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 PowerPoint Presentation program window.

Click in the Search box 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.

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.

Click the Paste option 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 2016 page of the Siena Training Web Site.