

# Import into PowerPoint

In this chapter you will look at using data from Word and Excel in a presentation. You will copy and link data, and insert image files.

## Objectives

In this section you will:

- ◆ Enter data to create a Chart
- ◆ Add Labels, Titles and Legend
- ◆ Move and Resize the Chart object
- ◆ Delete the Chart
- ◆ Copy a Chart from Excel
- ◆ Copy Data from Excel
- ◆ Link Data from Excel
- ◆ Import a Text File from Word
- ◆ Insert Images

### Travel destinations 18-35

**Total Sales \$2,700,000**

South America has the highest sales for this age group. Next highest is North America followed closely by Europe and Africa. Asia is still reasonably low however this could be because flights are not as expensive to this region.

Region	Percentage
South America	28%
North America	22%
Europe	18%
Africa	17%
Asia	11%
Middle East	4%

**Terms and conditions**

Navigation arrows: < >

**us to make a booking**

Booked: 17

July 2008


Thur	Fri	Sat	Sun
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3

August 2008

Thur	Fri	Sat	Sun
31	1	2	3
11	12	13	14
18	19	20	21
25	26	27	28
29	30	31	

September 2008

Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5



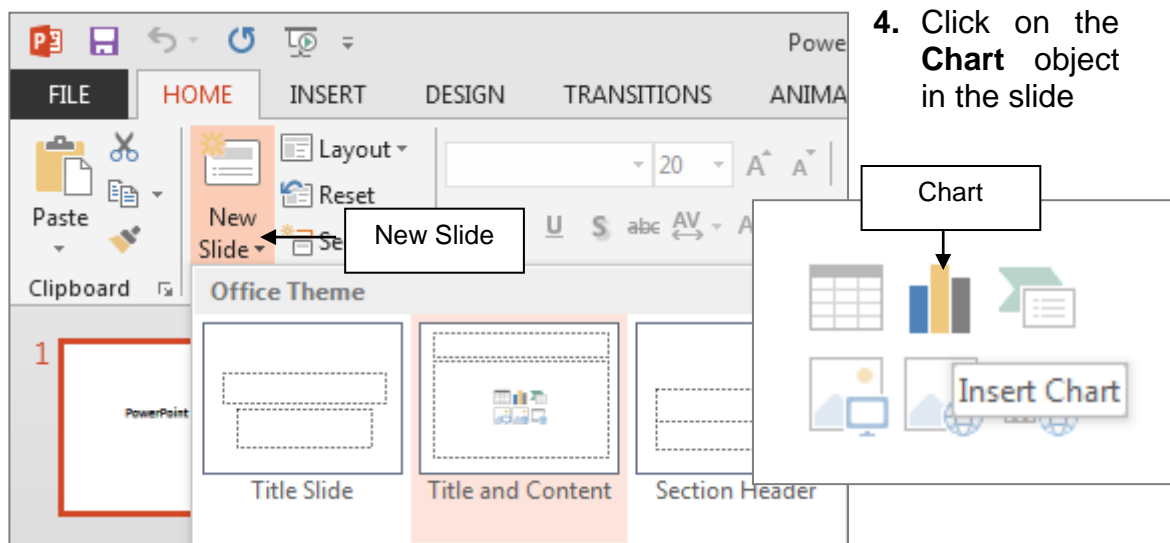
11 Billabong Drive Lorne Vic Ph 03 5243 4352 or 0412 546 Fax 03 5243 4343 Email manuka@net.com.au

## Inserting a Chart

The Charts function is the same in Microsoft Excel, Word and PowerPoint. Assuming you have Excel installed, you can create Excel charts in PowerPoint and Word by clicking the **Chart** button on the **Insert** tab, and then by using the chart tools to modify or format the chart. Charts that you create will be embedded in PowerPoint and the chart data is stored in an Excel worksheet that is embedded in the PowerPoint file. The Excel workbook is a separate file.

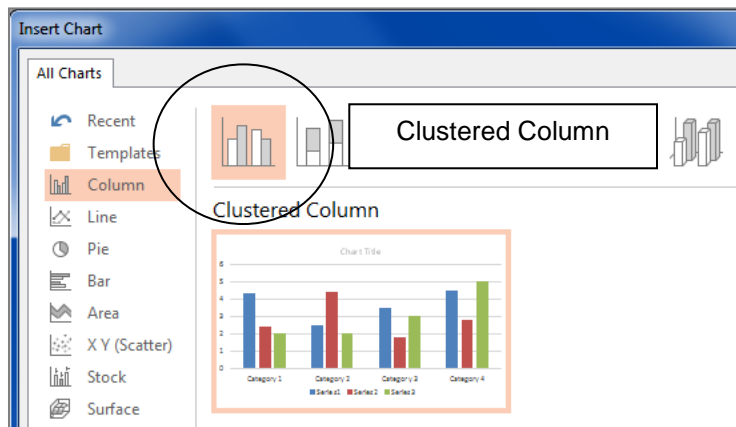
Alternatively you can copy an existing chart from Excel to PowerPoint. When you copy a chart, it can either be embedded as static data or linked to the workbook. If a chart is linked to a workbook that you have access to, you can specify that it automatically checks for changes in the linked workbook whenever the chart is opened.

1. Start **PowerPoint** and open the file **PowerPoint Chart Types**
2. Click on tab **HOME** ➤ **New Slide** droplist button
3. Select the Title and Content Layout which has a **Chart** placeholder

