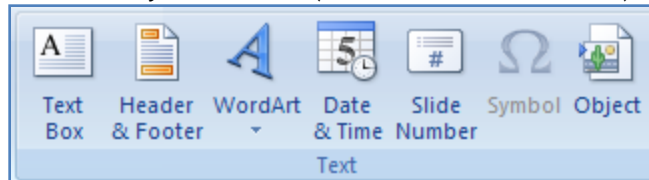


Inserting Microsoft Objects

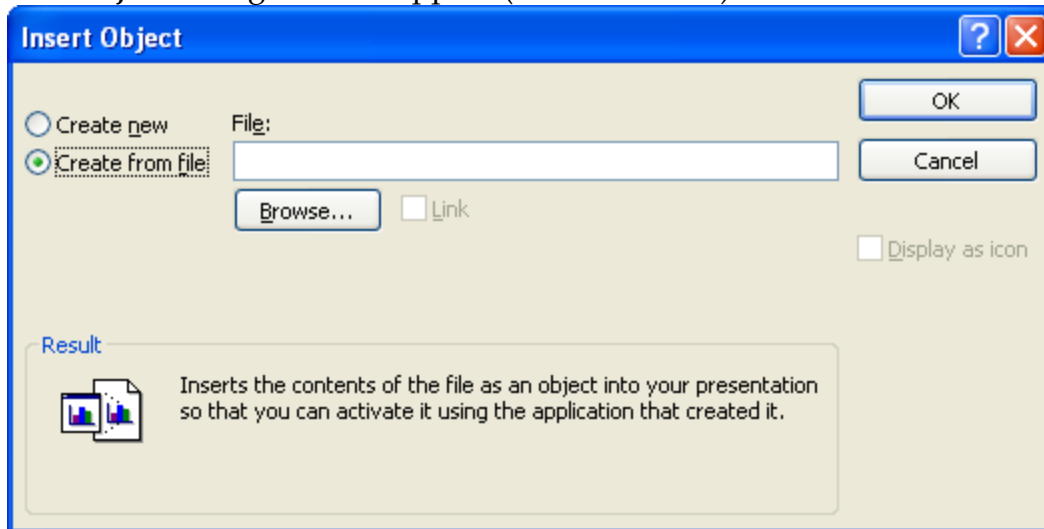
As with any PowerPoint function, there is more than one way to insert Excel Charts and Word Tables into a PowerPoint presentation. This section will explain how to embed or link a chart or worksheet into a presentation using the Insert option.

Inserting an Excel Chart

- ✦ 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.
- ✦ 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 the **Insert Tab**.
- ✦ In the **Text Group**, click the **Object** button.
- ✦ The **Insert Object** dialog box will appear (see illustration above).
- ✦ 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.