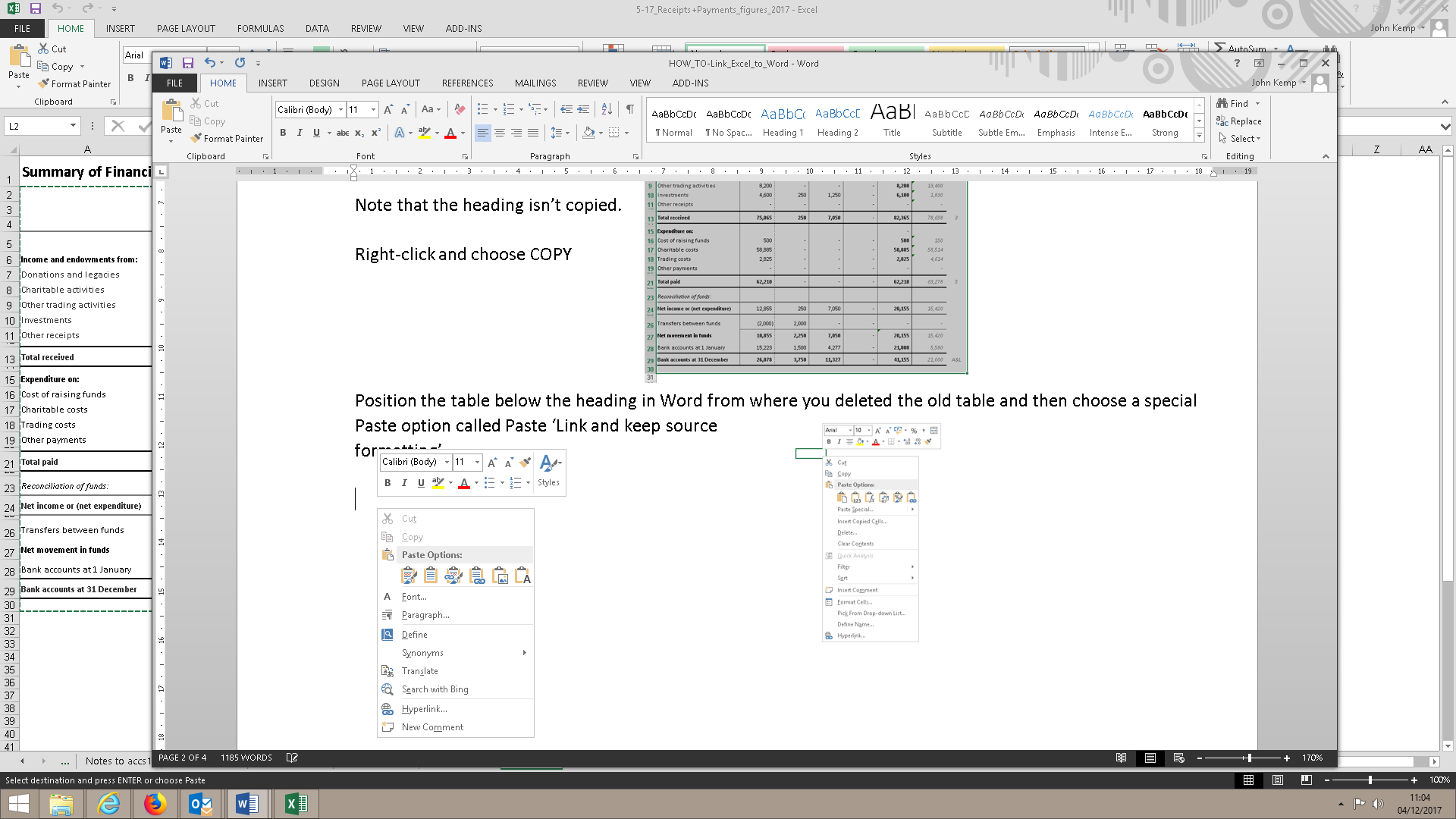
Now you will need to go to Excel to find the table again as in this picture of the Excel page.

