

This image illustrates the process of inserting an Excel spreadsheet into a Microsoft Word document using the "Insert" tab and the "Table" menu.

Top Window (Word):

- File Name:** Select Table from Graph.doc [Compatibility Mode] - Word
- Tab:** INSERT
- Table Menu:** The "Table" button in the "Tables" group is highlighted.

Bottom Window (Excel):

- File Name:** Select Table from Graph.doc [Compatibility Mode] - Word
- Tab:** Insert
- Worksheet:** Sheet1

Insertion Process:

- The "Excel Spreadsheet" option in the "Table" menu is selected.
- The "Worksheet Object" option in the "Paste Options" menu is selected.
- The "Convert..." option in the "Worksheet Object" submenu is selected.

Convert Dialog Box:

- Current type:** Microsoft Office Excel Worksheet
- Object type:** Microsoft Office Excel Worksheet (selected)
- Convert to:** ☒ (selected)
- Activate as:** ☐ (unselected)
- Display as icon:** ☐ (unselected)
- Result:** Permanently changes the selected Microsoft Office Excel Worksheet into the object type Microsoft Office Excel Worksheet.