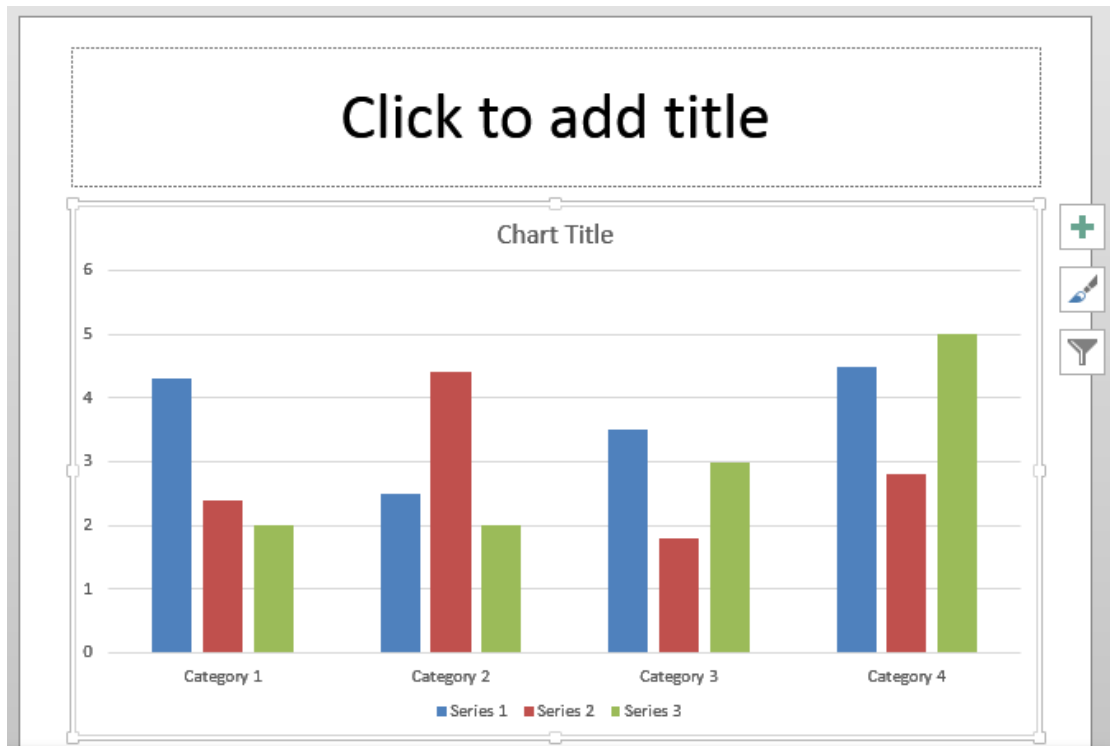


5. Click on the **Clustered Column** style as shown ➤ **OK**

A new slide will be displayed with the **Chart** activated.



The new **Chart** contains default data and formatting. Notice that Excel worksheet has opened and a simple table is displayed.



The sheet is made up of cells. The cells are the result of columns and rows. The active cell, the one in which the work is being done, is indicated by a thick black border. Each column is labeled with a letter. The letter for each column is shown in the **Column control box**. Similarly each row is labeled with a number shown in the **Row control box**.

6. Click into the cells and type the text and data as shown below

	A	B	C	D	E	F	G	H	I
1		Entrée	Main	Dessert					
2	Summer	80	120	20					
3	Autumn	100	180	30					
4	Winter	150	200	35					
5	Spring	100	200	5					
6									
7									

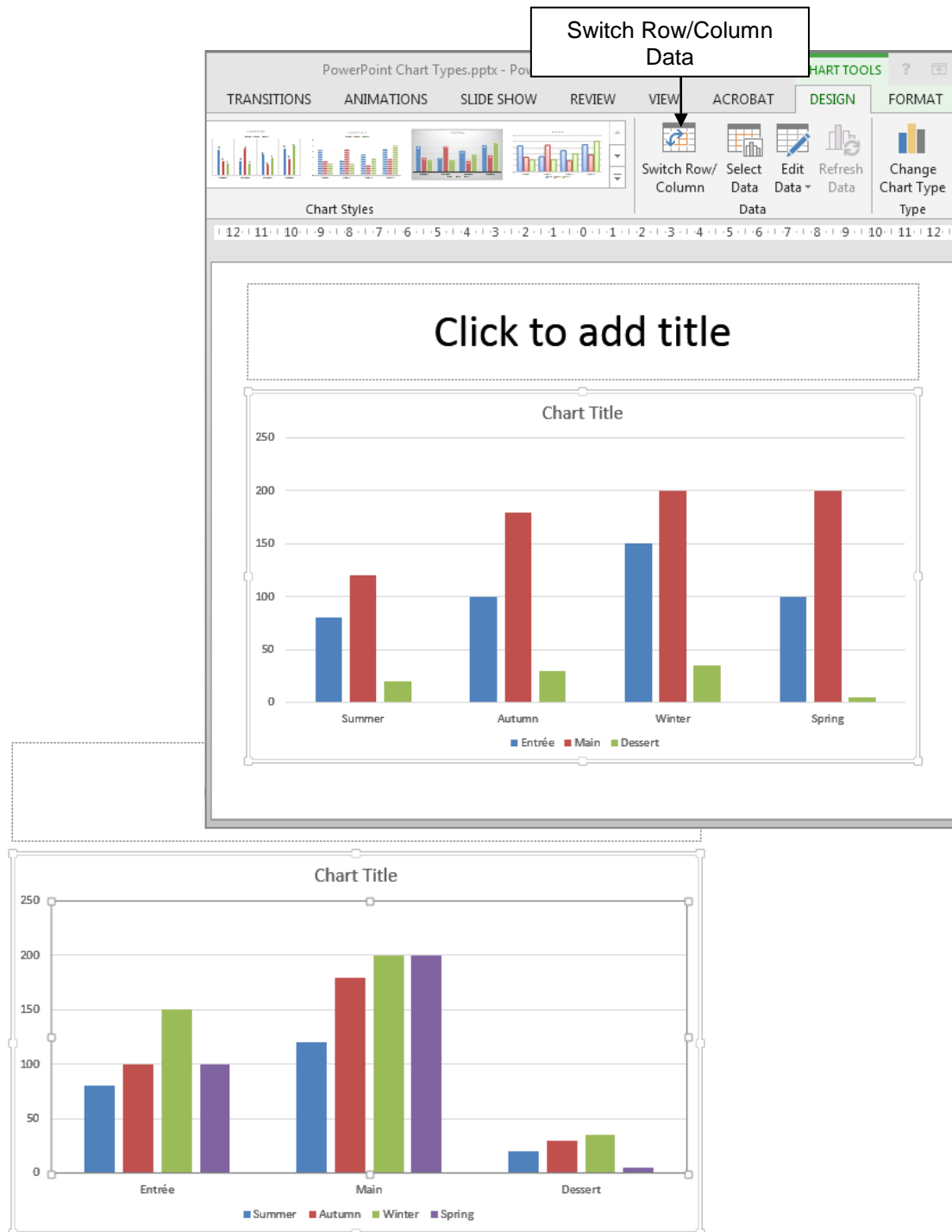
**Note:** You are not limited to entering data in only the five rows and four columns provided.

