

Linking 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.

- ❖ Minimize the **Power Point Presentation** program window.
- ❖ 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.
 - Clicking the **Microsoft Excel** icon on the program list that opens.
- ❖ Open the **Excel** program and locate the worksheet that contains the chart that is to be linked.
- ❖ Click the **Chart** to select it.
- ❖ Click the **Copy** button on the **Toolbar** to make a copy of the chart.
- ❖ Click the **PowerPoint** button on the **Task Bar**.
- ❖ Move to the slide where the **Chart** is to be inserted.
- ❖ Select **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 Link** button.
- ❖ If necessary, 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 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.
- ❖ All changes to the chart or worksheet made in the Excel document will be reflected in the PowerPoint presentation.

