Link Excel Charts and Worksheets

When a chart or worksheet is linked into a Power Point presentation, it is possible to update the chart or worksheet in Excel and have the information change in Power Point.

1. Open the presentation where the chart or worksheet from Excel is to be inserted.
2. Minimize the Power Point Presentation program window.
3. 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.
4. Locate the workbook that contains the chart that is to be linked.
5. Open the workbook that contains the chart.
6. Click the Chart to select it.
7. Click the Home Tab, if necessary.
8. In the Clipboard Group, click the Copy button to make a copy of the chart.
9. Click the PowerPoint button on the Task Bar.
10. Move to the slide where the Chart is to be inserted.
11. Click the Home Tab, if necessary.
12. In the Clipboard Group, click the Paste Arrow.
13. Click Paste Special from the list of options.
15. Click the Paste Link button (see illustration).
16. If necessary, click on As Microsoft Excel Chart Object in the As box.
17. Click the OK button to insert the chart into the Power Point Slide.
To insert a worksheet into the PowerPoint slide, follow the above procedure, but select the worksheet instead of the chart.

Once the chart or worksheet is inserted, double-click on the object to edit it.

The chart or worksheet will open in Microsoft Excel.

Make the desired changes to the data.

Save the workbook.

All changes to the chart or worksheet made in the Excel document will be reflected in the PowerPoint presentation.