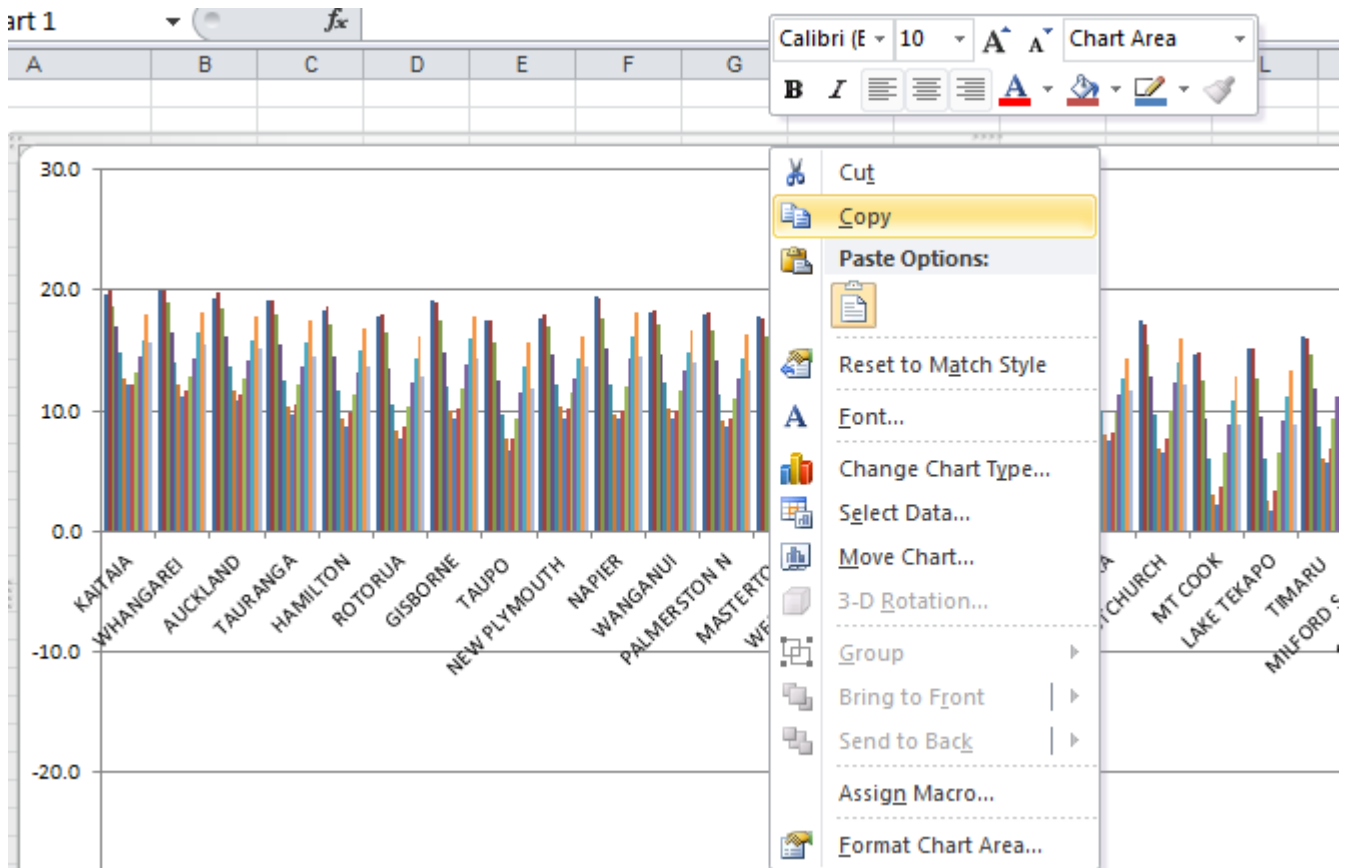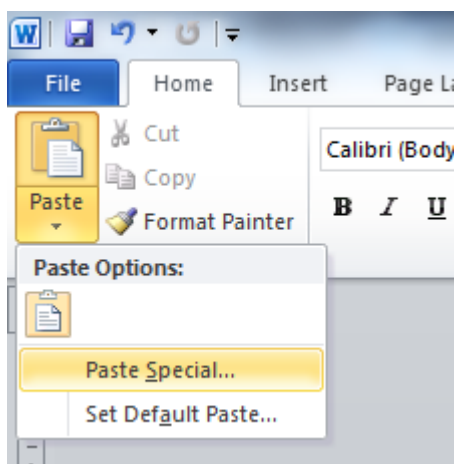![Massey University logo]

