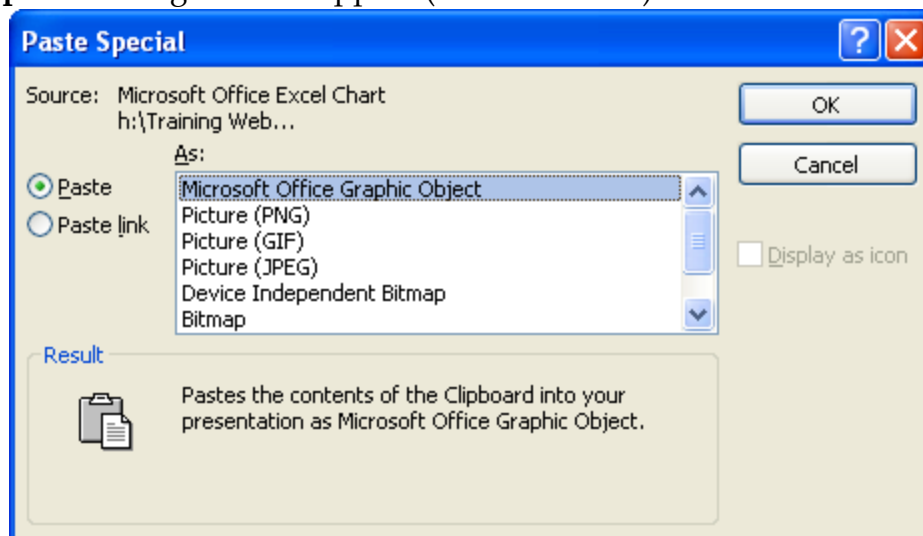


Embedding Excel Charts

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.

Copying an Excel Chart into a Slide

- ❖ Open the **PowerPoint Presentation** where the chart is to be inserted.
- ❖ Open the **Excel Workbook** that contains the presentation.
- ❖ 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 in the **Clipboard Group** in the **Home Tab**.
- ❖ 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.
- ❖ On the **Home Tab** in the **Clipboard Group**, click the **Paste** arrow.
- ❖ Click **Paste Special** from the list of options.
- ❖ The **Paste Special** dialog box will appear (see illustration).



- ❖ Click the **Paste** button.
- ❖ Click on **Microsoft Excel Graphic Object** in the **As** box.
- ❖ Click the **OK** button to insert the chart into the **Power Point Slide**.
- ❖ Click the chart to display the **Chart Tools Contextual Tab**.
 - There are three separate tabs available: Design, Layout, and Format.
 - These tabs are used to make formatting and other changes to the chart.