

“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 Ctrl + S or use the save icon on the toolbar.