

Copying and Pasting Graphs from Excel into Word or PowerPoint

👉 Stop 👉 taking 👉 grainy 👉 screenshots 👉 of 👉 graphs. 👉

	Option 1: Excel Object	Option 2: Picture
Instructions	<ol style="list-style-type: none">1. In Excel, create your graph.2. In Excel, format your graph. (Declutter; apply brand colors and dark-light contrast; delete the built-in title; re-size the font and graph; etc.)3. In Excel, make sure your <i>Theme Colors</i> and <i>Theme Fonts</i> are selected.4. In Word or PowerPoint, make sure your <i>Theme Colors</i> and <i>Theme Fonts</i> are selected.5. In Excel, copy your chart (CTRL + C, or right-click and select <i>copy</i>).6. In Word or PowerPoint, click CTRL + V to paste.7. In Word or PowerPoint, add your graph title.	<ol style="list-style-type: none">1. In Excel, create your graph.2. In Excel, format your graph. (Declutter; apply brand colors and dark-light contrast; delete the built-in title; re-size the font and graph; etc.)3. In Excel, make sure your <i>Theme Colors</i> and <i>Theme Fonts</i> are selected.4. In Word or PowerPoint, make sure your <i>Theme Colors</i> and <i>Theme Fonts</i> are selected.5. In Excel, copy your chart (CTRL + C, or right-click and select <i>copy</i>).6. In Word or PowerPoint, right-click, select <i>paste</i>, and choose the <i>image</i> option.7. In Word or PowerPoint, add your graph title.
Branding	Colors and fonts will match the destination .	Colors and fonts will match the source .
Editing	You can edit the chart in Word/PowerPoint later if needed. (You can change the colors, size, labels, etc.)	You can't edit the chart in Word/PowerPoint later. (You'd need to edit the chart in Excel, and then re-paste the graph into Word/PowerPoint.)
Resolution	Higher.	Lower.
File Size	Higher.	Lower.
Linking	You can link your Word/PowerPoint graph back to the Excel file. (Beware! Errors likely!)	You can't link your Word/PowerPoint graph back to the Excel file.