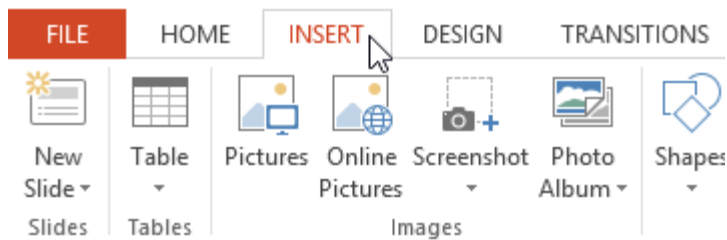


## Embedding an Excel chart

If you have already created a chart in Excel, you can **embed** and **link** it to your PowerPoint presentation. When you embed an Excel chart in PowerPoint, any updates you make to the original Excel chart will **automatically update** in your presentation, as long as the files remain in the same location. This helps the data stay **in sync**, so you won't have incorrect or out-of-date information in your chart.

### To embed a chart from Excel:

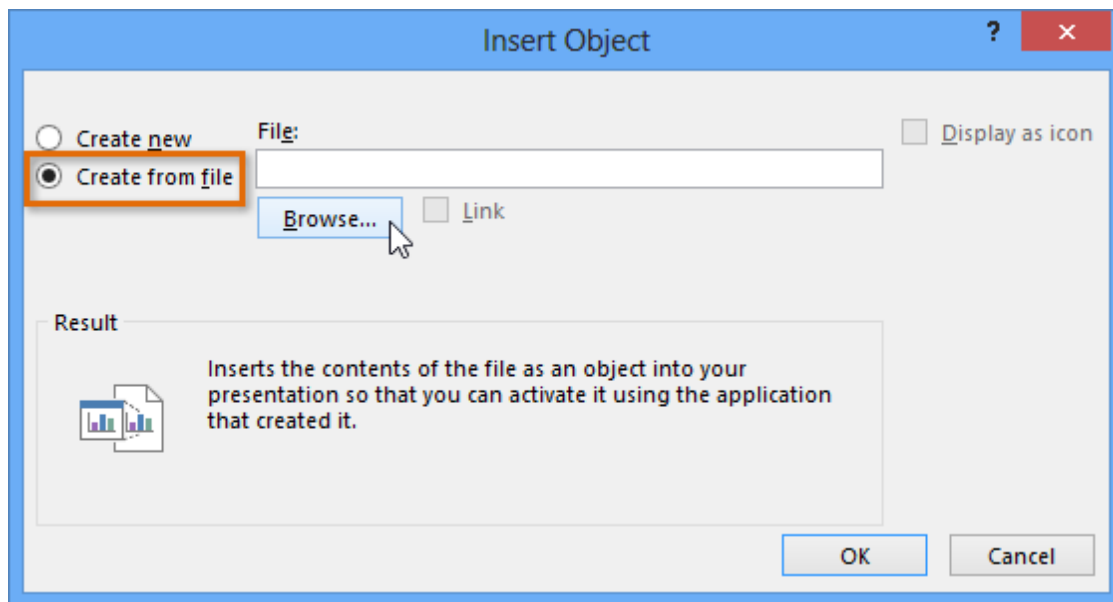
1. In PowerPoint, select the **Insert** tab.



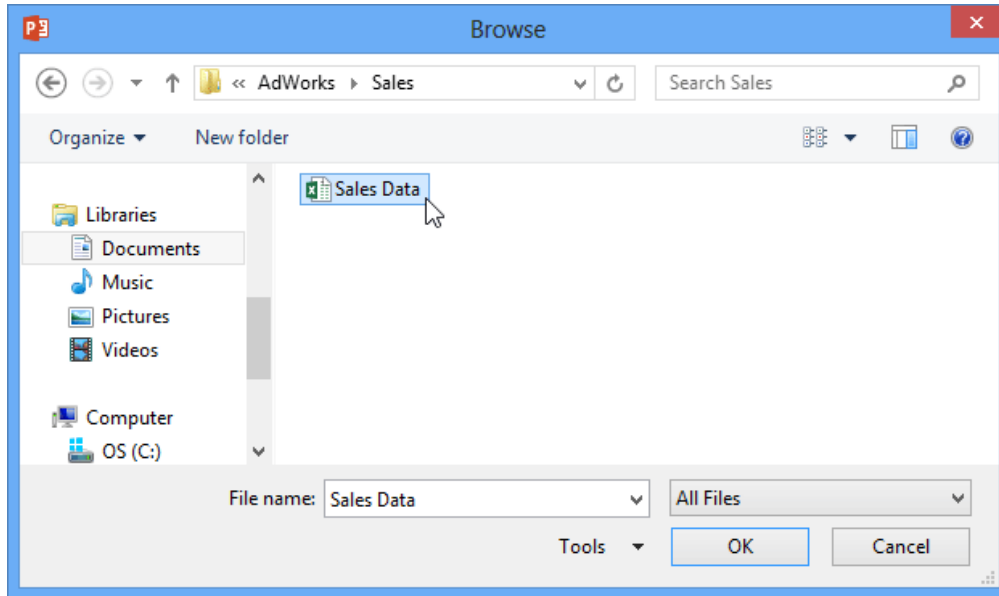
2. Click the **Object** command in the **Text** group.



