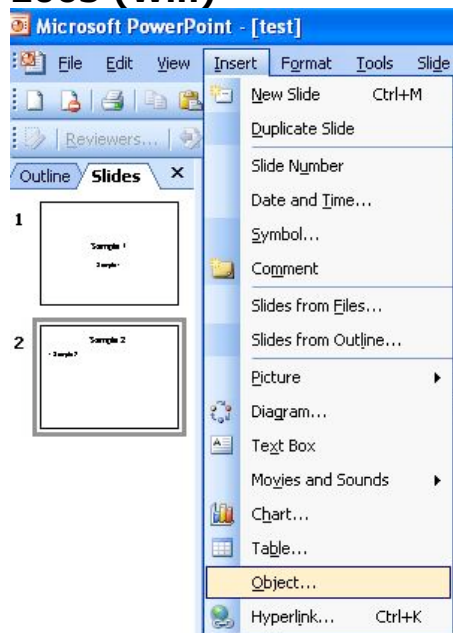


How to Insert an Excel worksheet or chart in a PowerPoint presentation

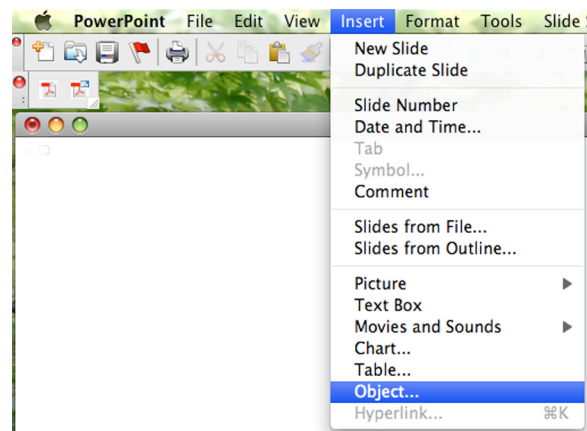
To insert an Excel worksheet into **PowerPoint 2003 (Win)** or **2004 (Mac)**, you will need to:

1. Position the cursor at the point where you want to place the worksheet or chart in your PowerPoint slide.
2. Go to the **Insert** menu, click the **Object** option.

2003 (Win)



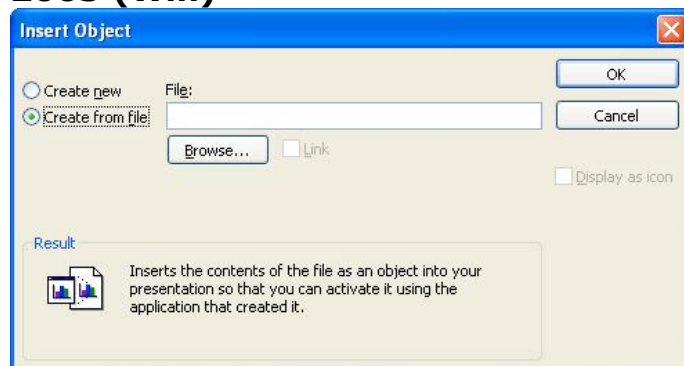
2004 (Mac)



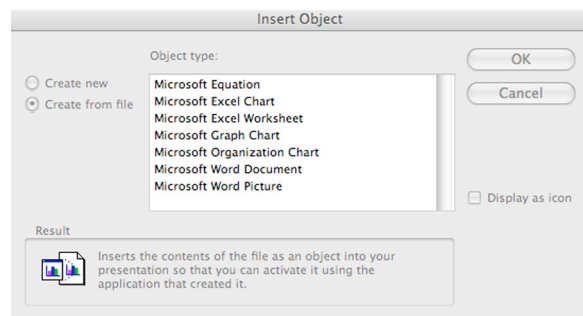
OR

3. To insert an ***existing Excel worksheet or chart***, select the **Create from file** option in the *Insert Object* dialog box. In **2004 (Mac)**, this will automatically display the folders and files. In **2003 (Win)**, you need to click the *Browse* button to move to your folders and files.

2003 (Win)

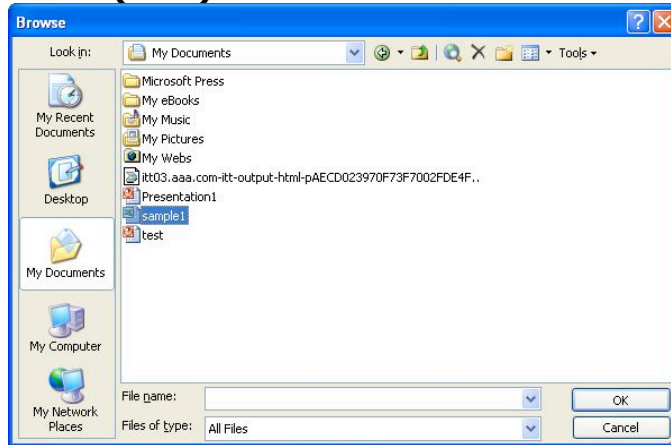


2004 (Mac)

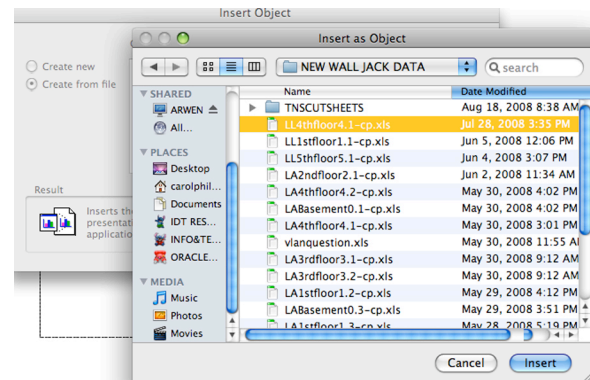


4. Navigate the *Browse* dialog box to the folder that contains the worksheet you want to insert.
5. In the list of file and folder names in **2003 (Win)**, click the file, and then click **OK** to close the *Browse* dialog box. For **2004 (Mac)**, click the file, and then click **Insert** to close the *Insert as object* dialog box. Then click **OK** to close the *Browse* dialog box.

