

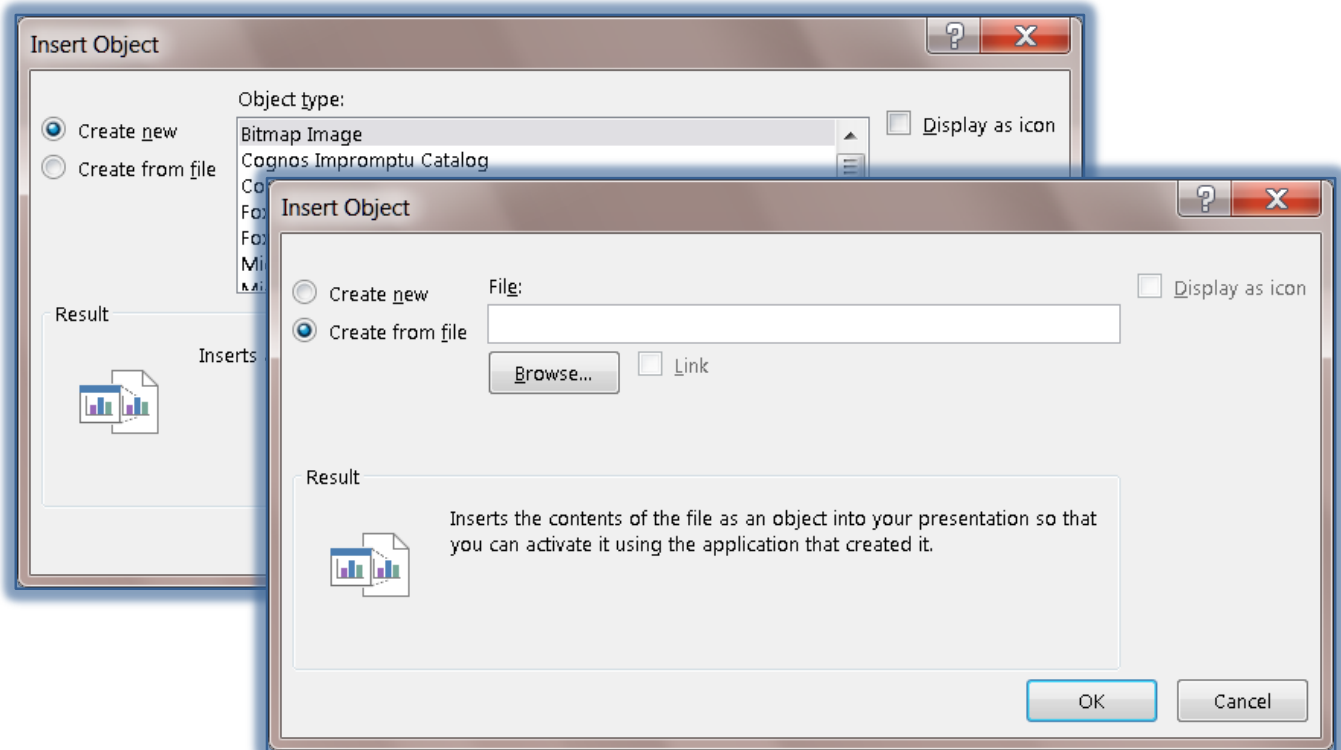
Insert Microsoft Objects-Excel Chart

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 (see illustration below).



- ✦ The **Insert Object** dialog box will appear (see illustration).



- ✦ Click the **Create from file** option button to select that option.
- ✦ Click the **Browse** button (see illustration above).
- ✦ 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 **OK** button.
- ✦ When the **Insert Object** dialog box displays, click **OK**.
- ✦ The chart should appear in the slide.