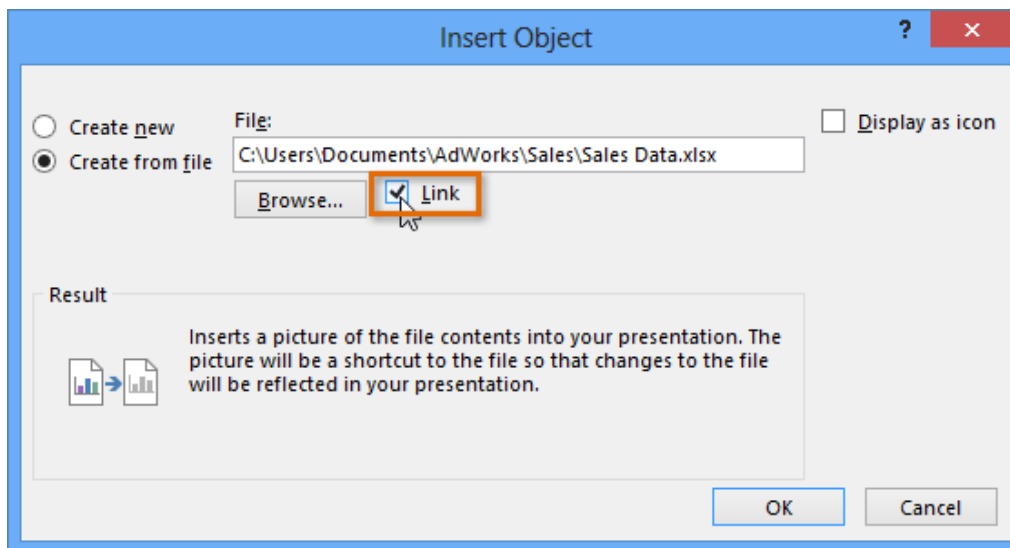
3. A dialog box will appear. Select **Create from file**, then click **Browse**.



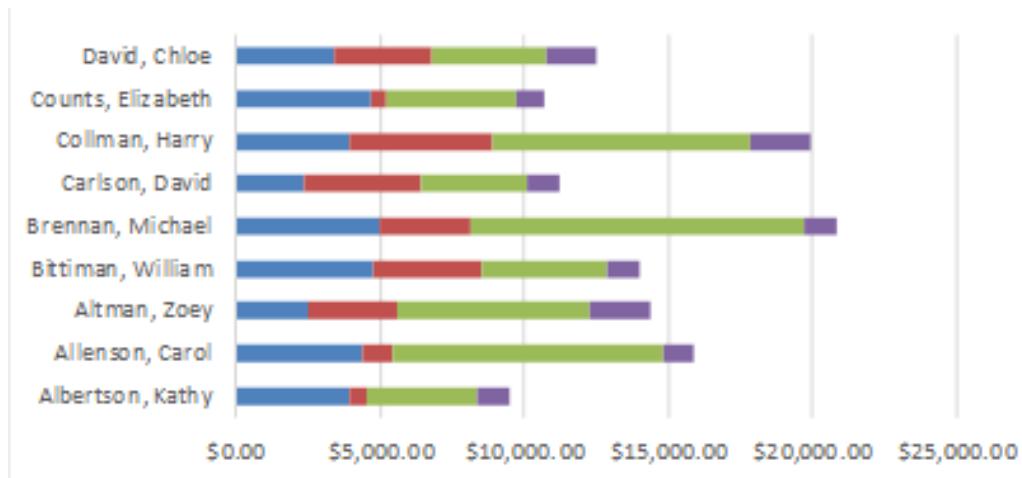
4. Locate and select the desired Excel file, then click **Insert**.



5. Check the box next to **Link to file** if you want to **link the data** to the Excel chart. This will enable your chart to update itself when changes are made to the Excel chart.



6. Click **OK**. The chart will now appear in your presentation.



To **edit** an embedded chart, double-click the chart. An Excel spreadsheet containing the chart's source data will appear. After you have finished editing, be sure to **save** the chart in Excel.



Once you have embedded a chart, be careful not to delete or move the original Excel file.



**If the location of either the PowerPoint presentation or the Excel file changes, you may have to embed the chart again in order for it to display correctly.**