7. Click back onto the chart in **PowerPoint**

## Switch Row and Column Data

Excel automatically puts column data on the **Y axis** and row data on the **X axis**.

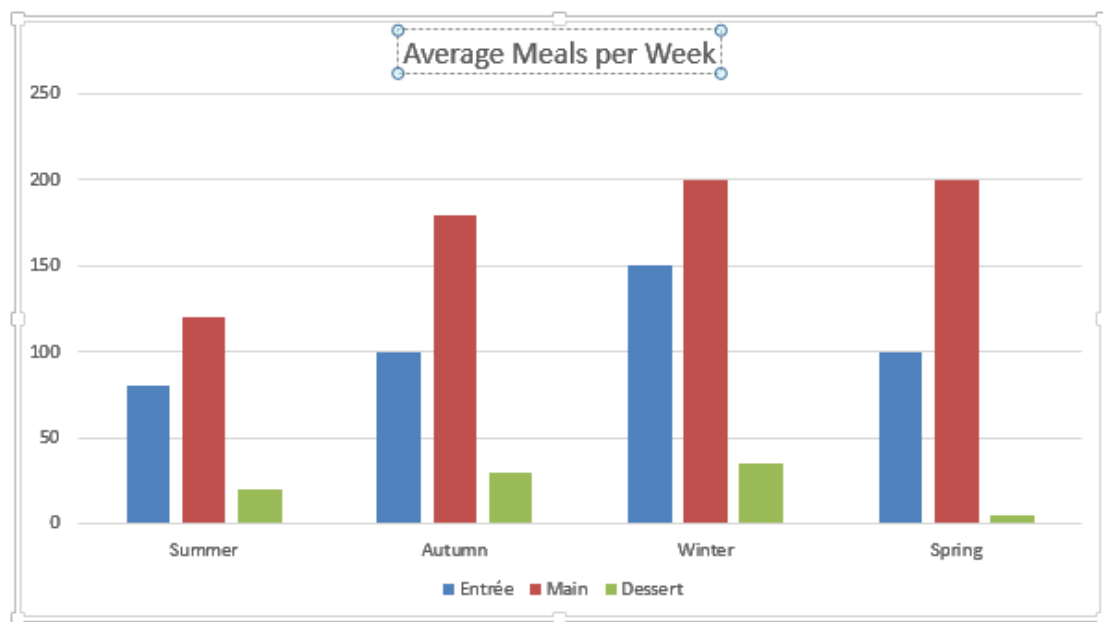
8. Click on the **Switch Row/Column** button to swap the data around
9. Click on the **Switch Row/Column** button again to swap it back so the time data (seasons) appears on the **X axis**.



## Chart Title

The **Chart Title** placeholder is automatically entered on the Chart. It is important to put titles on a chart so the reader can correctly analyse the data.

10. Click on the **Chart Title** placeholder
11. Type **Average Meals per Week** – the text will automatically be entered into the Title Text box for the chart – not the slide

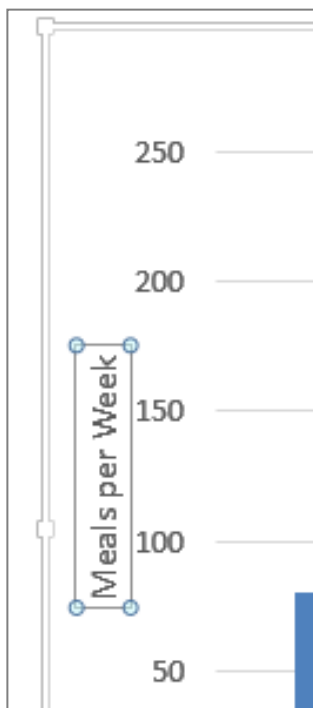
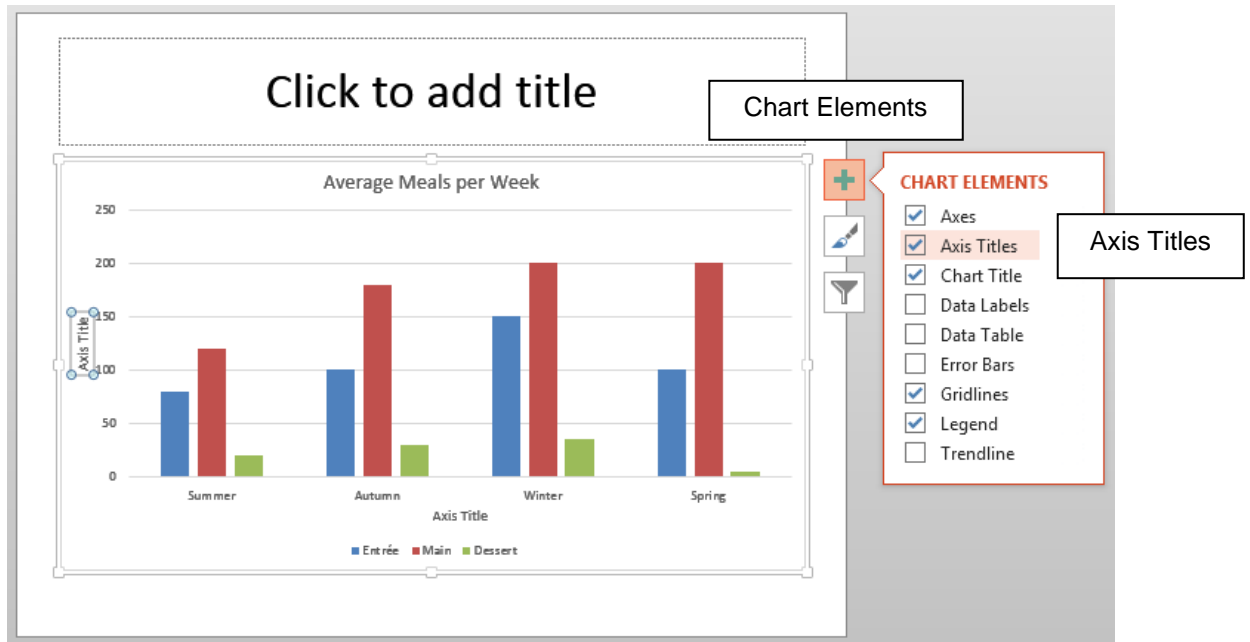


