

Embedding Excel Charts and Worksheets

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.

- ❖ Click the **Microsoft Excel** button on the **Task Bar**.
- ❖ The **Microsoft Excel Workbook** where the **Chart** is located should display.
- ❖ Select the **Chart** in the worksheet.
- ❖ Click the **Copy** button on the **Standard** toolbar.
- ❖ Click the **PowerPoint** button on the **Task Bar**.
- ❖ Move to the slide where the chart is to be inserted or insert a new slide at the end of the presentation.
- ❖ Use the **Blank Slide Layout** for this slide.
- ❖ Click **Edit** on the **Menu Bar**.
- ❖ Click **Paste Special** from the list of options.
- ❖ The **Paste Special** dialog box will appear (see illustration).
- ❖ Click the **Paste** button.
- ❖ Click on **As Microsoft Excel Chart Object** in the **As** box.
- ❖ Click the **OK** button to insert the chart into the **Power Point Slide**.
- ❖ To embed a worksheet into the slide, follow the above procedure, except select the worksheet instead of the chart.
- ❖ Double-click the chart or worksheet to edit it.
- ❖ Any changes made in PowerPoint will not be reflected in Excel.
- ❖ Any changes made in the Excel document will not be reflected in PowerPoint.

