Linking and Importing

Oftentimes information contained in Excel spreadsheets, databases, Word, etc., can be included in PowerPoint presentations. Embedding (the same as importing) or linking prevents from having to input the data in two different applications. There are two ways that this data can be included: one is by embedding the data (importing). The other is by linking to the data.

1. Open the t Linking or Importing PowerPoint. The PowerPoint includes an activity to show you the difference between linking and embedding data.
2. When you link information from an Excel file the active worksheet when the Excel file is saved is the worksheet that will be linked. Use the Excel Workbook Student Body Demographics for the chart to link to. Save the PowerPoint presentation with the title Student Body Demographics also. Change the number of students that are white from 500 to 1500. Save the PowerPoint again, paying particular attention to the active worksheet when you save it. Close and open the Student Body Demographics PowerPoint presentation file, and update the information.
3. If you did not have the Chart as the active sheet, reopen it and save the file again with the chart as the active worksheet, reopen the PowerPoint Student Body Demographics file and update the link.
4. Notice that when you change the number of white students in the student body to 1,500 that the percentage also changes.

Now, create an Excel spreadsheet containing data that interests you. Examples are sports trivia, school demographics, budget, etc. Have at least 5 rows of information and 2 columns. Once you have created the data, create a chart that contains the data and save the Excel workbook. Create an embedded and a linked PowerPoint presentation – Name the PowerPoint with the embedded data, Embedded practice-First&LastName; and the one with linked data LinkedPractice-First&LastName. Next change one of the categories of data or add another category to the existing data in the Excel workbook. Save the workbook and reopen the PowerPoint files, paying particular attention to which file updates the data and which doesn’t.

SIDE NOTE – You can copy and paste the chart into the PowerPoint presentation using the Paste Special option. You can link the data when using the Paste Special or import it.