

# **“Step Sheet: Importing Graphs from Excel into Word Documents”**

## **Inserting Graphs in a Word Document**

This step sheet will help you insert graphs created in Microsoft Excel into your Microsoft Word document.

### *Step 1*

Open the Excel workbook that contains the graph you want to import.

### *Step 2*

Place your cursor on the graph. Click the graph. You will notice the graph is highlighted.

### *Step 3*

From the Edit Menu, select Copy.

### *Step 4*

Open the Word document into which you would like to place the graph.

### *Step 5*

Insert your cursor at the location in the Word document where you want to insert the graph.

### *Step 6*

From the Edit Menu, select Paste. Your graph will appear in your Word document.

### *Step 7*

Use the handles on the graph to resize if necessary.

### *Step 8*

Save the document. From the File menu select Save As. To save quickly, use the keyboard shortcut Apple + S or use the save icon on the toolbar.