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By Contributor Updated May 09, 2020 Excel is a spreadsheet program developed by Microsoft. You can use it to organize and analyze data. One of Excel's features allows you to insert objects into a spreadsheet. This is useful if you want to display data or information in different ways, such as inserting a graph or a large block of text. You can even import an entire Word document into Excel. It is easy to do this and saves you time as you put together your project. Editing and Saving Your Word Document Open up the Word document you want to import into Excel. Click the "Advanced" tab on the left-hand side. Under "Preserve Fidelity When Sharing This Document", check the box next to "Save Data as Delimited Text File." This feature will allow Excel to read the file you are going to import. Click "OK." Click the "Advanced" tab on the left. Under "Preserve Fidelity When Sharing This Document," check the box next to "Save Data as Delimited Text File." This feature will allow Excel to read the file you are going to import. Click "OK." Click "File" and under "Save as Type," select "Plain Text." This will save the file as a .txt file. A file conversion window will then appear. Click "OK." Importing Into Excel Open Microsoft Excel. Click the "Data" tab. Hover your cursor over "From Text/CSV," and then select "From Text/CSV" from the drop-down list of options for the same end results. Select the Word document you just saved as a .txt file. Click "Open." The Text Import Wizard will appear. Select "Load" at the bottom. The Word document data will now appear in your Excel spreadsheet in the first column. Click on the newly created object to move it to the desired position in the spreadsheet. You can edit the Word document you imported into Excel by double-clicking anywhere on the document. However, it might be easier to just copy and paste from Word into Excel. It is true that you cannot install Microsoft Office, on a Chromebook. However, that doesn't mean you can't open, edit and share Word documents. In fact, there are multiple routes you can take. You just need to know how, and that's where our step-by-step instructions can come in handy. 1. Click on the download button for an email attachment of a Microsoft Word doc, to get started. MORE: Best Chromebooks 20142. Open the downloaded file 3. Edit all you want in the QuickOffice window that appears. This file will be saved in your Chromebook's local files drive. You can email the file out as an attachment from this. But, perhaps you'd like to save the file in the cloud. Click the three dots on the upper right corner of the window.4. Select Save As.5. Click OK. Select Google Docs if it's not already selected.6. You can open your file in Google Docs.7. Edit what you need to in Google Docs. You can also create documents in Google Docs that can later be transformed into Word documents. Whatever lives on Google Docs can be accessed from any Web-connected PC. 8. Click File, select Download As and select Microsoft Word when you're done editing. This will save the edited document in its original format. You can then share that attachment via email. But, perhaps you don't want to mess with converting a document and re-converting it. Edit Office Docs Using OneDrive1. Navigate to this page, where you Click Add to Chrome to add OneDrive, Microsoft's cloud storage service, which is similar to Google Docs. It does require you have a Microsoft Account to use, however.2. Sign in or sign up for an account. 3. Click Upload from the top bar. 4. Click Files.5. Open your downloaded Doc file from the files app.6. Select the file you've uploaded.7. Click Share to send an article after editing in Chrome.8. Fill out your contact's info to send your finished document.9. You can also create new Word documents using the SkyDrive app. Chromebook Tips Human beings use clues like tone of voice and facial expressions to sense how someone else is feeling and what they really mean when they're talking to us. With written communication, it's more difficult because we can't see or hear the speaker. In response, emojis have become a popular way to express emotion in some casual written/digital communication methods, like in text messages and on social media channels. While you should never use emojis in an academic paper or a professional work product, you could include them in Google Docs or Microsoft Word and Outlook. General Tips for Using Emoji on a Computer If you have internet access, you can copy/paste emojis from a website. Visit getemoji.com, search for and copy the emoji you want to use, and then paste it into your document. Done. Windows 10 users can use the built-in emoji picker. Press the Windows key + . (period key) or Windows key + ; (semicolon) to launch the picker. Mac users can press Control + Command + Space to launch the emoji picker. How to Insert Emoji in Microsoft Word Inserting emoji into a Microsoft Word document can require different methods depending on the version of Word you're using. Inserting Emoji in the Browser Version of Microsoft Word For Word online, select Insert > Emoji. If you don't see the emoji you want to use, select More emojis... Inserting Emoji in a Desktop Version of Word If you're using a desktop version of Word, you have a few options. Select Insert > Symbol > More Symbols... From the Font dropdown box, select either Windings, Webdings or Segoe UI Emoji and choose an emoji. Note: These symbol fonts are just