Note that headings do not need to be copied from Excel into Word.

Position the mouse as in the picture, (Row 2) Left-click, drag the mouse across and down to highlight the area, as in the picture



Release the left-click, then Right-click over the highlighted area and choose COPY, as in the picture

Go back to Word.

Position the mouse below the heading in Word, from where you deleted the old table, and then choose a special Paste Option called ‘Link and keep source formatting’ (the third Paste Option from Left in the picture)

The new linked table will appear in Word.

Save the Word file ‘XX PCC Annual Reports 2017.docx’ (ignoring the quote marks ‘ ’) then Save the Excel file by clicking the Save buttons. Word should be intelligent enough to work out that the Excel files linked to Word have moved to the new place and will update itself automatically.

Once this has been done for all the tables in Word you will be ready to use the updated file.

1. **TO PROCEED**

**Try to stick to what’s in the template if at all possible.**

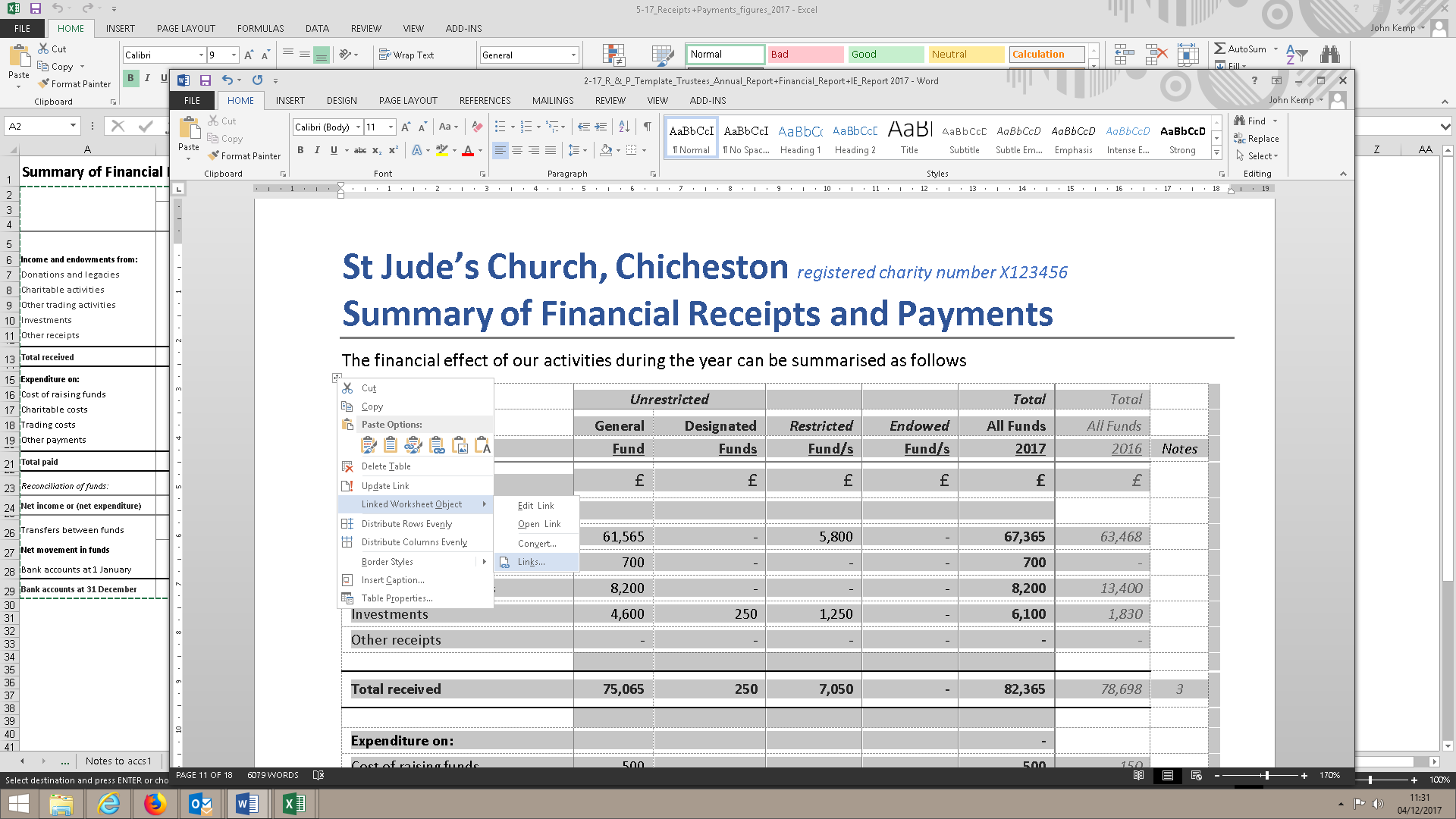
We have played with various settings to try to make it work for you with the minimum of hassle. If you try to change the formatting you are on your own!