## Axis Titles

**Axis Titles** are important so the reader is clear on the values being charted.

12. Click on the Chart Border so it is selected

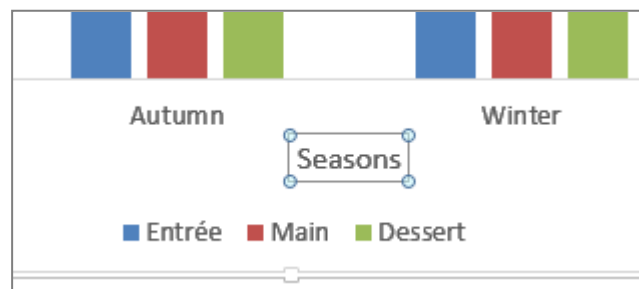
13. Click on the **Chart Elements** ➤ **Axis Titles**



14. Type Meals per week – this will be put in the Y Axis Title Placeholder

15. Click on the **Axis Title placeholder** at the base of the chart

16. Type **Seasons**



## Chart Legend

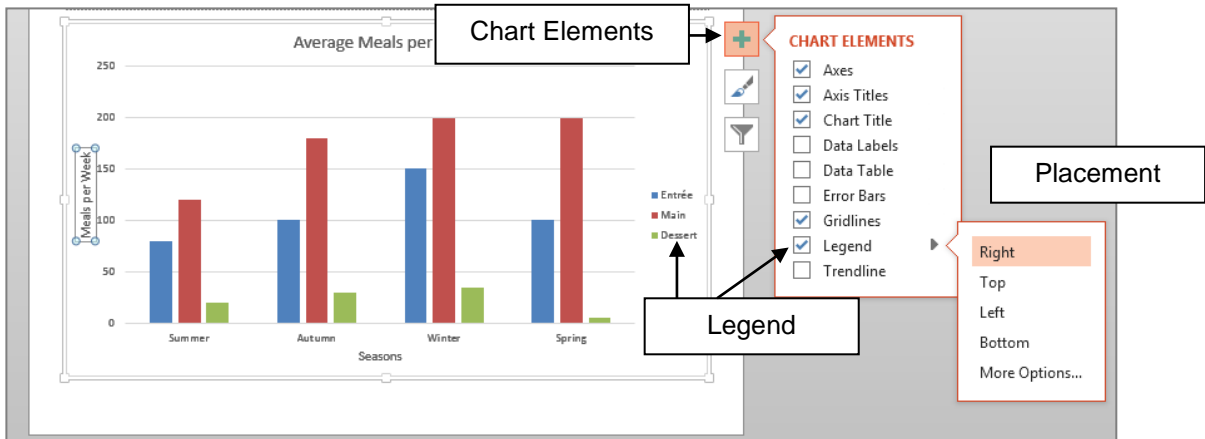
17. With the Chart selected click on the **Chart Elements** button

The **Legend** button enables you to determine the placement of the legend around the chart. The **Legend** is useful when reading the graph because it is a guide to which category each bar, line etc. is for.

18. Click on the arrow to the right of Legend

19. Click on each of the options and view the effect

20. When finished experimenting make the selection **Right to Show Legend at Right**



## Data Labels

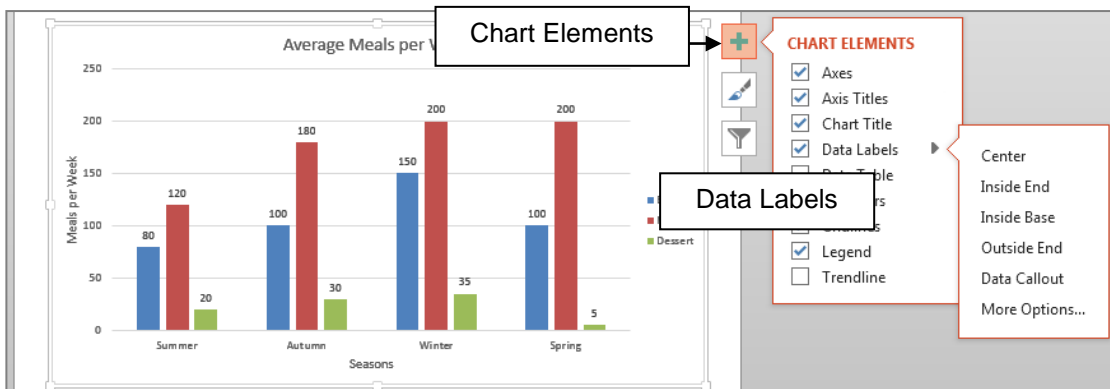
21. Click on the Chart Elements button

22. Click on the **Data Labels** check box

Data values, labels or percentages can be added to a chart to improve the information given out. This is particularly useful when using a **Pie Chart**.

23. Click on each of the options and view the effect

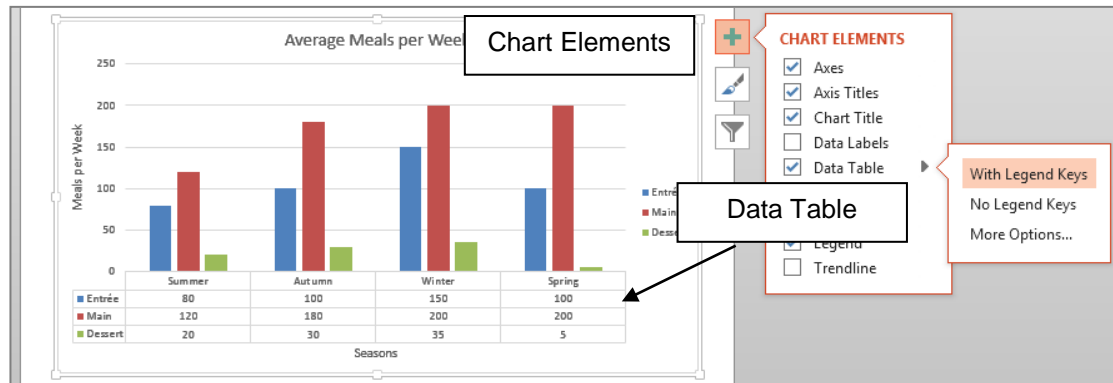
24. When finished viewing the effect of each option, clear the tick for Data Labels so they are not displayed



## The Data Table

The **Data Table** is another way of stating the data values on the chart.

