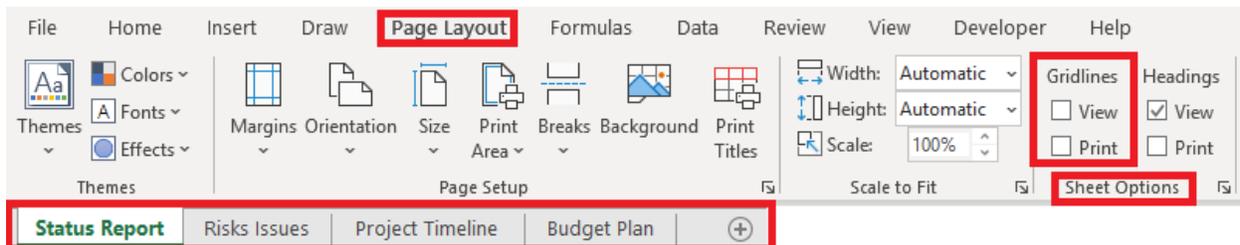


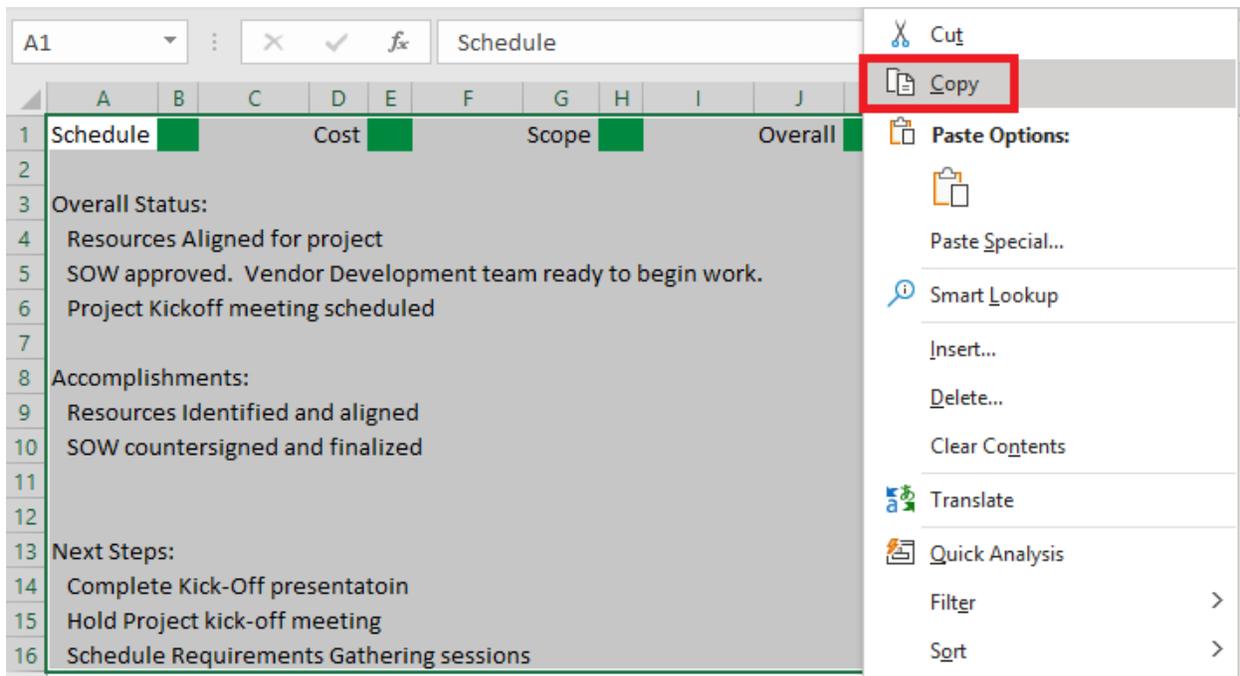
## Project 8 – Excel linking to Power Point

For this project, we'll leverage the concepts that were learned in Section 8 of the Excel for Project Managers course. Please download the Project 8 spreadsheet and the Project 8 presentation located here: <https://www.danriverapmp.com/ms-excel-for-project-managers>

**Step 1:** Firstly, we want to remove the gridlines from our sheets so its more visually appealing when we copy our information to PowerPoint. Within the Project 8 spreadsheet, go into the *Status Report* sheet. From the *Page Layout* menu, focus on the *Sheet Options* group and deselect *View* from the *Gridlines* group. Repeat this step for each of the other tabs: *Risk Issues*, *Project Timeline*, and *Budget Plan*.

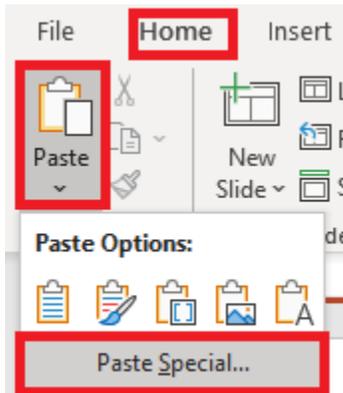


**Step 2:** Select the entire range of data in the *Status Report* sheet. Right-click on the selected range and select *Copy*.