1. **You CAN change:**

* Colours
* Actual text in Word or Excel (see below)
* Values in Excel (keep to rounded ££’s though).

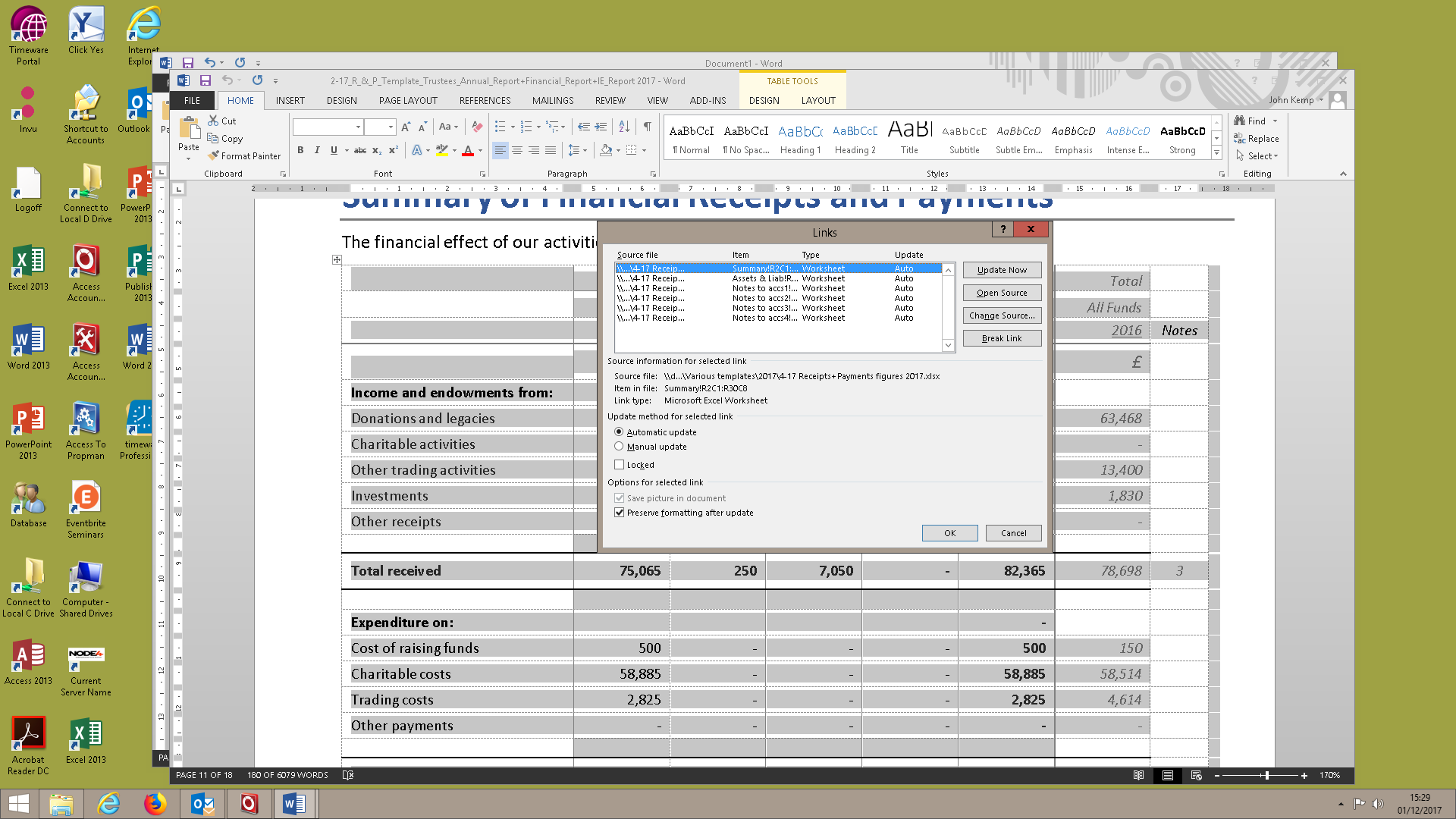
1. **To alter the TEXT and the values (££’s)**
2. In the main body of the Word report you can over-write any of the paragraphs, delete paragraphs and generally write your version of what you achieved for public benefit.
3. Leave the Quote boxes – you can use them to over-write your own quotes and you can move the quotes to wherever they ought to appear – just hover your mouse over the top of the box until an outline appears, click it, hold it and move it up or down, side to side. The text will flow around the quote box.
4. In the Accounts section of the report, change the Excel spreadsheet text and the Word document should update automatically. Always try to over-write the Excel text, rather than inserting new rows.
5. If you choose not to use Excel to update the text or numbers in Word, you are on your own!
6. DON’T alter the column widths in Excel it will affect how the accounts appear in Word.
7. DON’T cut and paste; the formatting will be lost (You were warned!).
8. DO copy and paste numbers using the ‘Paste numbers only’ formatting function (‘Paste 123’ in our version of the software). The existing formatting will absorb the new numbers and give them the right format.
9. Keep the descriptive words and phrases as short as possible in Excel. Try to use our words if at all possible. Our testing has revealed that they ‘fit’ into the Word document without spoiling the formatting.
10. **In Excel, the Endowed column CAN be deleted, but you will need to re-Link Excel with Word.**