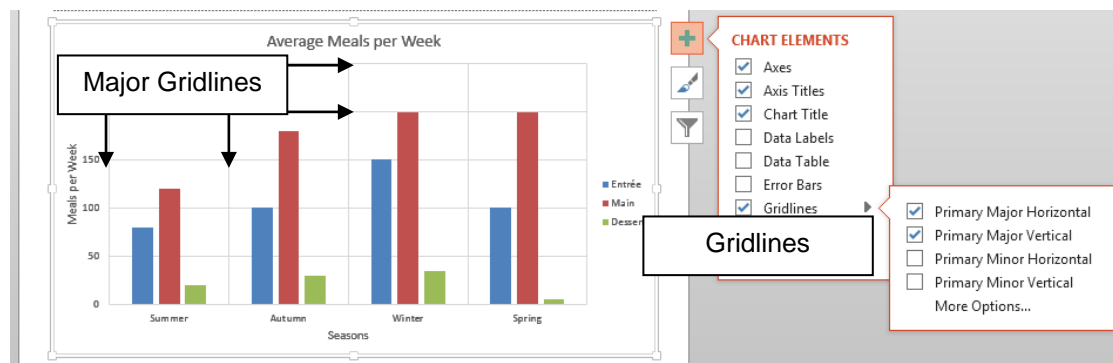
25. Click on the **Chart Elements** button
26. Click on the **Data Table** button
27. Click on the **With Legend Keys** option to view the effect
28. Click on the **Data Table** button and clear the tick so that the **Data Table** is not displayed



## Gridlines

The **Gridlines** button allows you to make selections about which gridlines are shown. The major gridlines for the **Y-axis** are automatically shown as the default setting.

29. Click on the **Chart Elements** button
30. Click on the arrow to the right of the **Gridlines** option
31. Click on **Primary Major Vertical** and click on an option to view the effect
32. Repeat for each of the other options
33. When finished viewing the effects just have **Gridlines** and **Primary Major Horizontal** selected

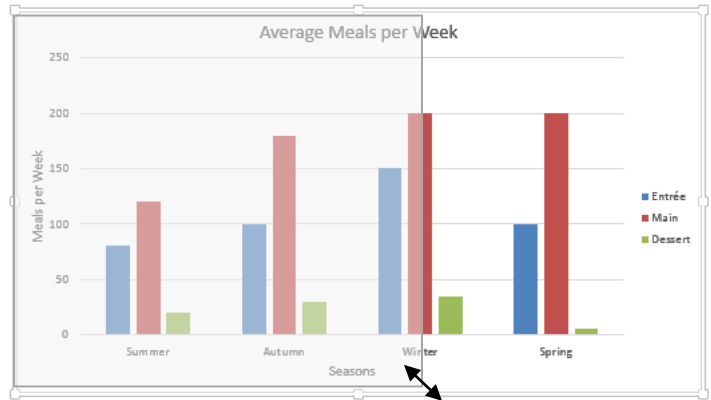




## Resizing a Chart

As the Chart is an object it can be resized like any object.

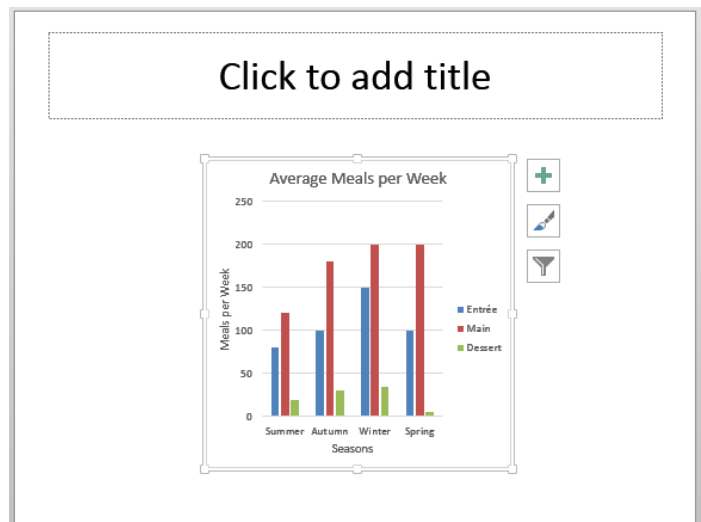
- 34. Click on the chart to select it
- 35. Move the mouse over the lower right corner – it should change to a double headed arrow
- 36. Click, hold and drag towards the centre of the chart – a transparent box indicates the new size of the chart
- 37. Release the mouse when the chart is the required size



## Moving a Chart

A Chart is an object and as such can be moved, copied, resized and deleted as required. To relocate the chart, simply move the mouse over the chart area until the mouse changes to a cross hair.

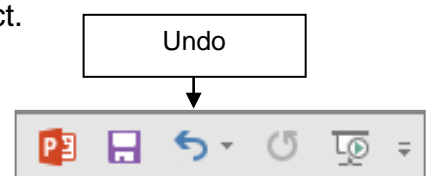
- 38. Click hold and drag the chart
- 39. Release the mouse when you are happy with the location



## Deleting a Chart

To delete a chart is the same process as any other object.

- 40. Click on the chart so that a frame appears about it
- 41. Press the **[Delete]** key on the keyboard
- 42. Click on the **Undo** button so the chart is displayed again



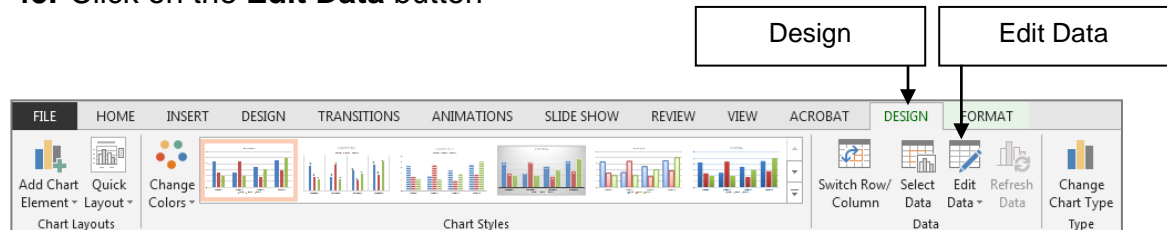
## Edit Data in the Chart

You may need to edit the data in the Chart at some point. To do this you have to activate the Excel worksheet where the data is located.

