

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.

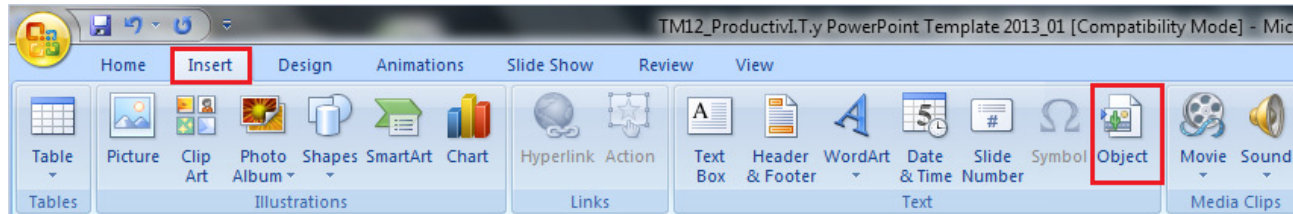
[Click here](#) to know how to link a worksheet or document to a specific PowerPoint Presentation slide.



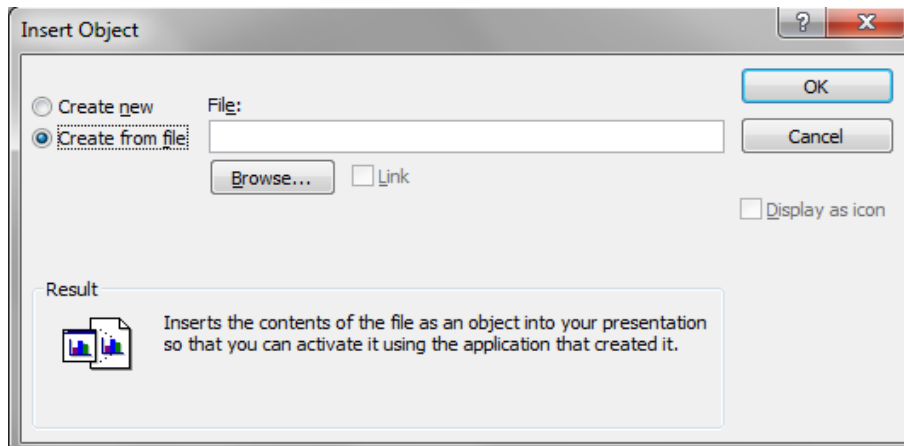
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

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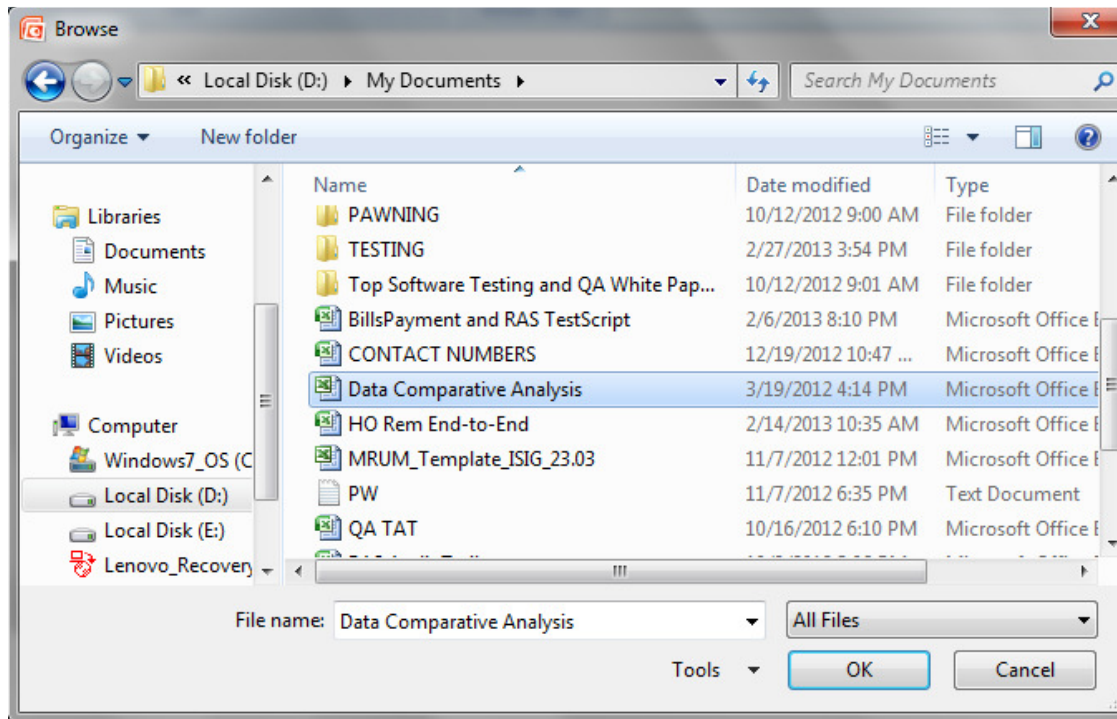
1. Display the slide to which the link has to be made in slide view.
2. Click **Insert**.
3. Click **Object**.



4. Tick **Create from file**.



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



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.

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