The Endowed column is only needed if you have sold endowed investments and used the money as if it is income. You may wish to remove it from the formatting (but be aware there’s some extra work involved in making Word recognise the new format). Re-do the table linking as described in section 3 above.

1. **TO re-Link Excel with Word**

In some circumstances you may find that a ‘table’ in Word needs to be re-linked to Excel. Perhaps the formatting has been lost and it is quicker and easier to Delete the table and re-Link.

In Word, hover over the top left corner of the ‘table’ as in section 3 above. Choose the ‘Linked Worksheet Object’ and then the ‘Links’ options.



You will then have the list of Word’s linked objects like this.

Usually Word highlights the Link that you are currently on.

Click ‘Break Link’ and confirm OK

Then go back to the top left corner of the ‘table’ in Word, as pictured above in this section, and this time choose the ‘Delete Table’ option. Your table will disappear.

Go to the Excel spreadsheet and highlight the part of the worksheet that contains the information that should Link to Word. After highlighting it, Copy it (section 3 above).

Go back to the Word document and click the place where the ‘table’ was just deleted. Paste the new table into the place where it should be. The Excel formatting will be updated and, provided the formatting has not been changed, the document should look just like it did before.

If you find that the Word document formatting is not as it should be, what changes have you made that may have changed it?

* Did you widen any of the Excel columns? Restore them to their original width.
* Did you alter the size of the text? Restore it to Calibri 9 pt.

Mostly Word will update itself for the changes, but sometimes you may have to re-Link the files as described above, to make the formatting come back into line. We found it a matter of trial and error to make it work!

1. **FINALLY**

If you haven’t made any changes and you cannot work out what’s making the formatting go haywire, please contact John Kemp who will try to help.