

## Adding Excel Data Into an Email

1. Highlight the section of **Excel** data to be sent in the body of an email.
2. Copy it using your preferred method.
  - a. **CTRL C**
  - b. Right-click and choose *Copy* from the menu
  - c. Use the **Copy** button in the **Clipboard** group on the **Home** tab
3. In **Outlook**, create a new message, click into the message body.
  - a. **CTRL N**
  - b. Click the **New Email** button in the **New** group on the **Home** tab
4. Paste the data into the message using your preferred method.
  - a. **CTRL V**
  - b. Right-click and choose *Paste* from the menu
  - c. Use the **Paste** button in the **Clipboard** group on the **Message** tab
5. The data will be entered as a table in the message.

## Formatting Excel Data in an Email

1. Select the table by clicking the **Select Table** icon in the upper left of the table.

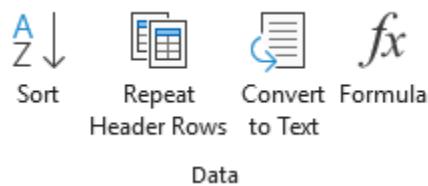


12ad546	12 ad	546
412agtd533347	412 at	533347
2333add548	2333 add	548

- a. Allowing you to move the table within the message.
2. Use the **Table Design** and **Table Layout** tabs in the ribbon to apply table formatting.

## Converting Excel Data Into Tabbed Text in Outlook

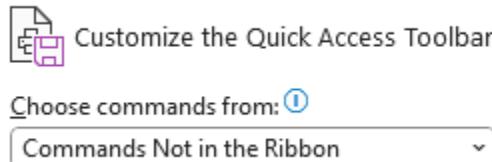
1. If you want the table to be converted to **Tabbed Text**, click the **Convert to Text** button in the **Data** group on the **Table Layout** tab.



2. In the **Convert Table to Text** window, choose **Tabs**.
  - a. You can use any of the choices, but tabbed text allows for easy spacing control using the ruler.
3. Adding the ruler in **Outlook** is done by modifying the **Quick Access Toolbar (QAT)**.
  - a. Click the drop-down arrow located at the end of the QAT.



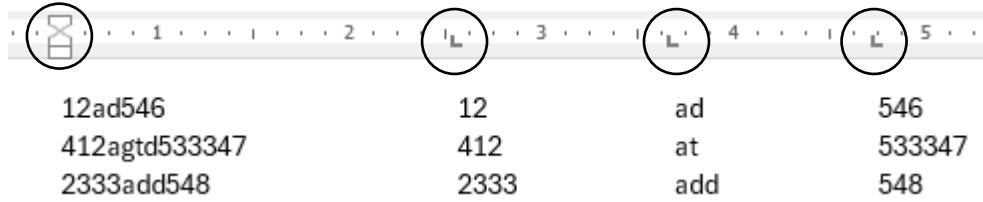
- b. Choose **More Commands...** from the menu to open the **Options** window.
  - c. Choose **Commands not in the ribbon** from the **Choose commands from:** field drop-down.



- d. Double-click on **Ruler** from the list below the **Choose commands from:** field to add it to the QAT. The list is in alphabetical order.
  - e. Click the **OK** button to exit the **Options** window and notice the new button on the QAT.
4. Click the **Ruler** button on the QAT to turn on the ruler.



5. Select the tabbed text and use the small **Arrows** and **L (Tab-Stop)** symbols on the ruler to adjust the width and position of the text in your message.



- a. Dragging those symbols side to side along the ruler changes the width of the columns.
  - b. If one of the **Tab-Stop** symbols is dragged below the rule, it is removed from the ruler.
  - c. Clicking into the white space of the ruler will add a new **Tab-Stop**.
  - d. This affects the line or selected lines only.