

# Notes on Importing Excel Graphs into PowerPoint 2016

Do all your color choosing and graph set-up in Excel. Make sure that it looks the way you want it to look in Excel before you import it.

Make all lines on the graph bolder and thicker. It may look funny on the monitor, but when the slide is projected on the screen it looks good.

Make sure all the print is **Large and Bold!** It may look funny or simple on the monitor, but when the slide is projected to the front of the classroom, it looks much better with large text.

Do not put text close to the edge of the slide. It may be clipped when the slide is mounted.

## To Import:

1. Have your slides set up correctly as described in the **PowerPoint - Getting Started** handout.
2. In Excel, select the graph by clicking once anywhere within it. A light grey border will appear around the graph.
3. Select **Copy** under the **Home** tab in the **Clipboard** group or use the shortcut **Control c**.
4. Use the bottom **toolbar** or **Alt-Tab** to switch between applications to PowerPoint.
5. Choose the slide you want to insert the graph and under the **Home** tab in the **Clipboard** group select **Paste** or hit **Control v**. To retain any formatting done in Excel, before copying the table, right click in excel and go to the **Paste Options** and select the **Picture** icon to paste the table as a picture.

You can resize the graph to fit in the chart window if you wish by clicking on the squares and dragging the borders over.

## To insert graph directly from Power Point:

1. Have your slides set up correctly as described in the **PowerPoint - Getting Started** handout.
2. If you have not made a graph already to be inserted, in Power Point you can go to the **Insert** tab in the **Illustrations** group and click on **Chart**, choose your chart type and Excel will be brought up so you can create a graph.
3. As you insert numbers into the Excel window that popped up the Graph in Power Point will automatically change accordingly (no need to cut and paste).

If you want larger data points or to make other changes to your graph, you can make these changes after the graph has been inserted. If you imported the graph or inserted directly from Power Point then a **Chart Tools** tab will appear with the choices you need to format your graph. If you have clicked off the graph and want to make more changes just clicking on the graph again will bring up the **Chart Tools**.

The graph should now appear the way you want it to appear on screen.