

Tip:

You can use Edit | Paste Special if you want the worksheet object linked to the source file. When this is done, changes to the source worksheet automatically update the worksheet object on your PowerPoint slide. This is a good illustration of object linking and embedding, or *OLE*.

Word Tables

Like Excel worksheets, there are also two ways to insert a Word table onto a slide: the direct and cut and paste methods. Although similar, the cut and paste method varies, as you can convert the table to an editable PowerPoint picture object. Examine both methods in the following general procedures.

Direct Method:

1. Click the Insert Microsoft Word Table button. Set the number of columns and number of rows to the desired number of rows and columns in the Insert Table dialog.
2. Click on OK.
3. Type your tabular information into the cells of the table. You can add more rows and columns to the table by selecting an entire row or column and then copying and pasting it (just like in Word). Another way to add rows is to click on the last row and column and then press <Tab>.
4. When you finish typing your tabular data, display it properly by clicking away from the table. This also redisplay the PowerPoint toolbars and hides the Word table rulers.
5. Now you can drag and scale the table object using the handles. You can edit tabular values by double-clicking on the table object.

Cut and Paste Method:

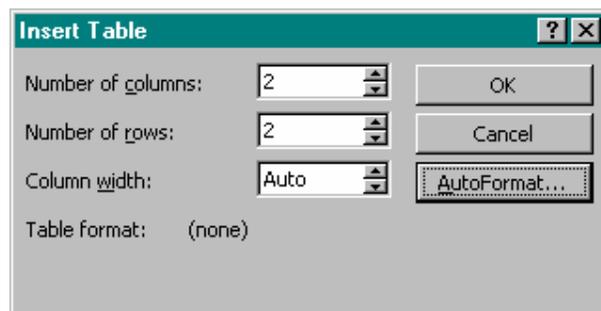
1. Launch Microsoft Word and display a table document.
2. Select the cells you want inserted into a slide and press <Ctrl+C> to copy them.

3. Launch PowerPoint (or switch to it if it is already running) and display a blank slide.
4. Press <Ctrl+V> to insert the table object.
5. Double-click on the table object. Press and hold <Shift> and drag the handles as necessary to crop out (or remove) the extra space around the table. Release Shift.
6. Drag the handles to resize (scale) the pasted table. Then click off the table to remove the displayed table borders.
7. Drag and scale the table object as necessary. If an exterior rule is missing, use the Drawing toolbar's Line tool to add a new one.

Use either of the above techniques to insert Word tables into your presentations.

Tip:

As with worksheets, you can also use Edit | Paste Special if you want the table object linked to the source file. You can insert it as either a Word document or a picture. If inserted as a picture, you may want to group it, as the table may be made up of hundreds of individual line and text objects. For more information, see the tip following the cut and paste method of the Excel worksheets paragraph.



Microsoft Graph

Microsoft Graph 2000 is a companion program that lets you create and insert charts into your slides, as well as into other Office 2000 applications. The general procedure for creating a chart is given in the following steps.

1. Click the Insert Chart button on the Standard toolbar. A data table is displayed, with a graph behind it. Alternately, you can click on Insert | Object | Microsoft Graph 2000 Chart and click on OK.
2. Type the values in the table; check the displayed result by clicking the View Datasheet button on the Standard toolbar (or use View | Datasheet from the menu).
3. Go between the table and the chart using the View Datasheet button (or View | Datasheet) until you've typed all necessary values.
4. Use the Chart toolbars to control the appearance of your charts. Toolbar selections unique to Microsoft Graph are described below:

View – Move between the chart and datasheet views.

Insert – Insert titles, data labels, legends, axes, and gridlines.

Format – Format control for fonts, numbers, object placement, column widths, chart types, and 3-D views.

Tools – Adjust Microsoft Graph default settings using the Options dialog.

Data – Switch between series in rows or series in columns (chart orientation); choose to include or exclude selected cells in the chart.

Chart – Select a different chart type, or use Chart Options to access a variety of chart features including titles, axes, gridlines, and legends.

Window – Open a new window or arrange, fit, or cascade existing windows.

The Standard toolbar buttons unique to Microsoft Graph are described below:
(first row)

Chart Area – Select the chart element you want to change.

Format Chart Area – Formats the selected chart item.