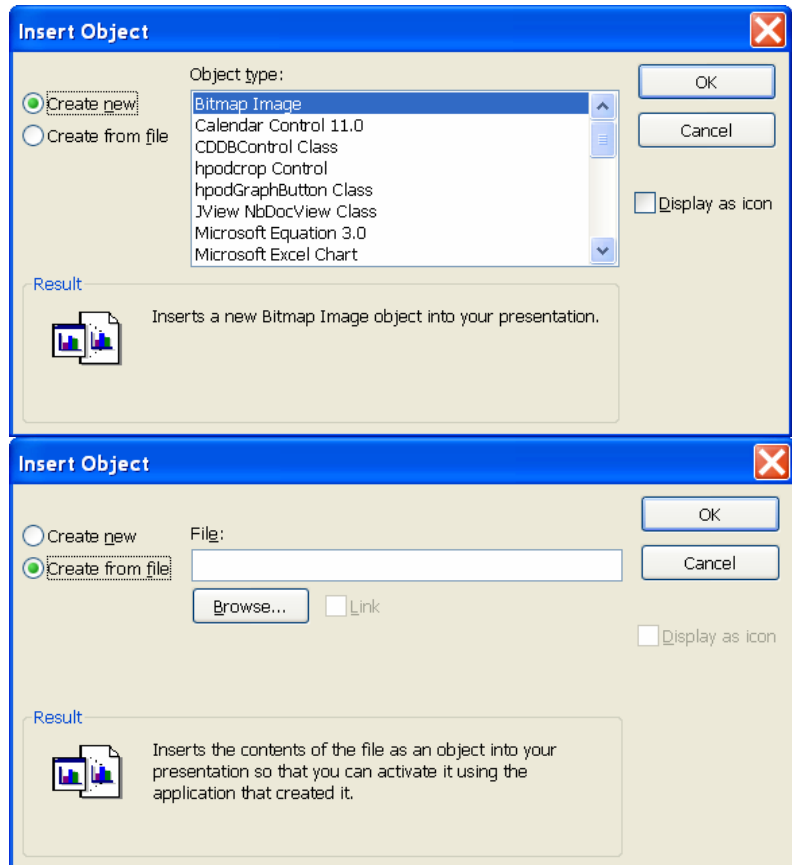


Inserting Objects

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

Inserting an Excel Chart

- ❖ Insert a **New Slide** into the presentation using the **Blank Slide Layout**.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Choose the **Object** option in this menu.
- ❖ The **Insert Object** dialog box will appear (see illustration).
- ❖ Click the **Create from file** option button to select that option.
- ❖ Click the **Browse** button.
- ❖ 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.



Inserting a Word Table

- ❖ Insert a **New Slide** and apply the **Blank Slide Layout**.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Click **Object** from the menu list.
- ❖ The **Insert Object** dialog box will appear.
- ❖ Click the **Create from file** option button.
- ❖ Click the **Browse** button.
- ❖ In the **Browse** dialog box, click the **Look in** list arrow to locate the folder that contains the Word document.
- ❖ Look for the document that contains the table that is to be inserted. The Word document must contain just the table, not other text.
- ❖ Do one of the following:
 - Double-click the document.
 - Click the document and then click the **OK** button.
- ❖ When the **Insert Object** dialog box displays, click **OK**.
- ❖ The table should appear in the slide.