Embed Excel Charts

A chart that is embedded into a Microsoft PowerPoint slide acts like a Microsoft Excel chart or worksheet, but is not updated when changes are made in the Excel document.

Copy Excel Chart into Slide

- Open the presentation where the chart or worksheet from Excel is to be inserted.
- Minimize the Power Point Presentation program window.
- Open the Microsoft Excel Program by:
  - Clicking the Start button on the Task Bar.
  - Pointing to the All Programs option at the bottom of the Start menu.
  - Scrolling down to the Microsoft Office 2013 link.
  - Clicking the Microsoft Excel icon on the program list that opens.
  or
  - Click the Start button on the Task Bar.
  - In the Search box, input Excel.
  - Click the Excel link at the top of the Start Menu.
- Locate the workbook that contains the chart that is to be linked.
- Open the workbook that contains the chart.
- Click the Chart to select it.
- Click the Copy button in the Clipboard Group on the Home Tab (see illustration at right).
- Click the PowerPoint button on the Task Bar.
- Move to the slide where the chart is to be inserted or insert a new slide into the presentation.
- On the Home Tab in the Clipboard Group, click the Paste arrow.
- Click Paste Special from the list of options.
- The Paste Special dialog box will appear (see illustration).
  - Click the Paste button.
  - Click on Microsoft Excel Chart Object in the As box.
  - Click the OK button to insert the chart into the Power Point Slide.
Click the chart to display the Chart Tools Contextual Tab.  
There are two separate tabs available: Design and Format.  
These tabs are used to make formatting and other changes to the chart.

For a description of the buttons on these tabs, please see the appropriate link on the PowerPoint 2013 page of the Siena Training Web Site.