Student Name: _____ Period: _____ Date: _____

INDEPENDENT PRACTICE: LINKING AND EMBEDDING

Directions: In this activity, **you will work independently** to edit documents and practice linking and embedding

1. Retrieve the letter keyed in **Guided Practice: Linking and Embedding** and select No to the option to update the spreadsheet
2. Edit the addressee to: Nathan Lewis, 238 Steinbeck Road, Raleigh, NC 28609 and update the salutation
3. Retrieve the spreadsheet created in **Guided Practice: Linking and Embedding (5 GP Link)**
4. Filter the data for Nathan Lewis's account
5. Try to update the spreadsheet. Does it work? Why or why not?
6. If it did **not** update, is the spreadsheet object **linked** or **embedded**?

7. Which is the source document? Why?

8. Which is the target document? Why?