43. Click on the **Chart** so it is selected

44. Click on the **DESIGN** tab

45. Click on the **Edit Data** button



You can enter data into the worksheet that will automatically be included in the Chart.

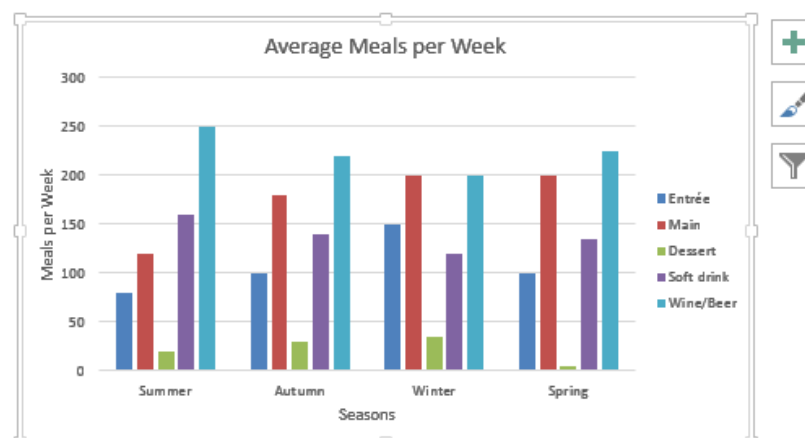
46. Enter the text and data into the cells as shown below

	A	B	C	D	E	F	G
1		Entrée	Main	Dessert	Soft drink	Wine/Beer	
2	Summer	80	120	20	160	250	
3	Autumn	100	180	30	140	220	
4	Winter	150	200	35	120	200	
5	Spring	100	200	5	135	225	
6							

47. When finished click on the **Close** button for the worksheet

The chart is updated with the new data.

48. Resize the chart to be wider



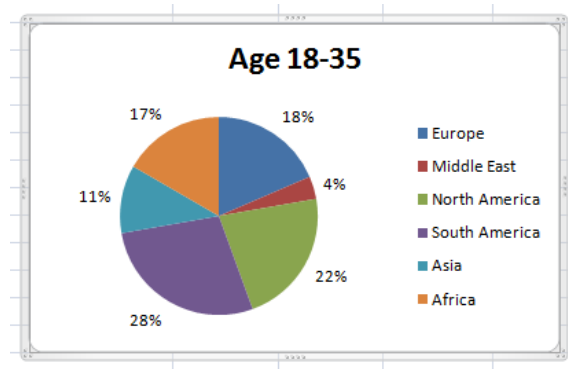
49. **Save** and **Close** the PowerPoint file

## Copy an Existing Chart from Excel

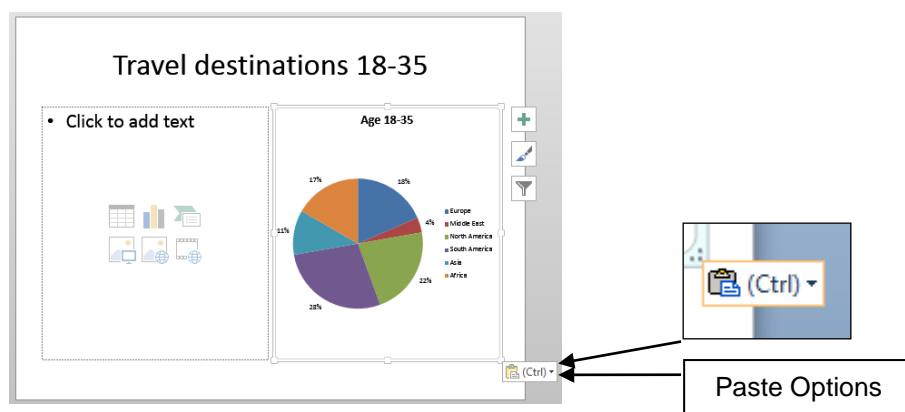
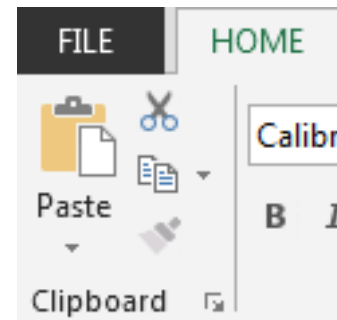
Charts that already exist in an Excel file can be copied to appear on a PowerPoint Slide.

1. In **PowerPoint** open the file **Travel Destinations by Age**
2. **Start** Microsoft Excel
3. **Open** the **Excel** file **International Travel Sales**

This file already has several charts created. You are going to copy these charts into slides in the PowerPoint file.



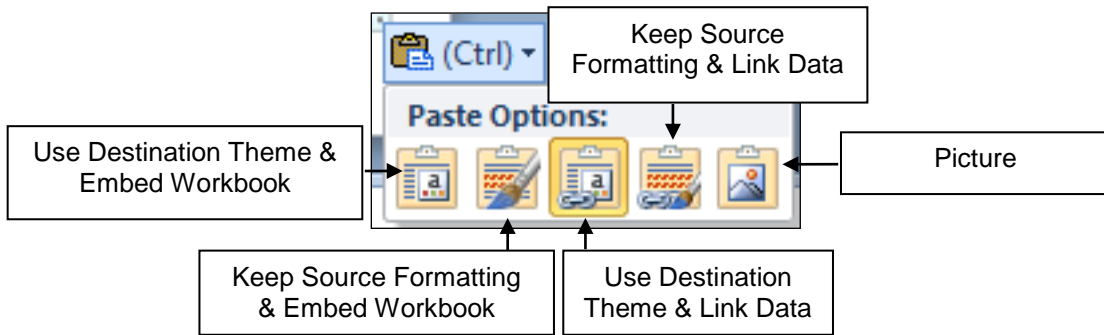
4. Click on the chart titled **Age 18 – 35**
5. Click on the **Copy** button on the **HOME** tab
6. Click on the **PowerPoint** file button on the Task bar to display the **Travel Destinations by Age** presentation
7. Click on the second slide
8. Click on the placeholder on the right – this will be replaced by the Chart object
9. Click on the **Paste** button on the **HOME** tab



Notice the **Paste Options** button – they are explained on the following page.