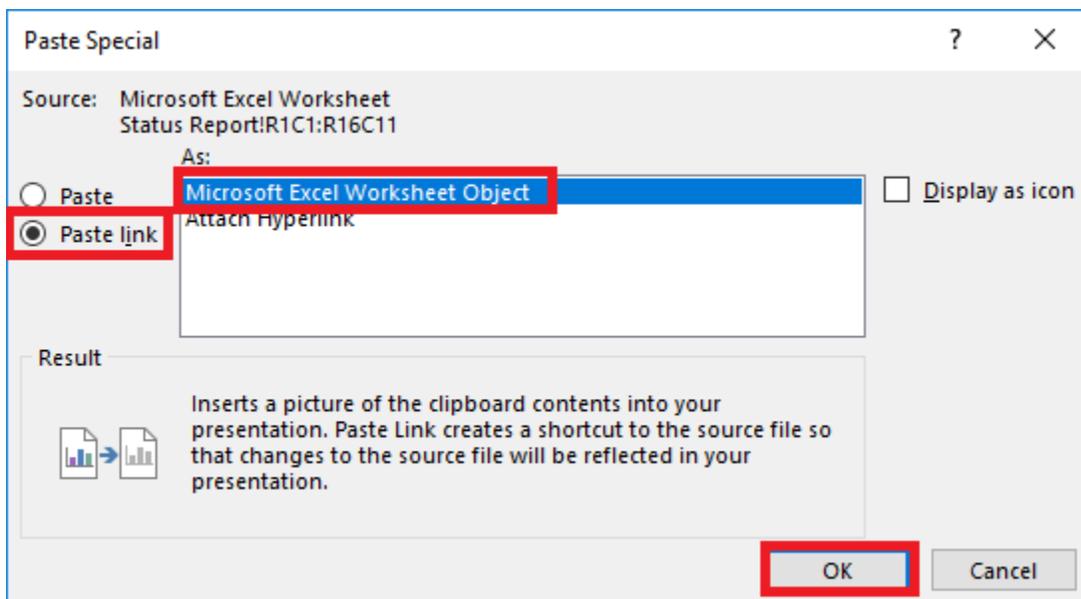


## Project 8 – Excel linking to Power Point

**Step 3:** Go into the Project 8 Power Point presentation. From the *Home* menu, drop-down the list for the *Paste* group. Select *Paste Special* from the drop-down options.



**Step 4:** Within the Paste Special dialogue, select the *Paste Link* option. Then, select the *MS Excel Worksheet Object*. Make sure that *Display as Icon* is deselected. Click *OK*.



You should now see the similar image on the next page. What we need to change are the section headers – Overall Status, Accomplishments, and Next Steps – so that they are bolded and italicized. If we make these changes in the Excel sheet, they should automatically reflect on the Power Point presentation.

# Status Report

Schedule  Cost  Scope  Overall 

**Overall Status:**  
 Resources Aligned for project  
 SOW approved. Vendor Development team ready to begin work.  
 Project Kickoff meeting scheduled

**Accomplishments:**  
 Resources Identified and aligned  
 SOW countersigned and finalized

**Next Steps:**  
 Complete Kick-Off presentatoin  
 Hold Project kick-off meeting  
 Schedule Requirements Gathering sessions

**Step 5:** Go back into the Project 8 Spreadsheet and select cells A3, A8, and A13 all while holding down the *CTRL* key. Activate the bold and italic formats from the *Home* menu and you should see the below.

	A	B	C	D	E	F	G	H	I	J	K
1	Schedule			Cost			Scope			Overall	
2											
3	<b>Overall Status:</b>										
4	Resources Aligned for project										
5	SOW approved. Vendor Development team ready to begin work.										
6	Project Kickoff meeting scheduled										
7											
8	<b>Accomplishments:</b>										
9	Resources Identified and aligned										
10	SOW countersigned and finalized										
11											
12											
13	<b>Next Step:</b>										
14	Complete Kick-Off presentatoin										
15	Hold Project kick-off meeting										
16	Schedule Requirements Gathering sessions										

If you go back to the Power Point file, you will now notice that the changes you made are automatically reflected.

# Status Report

Schedule  Cost  Scope  Overall 

**Overall Status:**  
 Resources Aligned for project  
 SOW approved. Vendor Development team ready to begin work.  
 Project Kickoff meeting scheduled

**Accomplishments:**  
 Resources Identified and aligned  
 SOW countersigned and finalized

**Next Steps:**  
 Complete Kick-Off presentatoin  
 Hold Project kick-off meeting  
 Schedule Requirements Gathering sessions

## Project 8 – Excel linking to Power Point

**Step 6:** Repeat the above steps 1 through 5 for each of the sheets in the other tabs – *Risks/Issues*, *Project Timeline* and *Budget Plan*. As you perform this step, please make sure to select the entire data range in the Excel sheet in order for the data to properly reflect into Power Point. Experiment with making edits within Excel and then seeing them automatically reflect in PowerPoint.

This concludes this project on leveraging Excel to ultimately prepare data presentations in Power Point. If you need further assistance to complete this project, please feel free to reach me via the contact form at:

<https://www.danriverapmp.com/ms-excel-for-project-managers>