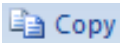
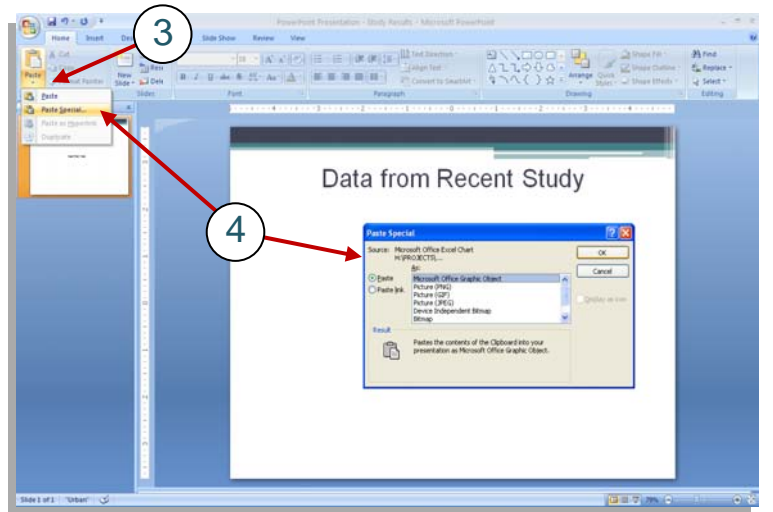
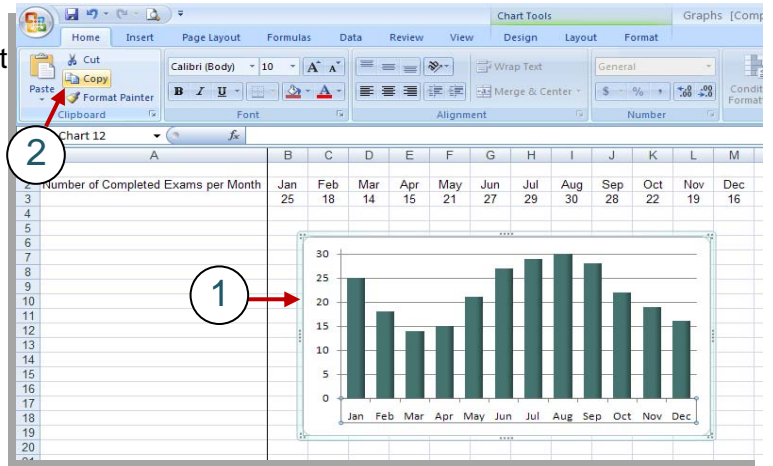


## INSERTING EXCEL CHARTS OR GRAPHS INTO POWERPOINT

Instead of recreating charts in PowerPoint that were originally created in Excel, simply follow the steps below to insert charts from Excel 2007 directly into your PowerPoint presentation.

- 1 After the chart or graph has been created and formatted in Excel, open the PowerPoint deck in which the chart will be inserted. Within the Excel file, select the chart.
- 2 Once selected, copy the chart by using the keyboard shortcut CTRL + C, or on the *Home* tab on the Excel ribbon click on  "Copy" in the *Clipboard* group.
- 3 Next, click on the PowerPoint slide on which the chart will be inserted. On the ribbon in PowerPoint, click on down arrow below "Paste" (located on the *Home* tab in the *Clipboard* group).
- 4 Select "Paste Special" from the drop down menu that appears. A dialog box will appear; if it's not already selected, click on the bullet next to "Paste". Then choose "Microsoft Office Graphic Object" from the list within the dialog box and click "OK".
- 5 The Excel chart will now appear in PowerPoint on the slide chosen.



*Note: Resizing and some design changes can be made to the chart after it has been inserted into PowerPoint.*

*Resizing charts and graphs without distortion and making design changes to charts within PowerPoint 2007 will be discussed in future Software Tips.*