10. Click on the **Paste Options** button to display the options

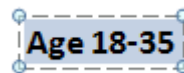
The default option is for the Chart to be pasted as chart with a link to the original chart.



The default choice for formatting is to **Use the destination theme and link data** – that is the theme in the PowerPoint slide. If the chart had been specially formatted in the Excel file and this is to be maintained then you would choose the option **Keep Source Formatting & Embed Workbook**.

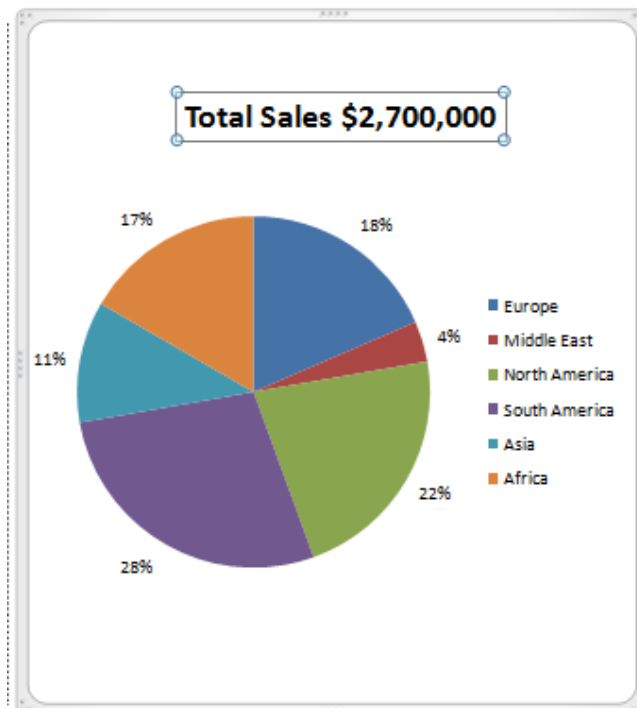
11. Click on the text box for the chart title

12. Highlight the text as shown here



13. Enter the text **Total Sales \$2,700,000**

14. Move the Text Box so it is centred over the chart



15. Leave both files open for the practice exercise on the next page

### Practice Exercise 5.1 Copy a Chart from Excel

1. Click on the Excel button on the taskbar and display the file **International Travel Sales**
2. Click on the chart titled **Age 36-55**
3. Click on the **Copy** button on the **Home** tab
4. Click on the PowerPoint file button on the Task bar to display the **Travel Destinations by Age** presentation
5. Display the third slide
6. Click on the placeholder on the right – this will replace the placeholder with the Chart object
7. Click on the **Paste** button on the **Home** tab
8. Click on the text box for the chart title and edit it to read **Total Sales \$3,470,000**
9. Move the text box so it is centered over the chart
10. Repeat steps 1 to 9 for the fourth slide and copy the chart for **Age 55 plus** altering the chart title to be **Total Sales \$4,060,000**
11. **Save** the file and leave open for the next section

The image shows two PowerPoint slide thumbnails. The top slide is titled "Travel destinations 36-55" and features a pie chart with the title "Total Sales \$3,470,000". The bottom slide is titled "Destinations 55 plus" and features a pie chart with the title "Total Sales \$4,060,000". Both charts use a legend with six categories: Europe (blue), Middle East (red), North America (green), South America (purple), Asia (teal), and Africa (orange).

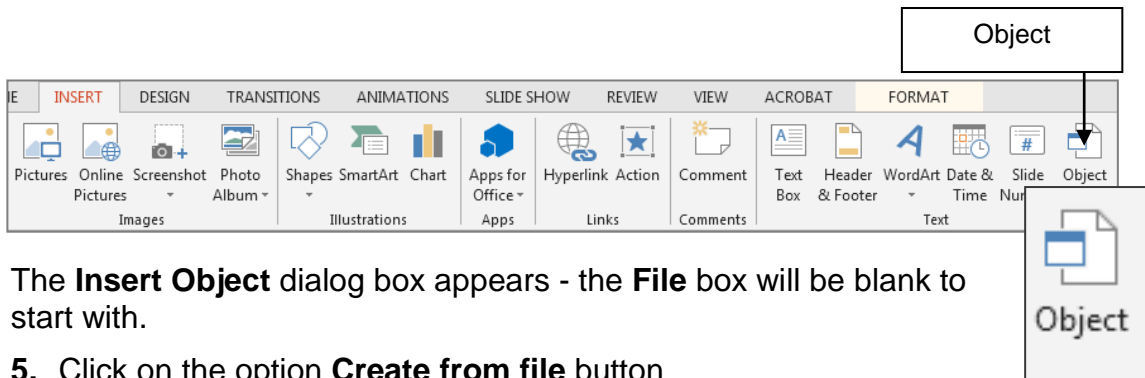
Region	Percentage
Europe	27%
Middle East	3%
North America	22%
South America	22%
Asia	13%
Africa	13%

Region	Percentage
Europe	37%
Middle East	4%
North America	15%
South America	15%
Asia	18%
Africa	11%

