

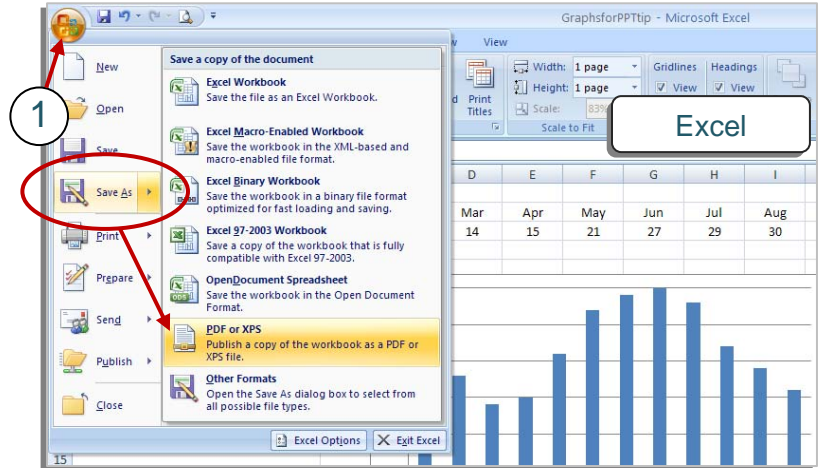
INSERTING SCREENSHOTS FROM EXCEL INTO POWERPOINT

For many presentations, simply displaying images, charts, or data originally created in Excel are preferred over revealing the original linked Excel file or data source. Here is an easy way to do this PowerPoint 2007.

- 1 Within the Excel file, adjust the Page Setup preferences as you would like the image or chart to appear if “printed” onto your slide.

Next, click on the Microsoft Office button located in the top left corner.

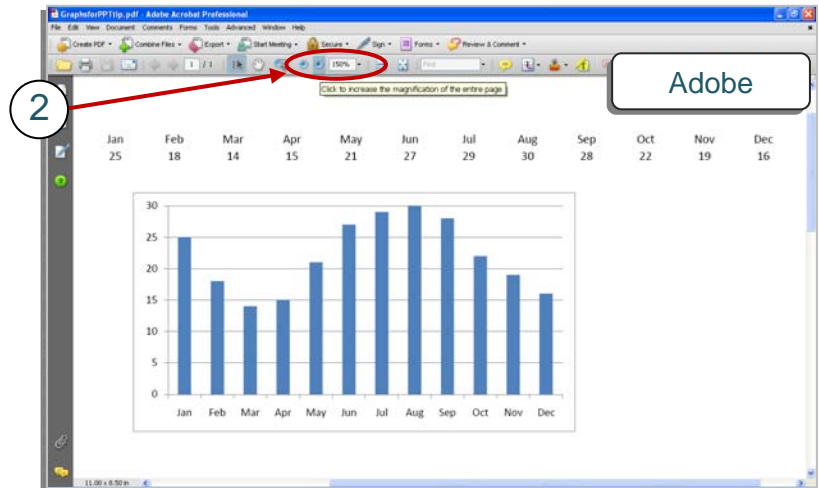
Within the drop down menu that appears, choose “Save As” then click on “PDF or XPS”. This will open a dialog box to allow you to save the PDF version of the file to your computer.



- 2 Open the new PDF to view full screen, if not already. Zoom in to enlarge the image on your screen.

Press the “Print Screen” on your keyboard. (Depending on your keyboard, you may also have to hold down the Ctrl or Function keys while pressing the “Print Screen” button.)

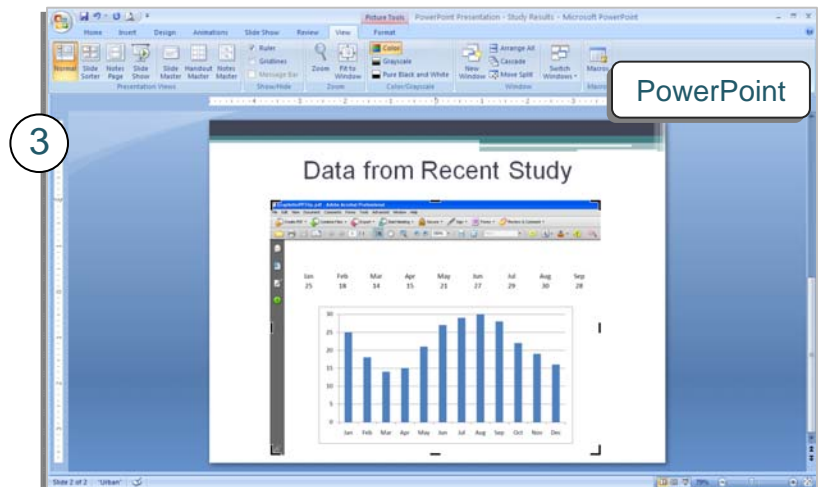
This action will take a “picture” or screen shot of the PDF as it appears on your screen.



- 3 Open your PPT deck to the slide you would like to insert the image or chart.

Paste the screen shot into your slide by clicking on “Paste” in the ribbon or by right clicking on the slide and choosing “Paste”.

The screen shot will be inserted onto your slide, but will be oversized – hiding the slide from view. Resize and crop the screen shot to fit your slide and remove unneeded background.



Additional Tip: Inserting images or charts from Excel using this method also omits gridlines, comments, and cell corner alerts that may appear in the Excel spreadsheet.