

Embed Excel Charts

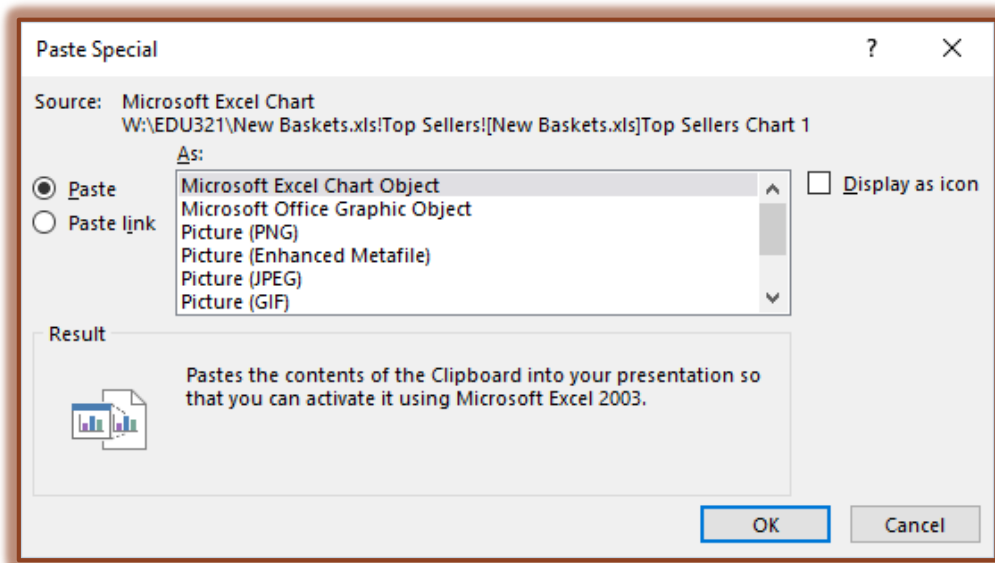
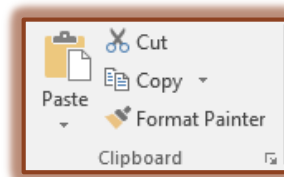
A chart that is embedded into a Microsoft PowerPoint slide acts like a Microsoft Excel chart or worksheet, but is not updated when changes are made in the Excel document.

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.
 - ✦ 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**.