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Adding tables to your presentation

Adding charts to your presentation

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Exercise: Inserting a chart from Microsoft Excel

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

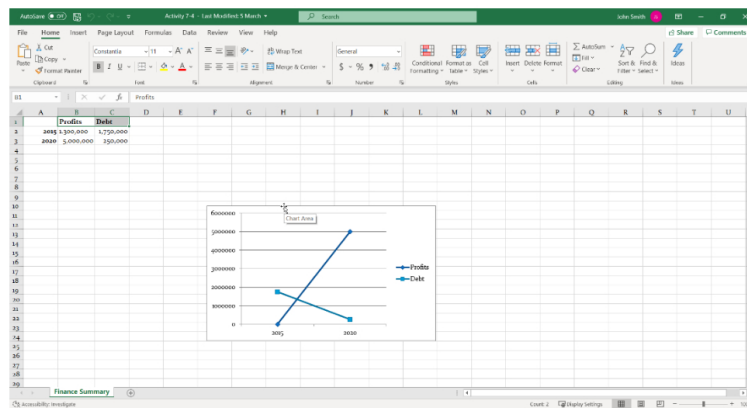
Note: Click on the links below to open the set of files that you can use to complete this exercise.

- [Exercise: Inserting a chart from Microsoft Excel](#)
- [Inserting a chart from Microsoft Excel_Excel sheet](#)

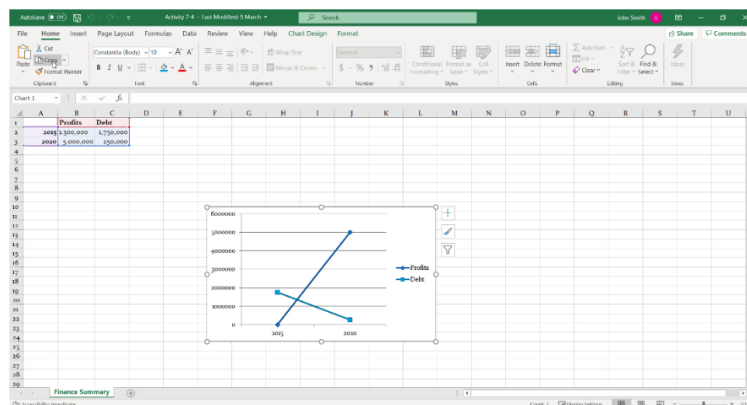
In this activity, you will copy a chart from Microsoft Excel and link it to the PowerPoint presentation that you have been working on. Microsoft 365 Excel is required for this activity.

1. Open the Microsoft PowerPoint **Exercise: Inserting a document from Microsoft Excel** document you can use to complete this exercise.

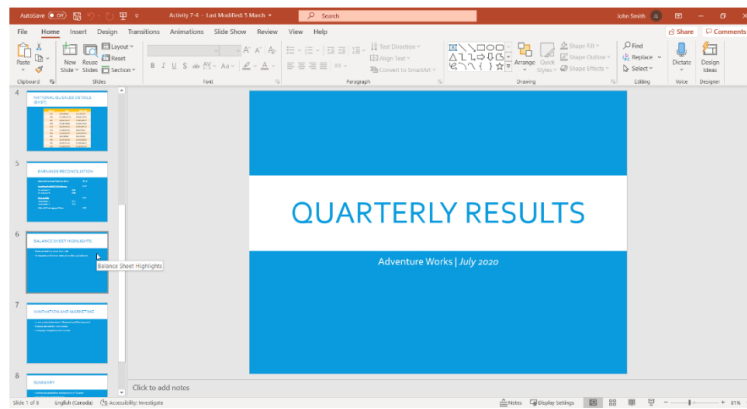
2. Switch to the Excel window - **Exercise: Inserting a chart from Microsoft Excel_Excel sheet**. Click the chart to select it:



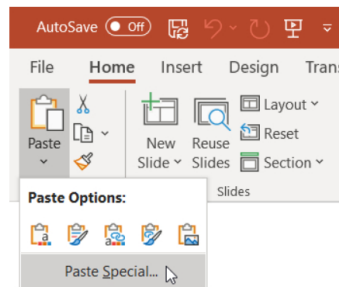
3. Then, click **Home** → **Copy**:



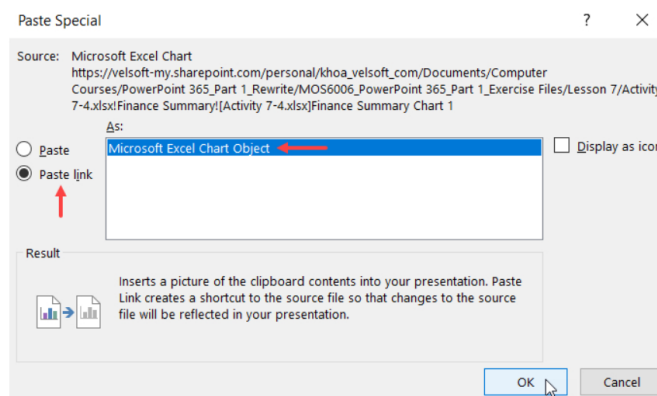
4. Now, switch to the PowerPoint presentation. Click slide 6:



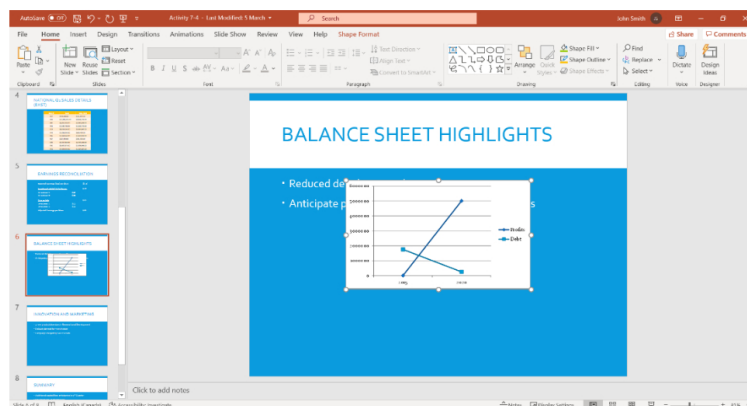
5. Click **Home** → **Paste** drop-down arrow → **Paste Special**:



6. The Paste Special dialog box will open. Click the **Paste link** radio button on the left-hand side of the window. Ensure that **Microsoft Excel Chart Object** is selected from the list in the center of the window. Click **OK**:



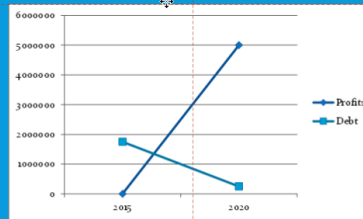
7. The chart will be added to the slide as a drawing object:



8. Click the outer border of the chart. Drag it downwards to place it below the text. Use the guidelines to help you align it in the center of the slide:



- Reduced debt by more than 10%
- Anticipate profits from sales of ancillary subsidiaries



9. Save your presentation as Activity 7-4 Complete. Note that when opening this file, a warning will pop-up because the chart is linked to data in another program. Close Microsoft 365 PowerPoint and Microsoft 365 Excel to complete this activity.

10. Now, you can check out an example of a completed document in the link below:

[Exercise: Inserting a chart from Microsoft Excel](#)

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