

## POWERPOINT & EXCEL TIPS

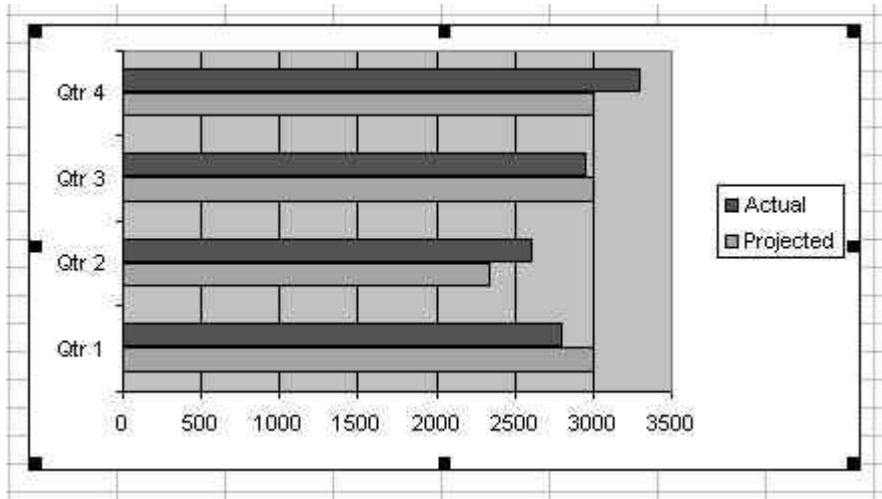
**Q. How can I put an Excel chart in a PowerPoint presentation? And is there a way to automatically update the chart in PowerPoint when it is changed in Excel?**

**A.** You can copy a chart from Excel to paste in PowerPoint. Likewise, you can copy a range of cells from Excel to PowerPoint. Use the Paste Special feature to create an updating link. As you follow the below steps, keep in mind that you can paste Excel data and charts into MS Word in the same manner.

### To place an Excel Chart into a PowerPoint presentation:

1. Select the chart in Excel by clicking it near the outer edge. Square "handles" appear around the border of the chart.

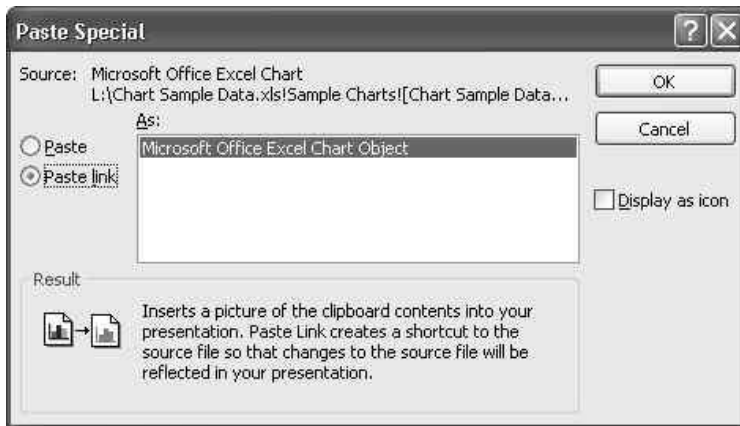
**Note:** The chart may be an object on an Excel worksheet, or may appear as a separate sheet in the workbook. Regardless, you can select it by clicking it. Clicking near the outside of the chart ensures that you select the entire chart, rather than a component of the chart.



2. Choose **Edit→Copy** (or any copy method you prefer). The chart is copied into memory.
3. Navigate to the PowerPoint slide on which you want to place the chart.
4. To place a copy of the chart on the slide, choose **Edit→Paste** (or any paste method you prefer). The chart appears in the presentation.

### To paste an Excel chart into PowerPoint as a link that updates:

1. Follow the above steps to copy the chart in Excel and navigate to the appropriate PowerPoint Slide.
2. Choose **Edit→Paste Special**. The Paste Special dialog box opens.



3. Choose the **Paste link** option (located on the left).
4. Choose **OK**.  
The chart is pasted into PowerPoint and linked to the source file. When changes are made in the Excel file, they PowerPoint chart updates to reflect them.

**Note:** If you e-mail the presentation to someone, or move it to a new location without also moving the Excel workbook, the link is broken and the chart no longer updates.

**Q. The other day I thought I saw a List toolbar in Excel, but now I can't find it. Was it real? What is it for?**

- A.** The List toolbar is new in Excel 2003. You can activate it manually by right clicking in the toolbar area and then choosing List. But it appears automatically when you designate an area of your worksheet as a list.

**To designate a list in Excel:**

1. Click a cell in the list.  
Note: A contiguous set of columns and rows are considered a list in Excel. (So don't use blank columns or rows to visually divide things if they belong to the same list.)
2. Choose **Data** → **List** → **Create list** (or press **Ctrl+L**).  
The Create List dialog box opens and Excel selects the list area. If your list has a total row, it is not automatically included in the selection. (The list will have its own total row.)

	A	B	C	D	E	F	G	H	I
1		Billable Hours							
2		January	February	March	1st Quarter				
3	Bob Rivers	275	290	312	877				
4	John Smith	208	212	208	628				
5	Joshua Halbur	220	230	220	670				
6	Michelle Gellar	160	175	200	535				
7	Mike Johan	180	185	182	547				
8	Rob Kilburn	225	225	225	675				
9	Stephanie Walton	202	200	208	610				
10	Susan Parker	242	160	154	556				
11	Tabatha Jennings	130	122	108	360				
12	Firm Totals	1842	1799	1817	5458				



3. Choose **OK**.  
The list is created. When a cell, or range of cells, within the list is selected the