Linking to a Excel Chart

Microsoft Office 2010

Linking to a chart means that once the chart is inserted into Microsoft Word it will automatically reflect any changes made to the Excel chart
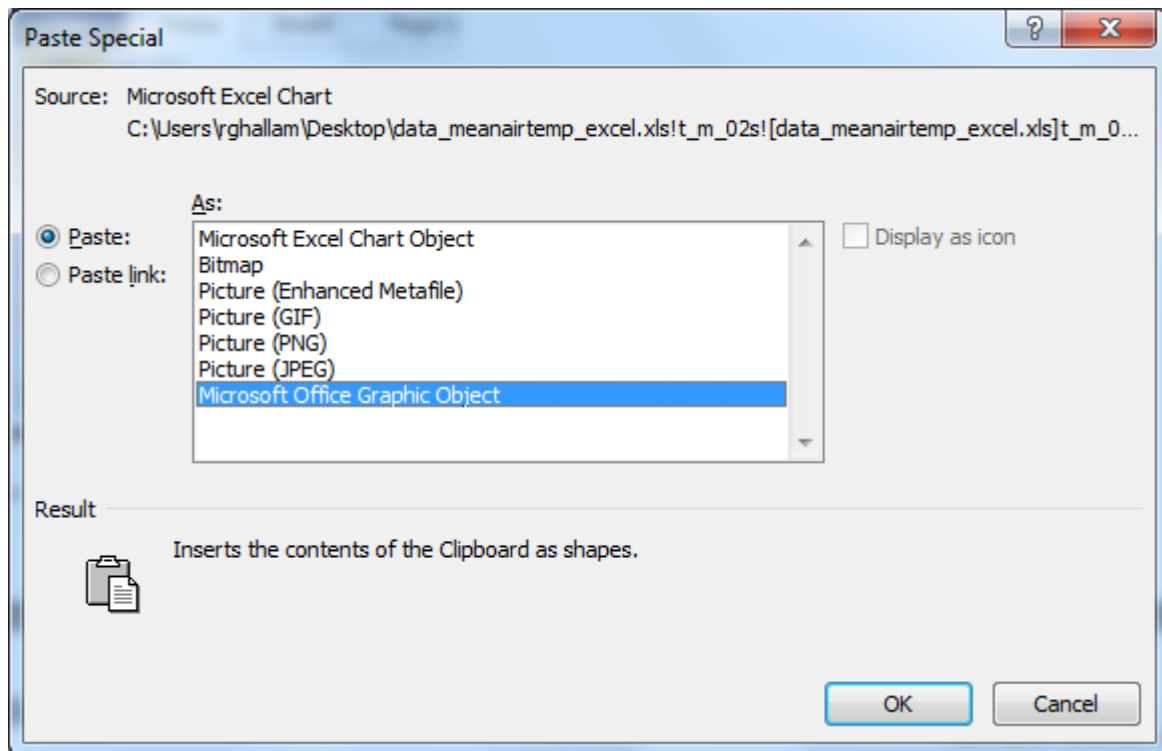
1. Open the Excel spreadsheet that contains the chart you want to insert into Microsoft Word

2. **Right click** on the **chart** (in a blank area) and select **copy**
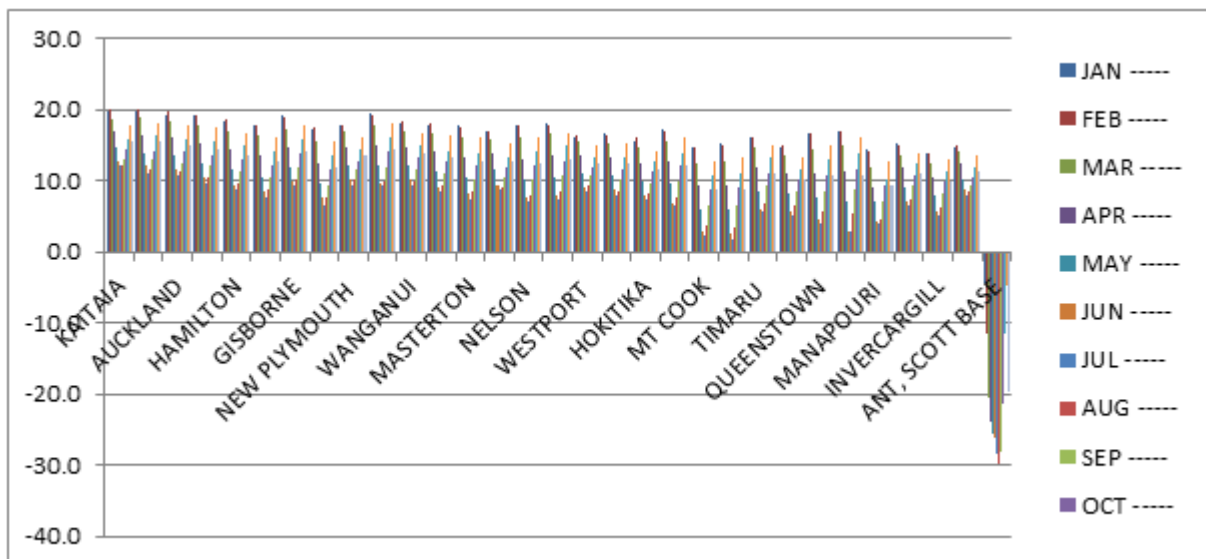

3. Open the Microsoft Word document that you wish to insert the chart into

4. Go to **Paste** > **Paste Special**

5. The Paste Special dialogue box will open, **Select Microsoft Office Graphic Object** and click on **OK**

6. Done!

7. Now any changes made to the Excel chart in Excel will automatically update in Microsoft Word