



Court Services and Information Technology's

E-Tip of the Week

Don't re-create the wheel: Utilize a PowerPoint slide in a Word document

When using multiple Microsoft Office programs, you can easily share information between them. For instance, there's no reason to re-create the information on a Microsoft PowerPoint slide if you want to use it in an existing Word document to illustrate your point. Instead, just embed a copy of the entire slide in your Word document.

First, open the presentation in PowerPoint. In the Slides pane (or in Slide Sorter view), select the slide you want to copy, and then click the **Copy** button. Now, switch to your Word document. Position the insertion point where you want the slide to appear, and then click the **Paste** button to add the slide. You can edit the slide within the Word document by double-clicking on it and then making your changes. The original presentation is unaffected.

To change the embedded slide's size and layout, select it and then choose **Format | Object**. Make the desired changes, and click **OK**.

If you have any questions, comments, and/or suggestions, please email us or give us a call.

Thank you,

Court Services

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