

Save time when developing PowerPoint presentations by importing Excel charts instead of recreating them!

Step 1: Open both the Excel file containing the chart and the PowerPoint presentation to which you want to add the chart.

Step 2: Make sure that your Excel chart has been moved to its own worksheet and is the only object in that worksheet.

Step 3: Click on the chart in Excel.

In the **Home** tab, go to the **Clipboard** section and select **Copy**.

Step 4: In PowerPoint, click on the slide where you want to insert the chart

a. In the **Home** tab, go to the **Clipboard** section. Click on the down arrow next to **Paste** and select **Paste Special**.

b. In the **Paste Special** window that appears, select the “**Paste**” option then select **Microsoft Office Graphic Object**.

Step 5: Click **OK** when finished, and the chart will now appear on the PowerPoint slide.

You can now modify the chart in PowerPoint by simply clicking the slide. The **Design, Layout,** and **Format tools** will appear under **Chart Tools**