

Excel® 2010 Charts and Sparklines

Charts

Inserting a Chart

1. Select the data to be plotted, including the row and column headings, e.g.



Product	Q1	Q2	Q3	Q4	Total
Banana	1000	1200	1500	1800	5500
Apple	1200	1500	1800	2000	6500
Orange	1500	1800	2000	2200	7500
Grape	1800	2000	2200	2500	8500
Kiwi	2000	2200	2500	2800	9500

2. Choose **INSERT**, then (Click) a chart type and outline from the CHARTS group.

Creating a Chart Sheet Using the Default Chart Type

To quickly create a chart on a separate Chart sheet:

1. Select the data to be charted, including headings.
2. Press <F11>.

Changing Type

- **Column & Bar**: View comparisons of individual items side by side.



- **Line**: Shows changes in data over time.



- **Pie**: Single view of columns of data. Shows size of an item as proportion to the sum of all the items.



- **Pie-of-Pie and Bar-of-Pie**: Shows secondary or bar chart alongside the primary, allowing smaller slices to be distinguished more easily.



- **Area**: Shows the extent of change over time.



- **Donut chart**: Similar to a Pie chart, but can show more than one data series.



Resizing a Chart in the Worksheet

Select the chart then (Hover) over one of the 8 handles surrounding the object.

- (Drag) toward the center of the chart to make it smaller, or (Drag) away from the center of the chart to make it larger.
- (Drag) a corner handle while pressing <Shift> to resize proportionally.
- (Drag) with <Alt> to move along worksheet grid.
- (Drag) with <Ctrl> to move around the center point.
- The <Shift>, <Alt> and <Ctrl> keys can be combined for different effects.

Changing Chart Type

1. Select the chart, then choose **CHART TOOLS, DESIGN**.
2. Choose **CHANGE CHART TYPE** (choose a chart type, then **OK**).

To change the type for just one data series, select it before performing the above steps.

Charting Non-Adjacent Data

Select the range of data by holding down the <Ctrl> key as you (Drag) to select additional ranges. Be sure to include headings, if the selection. Or, to add non-adjacent data to an existing chart, see Adding a Data Series.

Selecting Chart Objects

Apply formatting and options to individual chart objects. Select the chart area, plot area, a data series, an axis, title, data label or legend. To make these changes, (Click) the object. Or,

1. (Click) the chart to select it, then choose **CHART TOOLS, LAYOUT or FORMAT**.
2. Select the chart object from the drop-down list in the **CURRENT SELECTED TOOLS** group.

Adjusting Scale

1. (Click) an axis to change.
2. Choose **CHART TOOLS, FORMAT**, then (Click) **AXES**.
3. Enter the new **MAJOR**, **MINOR** and **UNIT** (scale increments), (Click) **OK**.

Creating a Chart with Two Scales

1. Create the graph in the usual way.
2. Select the data series that is to have a 2nd scale.
3. Choose **CHART TOOLS, FORMAT**, then (Click) **AXES**.
4. Select **SECONDARY AXIS** in the **PLOT SERIES ON** area, then (Click) **OK**.

You cannot add a 2nd axis to 3D charts.

Add, Move or Remove the Legend

- Choose **CHART TOOLS, LAYOUT**, in the **LEGENDS** group, choose **LEGEND**. (Click) **MOVE** or (Click) **DELETE**.
- (Drag) the legend to a new position.
- Select the legend then press <Delete>.

Adding a Data Series

1. Select the chart, then choose **CHART TOOLS, DESIGN**, then **SELECT DATA**.
2. (Click) **ADD**.
3. In the **SOURCE RANGE** box, type or select the label for the series. In the **SERIES VALUES** box, type or select the range containing the values. Be sure to replace any default data in the box. (Click) **OK**, then **OK**.

Removing a Data Series

1. Select the chart, then choose **CHART TOOLS, DESIGN**, then **SELECT DATA**.
2. Select the data series to remove then **DELETE SERIES** (CHARTS GROUP), then (Click) **OK**.
3. (Click) **OK**.

Using Tables as a Data Source

Automatically have new adjacent rows or columns added to the chart by using a table as the data source.

