

Insert a linked Excel chart in PowerPoint 2010

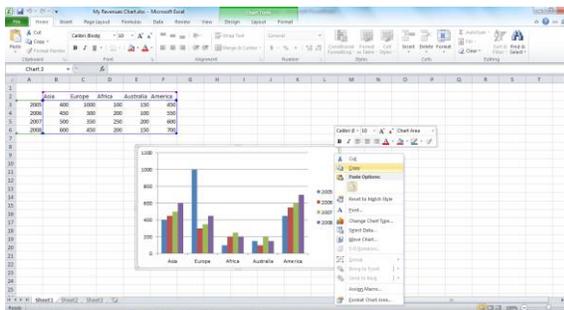
You can insert and link a chart from an Excel workbook into your PowerPoint presentation so that when the data in the chart gets updated, the chart on the PowerPoint slide will easily update.

To insert a linked Excel chart in PowerPoint 2010, do the following:

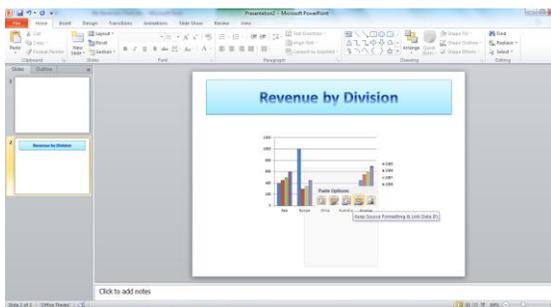
1. Open the Excel workbook that has the chart that you want.

NOTES: The workbook must be saved before the chart data can be linked in the PowerPoint file. If you move the Excel file to another folder, the link between the chart in the PowerPoint presentation and the data in the Excel spreadsheet breaks.

2. Select the chart.
3. On the Home tab, in the Clipboard group, click Copy  or right click and select copy.



4. Open the PowerPoint presentation that you want and select the slide that you want to insert the chart into.
5. On the Home tab, in the Clipboard group, click the arrow below Paste, and then do one of the following:
 - If you want the chart to keep its look and appearance from the Excel file, select Keep Source Formatting & Link Data  or right click and select Paste  Keep Source formatting and link data.

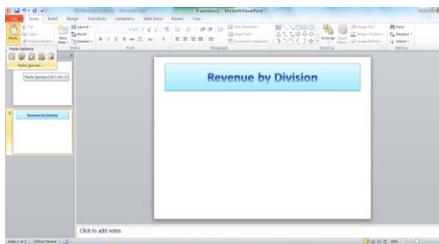


- If you want the chart to use the look and appearance of the PowerPoint presentation, select Use Destination Theme & Link Data .

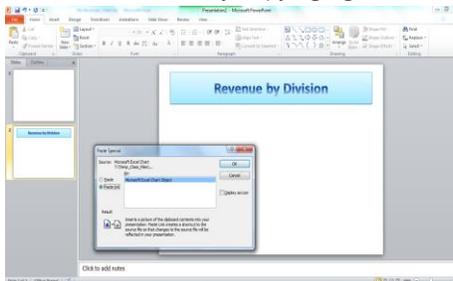
TIP: When you want to update the data in the PowerPoint file, select the chart, and then under Chart Tools, on the Design tab, in the Data group, click Refresh Data.

2nd Option to Linking a chart from Excel into Power Point

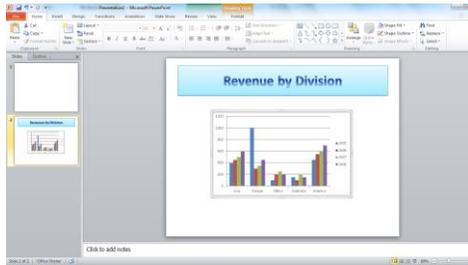
1. Save the Excel file that contains your information if you haven't already done so.
2. In Excel, select the information you want to use, then press Ctrl+C or choose Edit, Copy.
3. Switch to PowerPoint and move to the slide where you want to use the information from Excel. You should be in Normal or Slide view.
4. From the Edit menu, choose Paste Special. (In PowerPoint 2007 and up, go to the Home tab and click the down-arrow beneath Paste; click Paste Special.)



5. In the Paste Special dialog box that appears, click the "Paste Link" option button, then click OK. (In PowerPoint 2007, you should choose Worksheet or Chartsheet Object as the paste type; if this isn't available, go back to Excel and try copying again; sometimes it takes a few tries; sometimes Microsoft fixes these bugs.)



This creates a link to the information in your Excel file. Each time you open the presentation, PowerPoint offers to update the links. If the linked information in the Excel file has changed, this updates it in your PowerPoint presentation also.



You can double-click the linked information to launch Excel with your linked file open for editing. When you save the edited file and return to PowerPoint, once again, the updated information appears in your presentation.

In order to update linked information and launch the linked file for editing, PowerPoint must be able to locate the file, so be sure to keep the linked file and your PowerPoint file in the same locations on your hard drive, or make sure that the linked Excel file stays in the same folder as the PowerPoint file.

If the linked file isn't present, you'll still be able to view and print the information, but you won't be able to update or edit it.