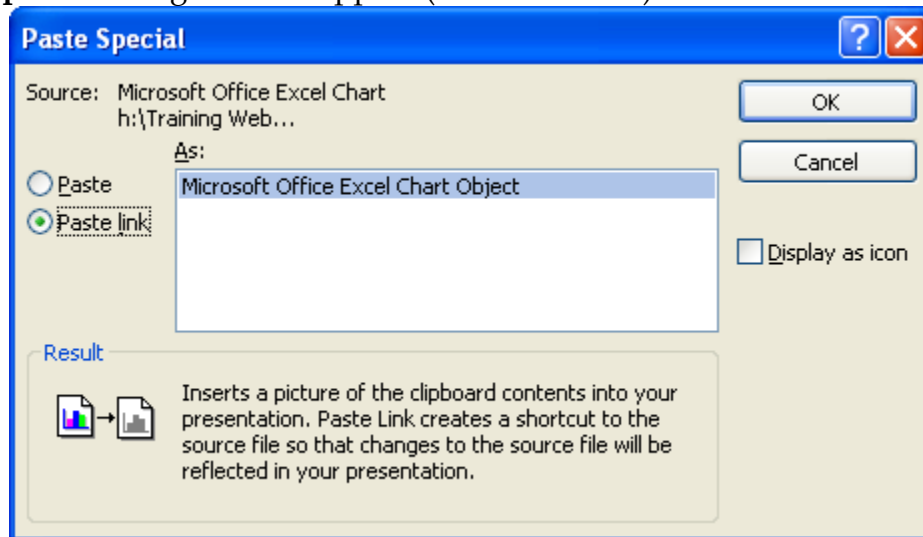


Linking Excel Charts and Worksheets

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.

- ✦ Open the presentation where the chart or worksheet from Excel is to be inserted.
- ✦ 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.
- ✦ Locate the worksheet that contains the chart that is to be linked.
- ✦ Click the **Chart** to select it.
- ✦ Click the **Home Tab**, if necessary.
- ✦ In the **Clipboard Group**, click the **Copy** button 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.
- ✦ Click the **Home Tab**, if necessary.
- ✦ 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 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.
- ✦ Make the desired changes to the data.
- ✦ Save the workbook.
- ✦ All changes to the chart or worksheet made in the Excel document will be reflected in the PowerPoint presentation.