1. Before inserting a chart, format your data range as a table by choosing **HOME, FORMAT AS TABLE**.
2. Select a cell in the table then insert a chart as normal. See Inserting a Chart.

Or, to change a chart's data source to a table:

1. Select the chart, then choose **CHART TOOLS, DESIGN**, then **SELECT DATA**.
2. In the **CHART DATA RANGE**, (Click) **OK**.
3. Select any cell within the chart's data range, choose **INSERT**, then **TABLE**.
4. To update the chart, enter new data into rows or columns adjacent to the table.

Switching Rows and Columns

To switch which series of data rows which axis

1. Select the chart, then choose **CHART TOOLS, DESIGN**, then **SELECT DATA**.
2. In the **CHART DATA RANGE**, (Click) **OK**.

Adding or Removing Gridlines

1. Select the chart, then choose **CHART TOOLS, LAYOUT**, then **GRIDLINES**. (Click) **ADD** or **REMOVE** horizontal or vertical gridlines.
2. Select **FORMAT** or to show **MAJOR** and/or **MINOR** **GRIDLINES**. Or, for options such as **lined**, **lines**, **show** and **grid** effects, select **MORE** **FORMAT** **VERTICAL/HORIZONTAL** **GRIDLINES** **OPTIONS**.

Exploding a Piece of a Pie Chart

1. (Click) once to select the pie, then (Click) **EXPLODE** to select it.
2. (Drag) the slice away from the center of the pie.
3. Repeat with other slices as desired.

Adding Explanatory Text

1. Select the chart, then choose **CHART TOOLS, LAYOUT**, then **TEXT BOX**.
2. (Click) within the chart, then type the text.
- To resize the text box size, (Drag) a handle.
- To move (Drag) by the edge.
- To rotate, (Drag) **ROTATE**.

Adding Visuals

Add callouts, arrows, circles and other shapes to the chart.

1. Select the chart, then choose **CHART TOOLS, LAYOUT** or **INSERT** then **SHAPES**, then a shape.
2. (Drag) diagonally within the chart.
- To resize the shape, (Drag) a handle.
- To move, (Drag) the shape by the edge.
- To rotate, (Drag) **ROTATE**.
- To change color and other format, with the shape selected, choose **FORMAT** **SHAPES** **TOOLS, FORMAT**.
- To change text formatting, see text and alignment options on the **HOME** ribbon.

Adding Data Labels

1. Select the chart.
2. To add labels to only one series, select the series.
3. Choose **CHART TOOLS, LAYOUT**, then **DATA LABELS**.
4. Select one of the options to add value labels. Or, to add series name, category and legend keys to the labels, (Click) **SHOW DATA LABELS** **OPTIONS**.

Excel Cheat Sheet 2010 Quick Guide Chart

Microsoft Official Academic Course

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the 'Microsoft Official Academic Course' text.

Excel Cheat Sheet 2010 Quick Guide Chart:

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Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc, Beezix, Inc

Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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Excel 2010 All-in-One For Dummies Greg Harvey, 2010-04-07 A comprehensive up to date user friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide but it s not always user friendly That makes it a perfect For Dummies topic and this handy all in one guide covers

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Office 2010: The Missing Manual

Nancy Conner, Matthew MacDonald, 2010-07-14 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn't know the software could do with plenty of power user tips and tricks when you're ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and more Build Access databases quickly Make your data easy to find sort and manage Manage your files more efficiently Use the new Backstage view to quickly work with your Office files Get to know the whole suite Learn to use other handy Office tools Publisher OneNote and Office Web

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Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Intermediate Users) Beezix Software Services,Beezix, Inc Staff,2011-04-15 Geared toward the intermediate to advanced user this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas Step by step instructions for many function formula related features This guide is suitable as a training handout or simply an easy to use reference guide The following topics include Conditionally Summing Data SUMIF COUNTIF Being Precise Rounding functions Improving Clarity with Range Names Merging Text and Numbers CONCATENATE TEXT LEFT RIGHT MID LEN FIND VALUE TRIM SUBSTITUTE Changing Results IF AND OR Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

Excel 2010 Business Basics and Beyond Chris Smitty Smith,2012-10-01 Provides information on the features and functions of Microsoft Excel and how to use Excel for financial management of a small to medial business

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