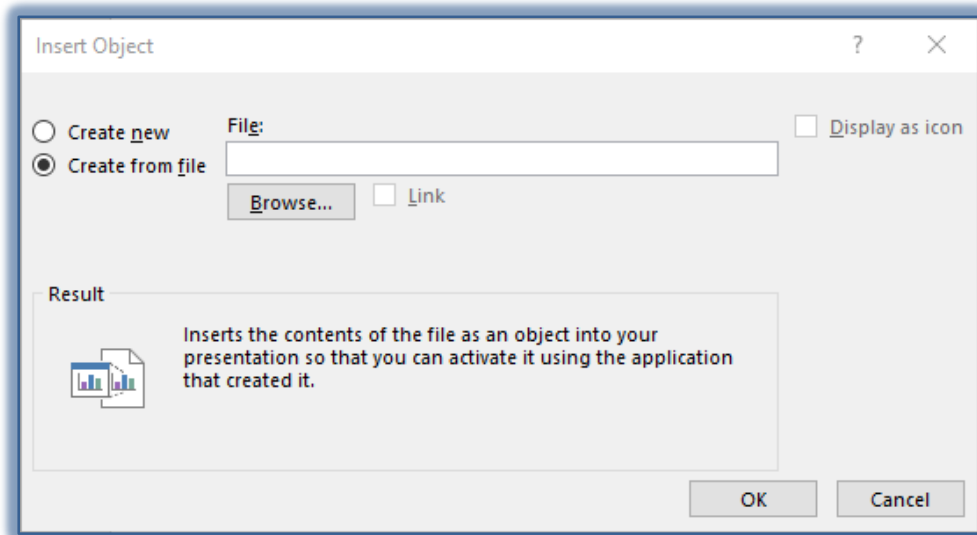
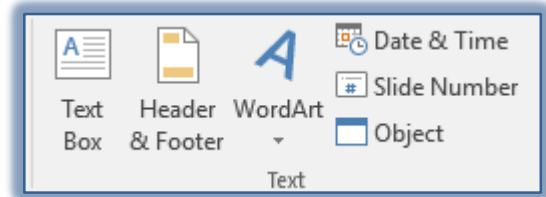


Insert Microsoft Objects-Excel Chart

As with any PowerPoint function, there is more than one way to insert Excel Charts and Word Tables into a PowerPoint presentation. This document will explain how to embed or link a chart or worksheet into a presentation using the Insert option.

- + Insert a **New Slide** into the presentation using the **Blank Slide Layout**.
- + Click the **Insert Tab**.
- + In the **Text Group**, click the **Object** button.
- + The **Insert Object** dialog box will appear.
- + Click the **Create from file** option button to select that option.
- + Click the **Browse** button.



- + The **Browse** window will display.
- + Locate the file that is to be inserted.
- + Do one of the following:
 - + Double-click the file that contains the chart that is to be inserted.
 - + Click the file that contains the chart that is to be inserted and then click the **Open** button.
- + When the **Insert Object** dialog box displays, click **OK**.
- + The chart should appear in the slide.