

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

Paste Special	
Source: Microsoft Excel Chart	
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<u> Paste:</u>	Microsoft Excel Chart Object
🔘 Paste <u>l</u> ink:	Picture (Enhanced Metafile)
	Picture (GIF)
	Picture (JPEG)
	Microsoft Office Graphic Object
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Pecult	
Inserts the contents of the Cliphoard as shapes	
	OK Cancel

6. Done!



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