

USING EXCEL CHARTS AND GRAPHS IN POWERPOINT

Adding charts and graphs to a presentation is an excellent way to add visual appeal as well as presenting data in a more understandable fashion. It is relatively easy to create a chart or graph in Excel and then paste it into a PowerPoint slide. However, many users are not aware that when you simply paste a chart into PowerPoint, you are creating a link in PowerPoint to the original file, and the figure that you see in PowerPoint actually is coming from that original Excel file. *Why is this an issue?* At Western States, you will be presenting your slides from a different computer than the one on which you created the slides, and the Excel file will not be present. *The end result?* Your chart or graph may not display in your slide, and **you will be unhappy!**

There is an easy solution to this so that you can be assured that your Excel-created charts and graphs will display properly at WSC. **Note that different versions of Excel and PowerPoint may have slightly different methods than described below (also Mac vs Windows), but if you follow one of the 2 methods below your charts and graphs should display as you designed them.**

Method 1: Save As Picture in Excel

1. In Excel, click on the chart or graph so the entire figure is selected
2. Right click on the figure, then click on Save as Picture
3. Name the file, choose the location on your computer, and save as a .jpg file
4. In PowerPoint, open the slide in which you want to place the figure
5. Click on Insert, then Photo, then Picture from File; choose the file from the location on your computer; move and resize it appropriately for the slide

Method 2: Paste Special in Powerpoint

1. In Excel, click on the chart or graph to select it and then copy to the clipboard (Ctrl-C, Cmd-C etc.)
2. In PowerPoint, open the slide in which you want to place the figure
3. Click on Edit, then Paste Special
4. In the box that opens, click on Picture, then click OK
5. Move and resize the figure appropriately for the slide

If you run into any problems or have questions, feel free to contact WSC AV Support at katz@pharmacy.arizona.edu.