like any other font, so characters will appear in black by default. If you have your heart set on emojis in full color, you'll need to use your computer's built-in emoji picker as described above or download an emoji pack. Emoji Keyboard is an add-on pack by Patrick Burgin that gives you access to additional emoji in the desktop versions of Microsoft Word, PowerPoint, and Outlook. Follow the installation wizard to download a new Emoji Keyboard button on the Insert tab. Clicking the button will display a panel from where you can choose which emoji you want to insert into your document. How to Insert Emoji in Google Docs Inserting emojis into a Google Doc is a little less straightforward, but it's easy enough. Open a Google Doc in a web browser. Select Insert > Special Characters. In the first drop-down, select Emoji from the list. Drill down into standard emoji categories like Animals, Plants and Food or People and Emotions. Search for the emoji you want by keyword, or you can draw what you're looking for and Google will serve up the closest emoji results. How to Install Emoji Packs in Google Docs Google Docs also has add-ons that can expand the emojis you can access via a sidebar inside the app. Install Add Emojis to Documents from the Google Workspace Marketplace. It will give you access to emojis in Google Docs, Google Slides, Google Sheets, and Google Forms. After installation, refresh your Google Doc and select Add-ons > Add Emojis to Documents > Add Emojis Keyboard. Search for emojis by category in the panel that appears. Select the emoji you want and select Copy. Paste the emoji into your Google Doc. Note: This pack only comes with around 50 emoji, but you might find a few that aren't available via the Insert special characters method above. How to Insert Emoji in Microsoft Outlook As discussed, several of the methods above will work to insert emojis in Outlook. There are a couple extra ways to insert emojis that are specific to Microsoft Outlook. In Outlook's browser version, select New Message. Select the emoji icon to the right of the Send and Discard buttons to insert emojis and GIFs. Search for an emoji in the Expressions side panel. How to Install Emoji Packs in Outlook The Emojis app by Update Star GmbH is available in the Microsoft AppSource and works with both the desktop and web versions of Outlook. The app adds an emoji task pane to Outlook containing the EmojiOne emoji set. Select your preferred skin tone and search by keyword. Launch the emoji task pane by selecting the Emojis icon. Search for and select the emoji you want to insert. Note: This add-in "Works only with Exchange, Office 365, or Outlook.com accounts, not IMAP or POP accounts." If you have an IMAP or POP account, you can begin composing an email with an Exchange-based account, and that will give you access to the emoji pack add-in. Before you send your email, switch to your IMAP or POP account in the From dropdown. Be Better Understood with Emojis Emojis remain one of the best ways to express how you're feeling in casual writing. What are some other ways you convey emotion in your writing? Let us know in the comments below. If you're working on a Google Docs document with others, then you don't need to rely on a third-party service to communicate. While you could add comments, another way to send messages is to use the built-in editor chat. You can also use this feature in other Google products, including Google Sheets and Google Slides. The steps below will work across all three services. RELATED: How to Add Comments in Google Docs As the name suggests, editor chat can only be accessed by other Google Docs users if they're able to edit the document. If they can only view the document, they won't be able to access this built-in chat system. When two or more editors are editing a document, you'll be able to see their profile icons in the top-right corner, next to the "Share" button. To the profile icons is the "Show Chat" icon—you'll need to tap this to open the editor chat panel. Clicking the button will bring up the editor chat as a panel on the right. The panel allows for real-time communication between editors. To begin chatting, type a message in the "Type Here To Chat" box at the bottom of the panel, and hit "Enter." The message will be sent to other active editors in the chat. If they don't have the editor chat panel open, a notification pop-up will appear below the "Show Chat" icon in the top-right corner. In the editor-chat panel, user messages are linked to their full account names. When an editor leaves the chat or reenters it (by closing the document then returning to edit it later, for instance), a notification will appear in the chat panel. Messages in the editor chat are stored locally. If you decide to close the document and return to it later, the editor chat will be empty. You can prevent this by keeping the Google Docs document open. The chat messages will remain saved until you close or refresh the page. If you want to stop chatting and close the panel, press the "X" icon in the top-right corner. This will close the panel, although you'll remain active in the chat until you close the document. While the editor chat is for communication between editors, you might prefer to ignore messages entirely. If you decide to ignore any messages, don't worry—there are no read receipts using this system, so other editors won't know when (or if) you've viewed a message.

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