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For Internal Use Only

Link an Excel Worksheet or a Word Document to a PowerPoint Presentation

You can often communicate more effectively when you use content from other sources and formats for your PowerPoint presentations. This can include financial or statistical data created in an Excel or Word. To save time, you can link spreadsheet/word information into your PowerPoint.

<u>Click here</u> to know how to link a worksheet or document to a specific PowerPoint Presentation slide.

> Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

PowerPoint

Link an Excel Worksheet or a Word Document to a PowerPoint Presentation 1. Display the slide to which the link has to be made in slide view. 2. Click Insert. 3. Click Object. TM12 ProductivI.T.y PowerPoint Template 2013 01 [Compatibility Mode] - Mice H 9 · 0 Home Insert Design Animations Slide Show Review View Α 5 # Slide Symbol Object Movie Sound Shapes SmartArt Chart Header WordArt Date Table Picture Clip Photo Hyperlink Action Text Art Box & Footer & Time Number Album Tables Illustrations Links Text Media Clips 4. Tick Create from file. 2 Insert Object X OK Create new File: Oreate from file Cancel Link Browse... Display as icon Result Inserts the contents of the file as an object into your presentation so that you can activate it using the application that created it.

- 5. Navigate through the appropriate drive and directory and locate the Excel or Word file.
- 6. Double click the file name.

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🥃 Libraries	퉬 PAWNING	10/12/2012 9:00 AM	File folder
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🎝 Music	腸 Top Software Testing and QA White Pap	10/12/2012 9:01 AM	File folder
E Pictures	BillsPayment and RAS TestScript	2/6/2013 8:10 PM	Microsoft Office
Videos	CONTACT NUMBERS	12/19/2012 10:47	Microsoft Office
	🕙 Data Comparative Analysis	3/19/2012 4:14 PM	Microsoft Office
🖳 Computer	🗐 HO Rem End-to-End	2/14/2013 10:35 AM	Microsoft Office
🏭 Windows7_OS (C	MRUM_Template_ISIG_23.03	11/7/2012 12:01 PM	Microsoft Office
👝 Local Disk (D:)	PW	11/7/2012 6:35 PM	Text Document
👝 Local Disk (E:)	🗐 QA TAT	10/16/2012 6:10 PM	Microsoft Office
😽 Lenovo_Recovery 🗸	★ III		
File n	ame: Data Comparative Analysis	✓ All Files	

7. Tick **Link** in the **Insert** dialog box.

If you do not check the check box for *Link*, the worksheet or the Word document will be inserted as an image object without the possibility of being edited as a spreadsheet or Word document.

If you prefer to have just an Excel or Word icon instead of the complete worksheet or Word document in your slide, then you should also check the check box for *Display as icon*.

8. Click OK.

Excel Worksheet or the Word Document will be inserted as a linked object on the slide having handles for resizing and repositioning.

To edit the worksheet or the Word Document:

- 1. Display the slide containing the link to the Excel worksheet or the Word Document in slide view.
- 2. Double click on the object.
- 3. Worksheet or Word document will be opened in Excel or Word application, respectively.
- 4. Start editing the worksheet or the Word Document. As you edit, the updates are reflected on slide.

Linked worksheet or chart appears in presentation, but its information is stored in the original Excel workbook or document. Linking can also help minimize the file size of your PowerPoint Presentation.

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the <u>"Serbisyong Bida"</u> online survey form. You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.