

GSD. PowerPoint – How to Insert Microsoft Excel Data in Microsoft PowerPoint Presentation

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Author: {'link':

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General Information:

Possible symptoms/errors:

How to Insert Microsoft Excel Data in Microsoft PowerPoint Presentation.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

For newer PowerPoint version, linking data from a saved Excel worksheet to user's PowerPoint presentation is possible. This helps to easily update user's PowerPoint presentation if there are changes made in the data in the Worksheet. User can also copy the data from an Excel worksheet and paste it into their presentation without linking them. With this method, worksheet does not send automatic updates to the PowerPoint presentation.

Details:A. Link an Entire Excel worksheet to PowerPoint1. In PowerPoint, advise the user click on Insert tab then to select Object in the Text group.

2. In the Insert Object dialog box, ask the user to select Create from file then to click Browse.

3. Tell the user to Select the Excel workbook with the data that they want to insert or link to.

4. Ask the user to Select the checkbox before Link then to click OK.

Note: The linked object in user's presentation displays all the data from active or top worksheet in the linked Excel workbook. When saving the Excel workbook, user needs to make sure the worksheet they want in their presentation is the one they see when they first open the workbook.

5. If user needs to edit the data, they can double-click on the linked file and they will be taken directly to Excel so they can edit the file. All changes user makes in the Excel file will be automatically updated to their slides.B. Link a section of data in Excel to PowerPoint1. In Excel, advise the user to open the saved workbook with the data they want to insert and link to.

2. Ask the user to Drag over the area of data they want to link to in PowerPoint. (In this example, column A and B will be linked to the PowerPoint presentation).

3. On the Home tab, click Copy.
 4. In PowerPoint, user needs to click the slide where they want to paste the copied worksheet data.
 5. On the Home tab, click the arrow below Paste, and select Paste Special.
 6. In the Paste Special box, ask the user to click Paste link. Under As, tell them to select Microsoft Excel Worksheet Object then to click OK.
 7. The linked data shows like this in the PowerPoint slide.
 8. If user needs to edit the data, they can double-click on the linked Excel data and they will be taken directly to Excel so they can edit the file. All changes user makes in the Excel file will be automatically updated to their slides.
- C. Copy and paste or Embed Excel data in PowerPoint
- When embedding Excel files to PowerPoint, changes made to the Excel does not automatically update the data in the target PowerPoint presentation.
1. In Excel, advise the user to open the workbook with the data they want to copy.
 2. Then, to Drag over the area of data they want to copy.

3. On the Home tab, ask the user to click Copy.
4. In PowerPoint, user needs to click the slide where they want to paste the copied worksheet data.
5. On the Home tab, in the Clipboard group, ask the user to click the arrow below Paste.
6. Under Paste Options, tell the user to pick one of the following.

Use Destination Styles - Advise to use this option if user wants their data to use the format or theme of their presentation. Keep Source Formatting - Advise to use this option if user wants their data to use the format of their Excel spreadsheet. Embed - Advise to use this Embed option if user wants to copy and edit their data in Excel later. Picture - Advise to use this to copy the data as a picture that can't be edited in Excel. Keep Text Only - Advise to use this option if user only wants to copy the text from their data (no formatting at all).

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A