2003 (Win)



2004 (Mac)

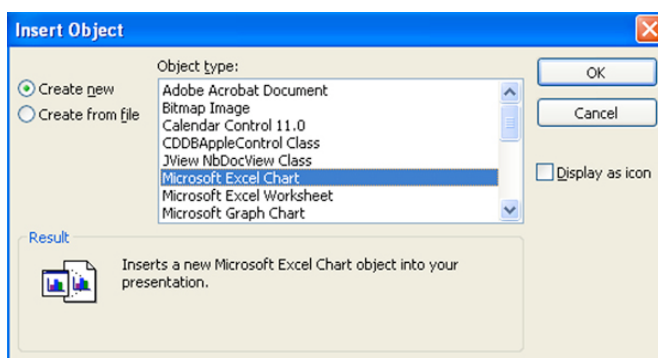


6. The worksheet or chart displays on the slide and can be selected/dragged to the desired position.

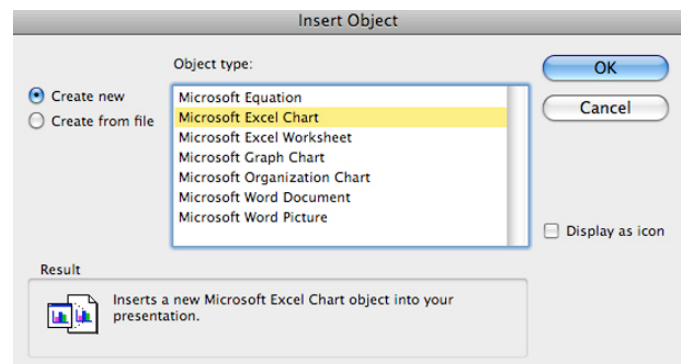
OR

1. Position the cursor at the point where you want to place the worksheet or chart in your PowerPoint slide.
2. Go to the **Insert** menu, click the **Object** option.
3. To insert an new Excel worksheet or chart, select the **Create new** option in the *Insert Object* dialog box and select type of object from the window's list. Then click the **OK** button.

2003 (Win)

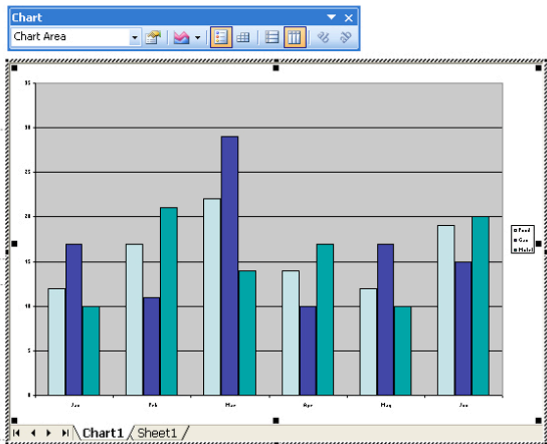


2004 (Mac)



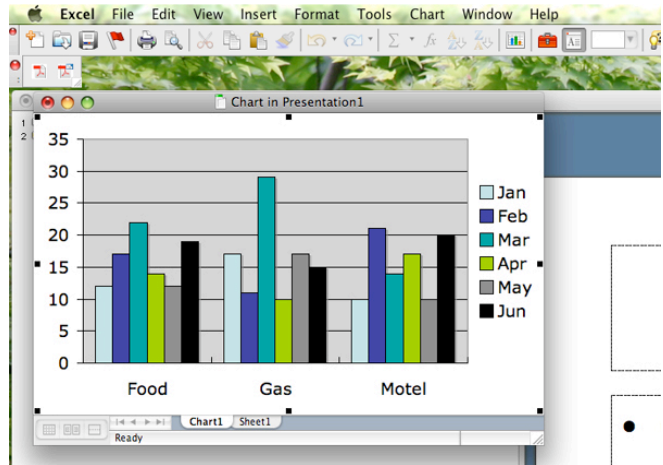
4. This opens a sample worksheet or chart and awaits input. Note: The chart has 2 sheets; one for data and one for chart.

2003 (Win)



	A	B	C	D	E	F	G	H	I	J
1		Food	Gas	Motel						
2	Jan	12	17	10						
3	Feb	17	11	21						
4	Mar	22	29	14						
5	Apr	14	10	17						
6	May	12	17	10						
7	Jun	19	15	20						
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										

2004 (Mac)



	A	B	C	D	E	F
1		Food	Gas	Motel		
2	Jan	12	17	10		
3	Feb	17	11	21		
4	Mar	22	29	14		
5	Apr	14	10	17		
6	May	12	17	10		
7	Jun	19	15	20		
8						
9						
10						
11						
12						
13						
14						
15						
16						

- Once corrected data has been entered, close the worksheet or chart. The new data is displayed as entered on the slide and can be selected/dragged to the desired position.