

Object Linking and Embedding

Directions: Use your spreadsheet program to complete the following spreadsheet:

1. Create the form letter illustrated below using your word processing software and save as **Activity F603-06**.

Heritage Insurance

300 Charlotte Street
Hickory NC 28601
Phone: 222-555-7766
FAX: 222-555-7722

January 17, ----

Ms. Teresa Ball
53 Rainey Road
Hickory NC 28601

Dear Ms. Ball

Thank you for your interest in term life insurance. Heritage Insurance is dedicated to providing affordable life insurance from reliable companies. The chart below shows what a typical premium would cost for someone your age.

After you have read the enclosed summaries and quotes, the next step is to call us for a specific application for the policy you prefer. We are also available to answer any questions you might have.

Sincerely

Julie Young
Vice President

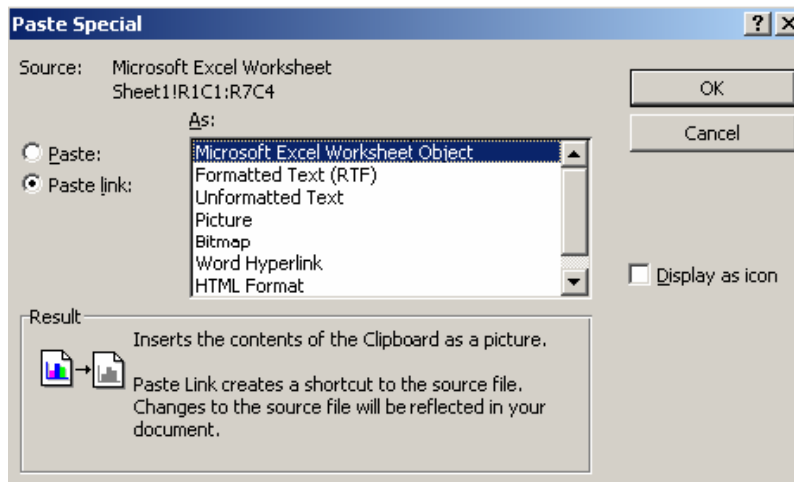
2. Create the spreadsheet illustrated below using your spreadsheet software and save as **Activity F603-06a**.

	A	B	C	D
1	\$250,00 Policy			
2	Type	Company	Annual Premium	Monthly Bank Draft
3	Annual Renewable Term	Jefferson	\$175.00	\$15.33
4	5-Year Level Term	Prudential	\$202.50	\$17.58
5	10-Year Level Term	Blue Cross	\$188.50	\$16.31
6	15-Year Level Term	GMAC	\$195.00	\$16.70
7	20-Year Level Term	AARP	\$245.00	\$20.66

Spreadsheets

Use spreadsheet software with alternative input devices.

3. Select the Range A1:D7 and copy.
4. Switch to your saved insurance letter document.
5. Click Paste Special on the Edit menu.
6. Click Paste Link in the dialog box.
7. Click Microsoft Excel Worksheet Object in the As: box. The Paste Special dialog box should look like the illustration below.



8. Click OK. The data appears in the insurance letter and is linked to the insurance spreadsheet document. Changes made to the insurance spreadsheet document will be reflected in the insurance letter.
9. Save the insurance letter.
10. Switch to the insurance spreadsheet document.
 1. Change the cost of the annual premium in C3 to \$185 for the Annual Renewable Term, and C5 to \$195 for the 10-Year Level Term. Other relative formulas reflect these changes.
 2. Save the insurance spreadsheet document.
 3. Switch to the insurance letter.
 4. Select Links on the Edit menu, and click the Update Now button. Click OK. Notice that the annual premium and monthly bank draft costs are updated.
 5. Save insurance letter again.
 6. Print one copy of the insurance letter document and close.
 7. Switch to the insurance spreadsheet document, save, and close.

Spreadsheets

Use spreadsheet software with alternative input devices.