## Import Text into a Slide from a Text File

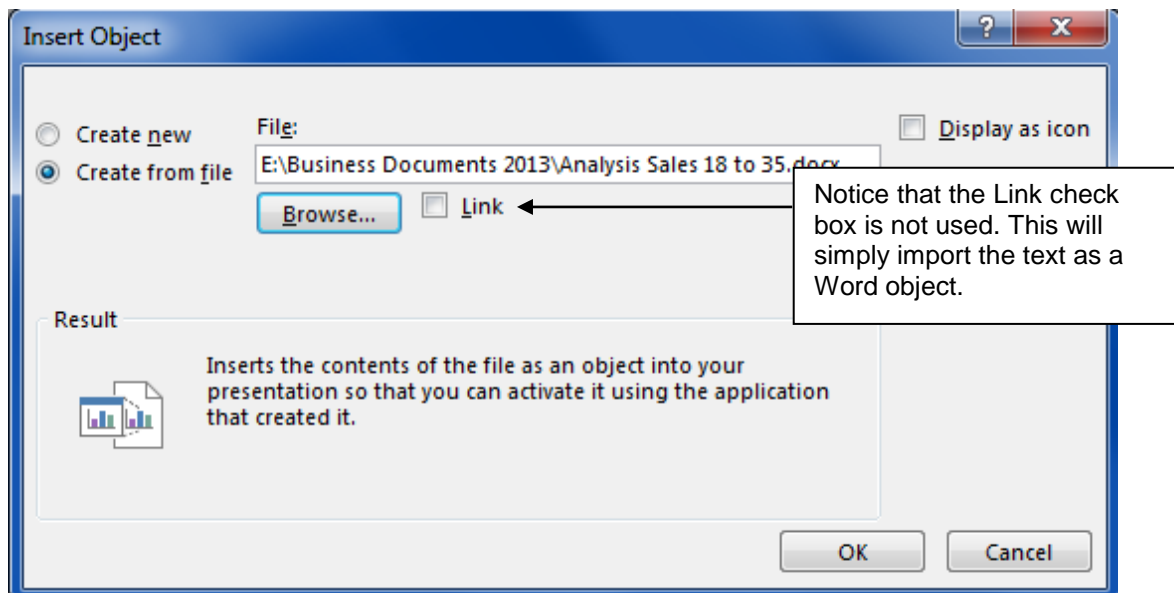
Text from Word files can be inserted into other application files. The text file is inserted as an object which when activated can be manipulated using Word tools. You can also choose whether to link the text to the original file.

1. In PowerPoint display the file **Travel Destinations by Age**
2. Click on the second slide
3. Click in the **Content Placeholder** on the left
4. Click on the **INSERT** tab and click on the **Object** button in the **Text** group



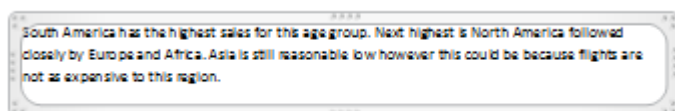
The **Insert Object** dialog box appears - the **File** box will be blank to start with.

5. Click on the option **Create from file** button
6. Click on the **Browse** button
7. Locate the **Business Documents 2013** folder on **your student drive** and click on the Word file **Analysis Sales 18 to 35** then click on **OK**



8. Click on **OK**

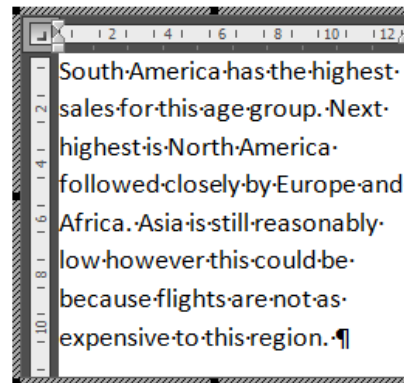
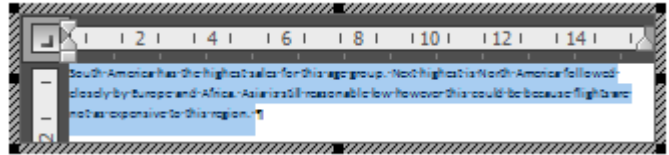
The text is inserted into an object on the slide.



9. Double click on it to activate the Word 2013 tools as shown on the following page

When the object is activated it becomes a Text box with a Ruler Bar. The Ribbon converts to the Word 2013 ribbon.

- 10. Highlight the text in the box
- 11. Click on the **Home** tab and click on the **Font Size** droplist button
- 12. Click on **28**
- 13. Resize the box while it is still activated



- 14. Click outside the box to deactivate it
- The Ribbon returns to the PowerPoint 2013 Ribbon.  
The slide should look something like this:

### Travel destinations 18-35

South America has the highest sales for this age group. Next highest is North America followed closely by Europe and Africa. Asia is still reasonably low however this could be because flights are not as expensive to this region.

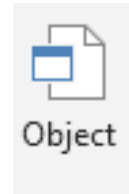
**Total Sales \$2,700,000**

Region	Percentage
South America	28%
North America	22%
Europe	18%
Africa	17%
Asia	11%
Middle East	4%

Text entered this way is difficult to format, unless there is a specific need to link the text it would be better to simply copy the text into the content placeholder. You will learn how to Link text from a Word document later in the Chapter.

## Practice Exercise 5.2 Import Text File

1. Click on the third slide of the PowerPoint file **Travel Destinations by Age**
2. Click in the **Content Placeholder** to the left
3. Click on the **INSERT** tab and click on the **Object** button in the **Text** group



The **Insert Object** dialog box appears.

4. Click on the option **Create from file** button
5. Click on the **Browse** button
6. Locate the **Business Documents 2013** folder on **your student drive** and click on the Word file **Analysis Sales 36 to 55** then click on **OK**
7. Click on **OK**

The text is inserted into an object on the slide.

8. Double click on it to activate the Word 2013 tools
9. Highlight the text and format it to be **Font Size 28**
10. Resize the text box so it is similar to the box on the previous slide
11. Click on the fourth slide and repeat the steps from 1 to 10, this time inserting the Word file **Sales Analysis 55 plus**

### Travel destinations 36-55

Europe still has the highest sales for this age group. Next highest are North America and South America. Quite a way behind is Asia and Africa. The Middle East is still quite low.

**Total Sales \$3,470,000**

Region	Percentage
Europe	27%
North America	22%
South America	22%
Asia	13%
Africa	13%
Middle East	3%

- Europe
- Middle East
- North America
- South America
- Asia
- Africa

12. Run the slide show and check the placement and size of text and charts

13. Modify any objects if necessary

14. **Save** and **Close** the file

15. Close the **Excel** file

### Travel destinations 55 plus

Europe has the highest sales for this age group, double its closest competitor South America. Closely following are Asia and North America then Africa. The Middle East is still quite low and is expected to remain so until the current unrest settles.

**Total Sales \$4,060,000**

Region	Percentage
Europe	37%
Asia	18%
North America	15%
South America	15%
Africa	11%
Middle East	4%

- Europe
- Middle East
- North America
- South America
- Asia
- Africa