# Excel® 2010 Charts and Sparklines

### Charts

#### Inserting a Chart

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#### Creation a Chart Sheet Using the Default Chart Type

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- Select the data to be charted, including bendings.
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#### Changing Type

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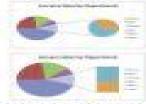
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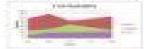
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#### Residing a Chart in the Worksheet

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#### Changing Chart Type

- 1. Select the chart, then choose Chart bodies, bission.
- 2. Change Otherste Other Time Charles a these tages, them to be to O.C.

In change the rape for just one data series, select it. before performing the above steps.

#### Charting Non-Adlacent Data

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#### Selection Chart Objects

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- 1. If hold the chart to select it, then choose CAART. TOOLS, LA POOT IN FORMAIL.
- 2. Select the chart object from the drop down list in: the CURRENT STATE TOWN SOME.

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- 2. Charge Chart TDOLE SCHOOL then
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- Detection they be be better the best of th Grovie increments) (Clinic) CLDSS.

#### Creating a Chart with Two Scales

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- Drugt the legend to a new prostriors.
- Select the loggest the spread chelcter.

#### Adding a Pata Series

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- 3. In the SCHICS MARK box, type or select the label for the series, by the SCRICK MALDES bale, Igno to select the taking containing the values. Be sure to replace any default data in the tree. (Club) tid, then tild.

#### Removing a Data Series

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- Select the characterists to reviewe florist LEGINGS DETRIES GERES), then Click Schools S. Hillson Ob.

#### Using Tables as a Data Source

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- 2. Select a cell in the Sable their lesert a chart. as recently San beautifulgual Chart.

#### On no change to chart's dota-source to a table:

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- CARRY TOOLS ORDIGAL RISK SELECT GATE.
- 2. Note the Osant DRFA MONGE, KIND OK
- 3. Select any cell within the chart's data-range, choose INSURE, they TABLE.
- 4. To suckets the object enter new data into rows us columns adjusted to the table.

#### Switching Rows and Columns

To switch which series of data uses which axis: Select the chart, then choose CHARL FOULT DESIGN SHIP TWITE HIROWICOURNEY !-

#### Adding or bemoving Gridlines

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#### Exploding a Piece of a Pie Chart

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- Repeat with other slices as desired.

#### Adding Explanatory Text

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#### Adding Visuals

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# **Quick Guide To Excel 2010**

**Beezix Software Services, Inc, Beezix, Inc Staff** 

#### **Quick Guide To Excel 2010:**

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 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 Excel 2010 Ouick Source Guide Ouick Source.2010-06-01 Hacker's Guide To Microsoft Excel (How To Use Excel, Shortcuts, Modeling, Macros, and more) Kimberly Hudson, 2012-02-24 ABOUT THE BOOK Microsoft Excel is a user friendly spreadsheet program that lets you organize data create charts program time saving shortcuts and make reports It is part of the Microsoft Office Suite There are multiple versions of Microsoft Excel out there the latest being part of the Microsoft Office 2010 Suite Although you may be baffled by Excel now don't give up Once you read what Excel can do you will guickly use simple functions to answer questions create charts and increase productivity MEET THE AUTHOR Kimberly Hudson is a professional writer who lives and works in Massachusetts Graduated from American University in Washington D C with a B A magna cum laude in International Studies She spent a semester traveling China After college she was a research assistant fundraiser and has won two national awards for online newsletters Facebook http www facebook com profile php id 7403026 Twitter KimberlyNHudson Blog www thewestwaswritten wordpress com EXCERPT FROM THE BOOK Like all software products Excel has gone through multiple versions with varying degrees of usefulness Below are two of the largest issues that can quickly wreck your Excel experience The takeaway is that if you are doing high function math with Excel only use the 2010 version 1 Vanishing Macro Coding From our earlier discussion of macros we learned that it is possible to write out sets of instructions that are repeated often so you only have to push one button Excel has had issues with making this time saving tool work especially in the 2007 version According to NotebookReview com The macro recording errors that plagued Excel 2007 have been repaired In the old version including shapes or charts in your macro recording would leave the final file with huge function gaps or worse leave a blank recording altogether Definitely use Excel 2010 for a macro heavy Excel use Buy a copy to keep reading **Excel 2010 guick-guide** Beate Mulvana Grandahl, 2011 Excel 2010 For Dummies Quick Reference Colin Banfield, John Walkenbach, 2010-04-13 Find the answers to your most important Excel questions with this reference John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics Known as Mr Spreadsheet Walkenbach along with Excel expert Colin Banfield answers your most common and important

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dataflows to do the same in the cloud Design effective reports with built in and custom visuals to optimize user experience Implement row level and column level security in your dashboards Administer a Power BI cloud tenant for your organization Use built in AI capabilities to enhance Power BI data transformation techniques Deploy your Power BI Desktop files into Power BI Report Server Who this book is for This book is for aspiring business intelligence and data professionals with a basic understanding of BI concepts who want to learn Power BI quickly Complete beginners with no BI background can also get plenty of useful information from this book Excel Statistics Neil J. Salkind, 2011 Designed for users already familiar with basic computer operations Neil I Salkind's Excel Statistics A Quick Guide shows readers how to utilize the features of Microsoft Excel to answer both simple and complex questions about data analysis Part I explores thirty Excel functions each one detailed on a two page spread The description and use of each function appear on one page with corresponding screen shots of the function in action on the facing page allowing the user to see what the function looks like as it is being applied Part II of the text contains fifteen Analysis Toolpak tools each explained using the same two page spread design as for the functions Excel novices and experts alike will find this text not only practical but easy to use and engaging Key Features Each function and tool is accompanied by an Excel file accessible through the SAGE Web site to be used as an example of each analysis Access these files through the SAGE website www sagepub com salkindexcelstats or through www onlinefilefolder com The screenshots and steps feature Microsoft Excel 2010 and are compatible with Microsoft 97 2003 and Excel 5 0 95 Designed to be used as both an introduction and a reference book as needed Perfect as an accompaniment to existing **Excel 2010 All-in-One For Dummies** Greg Harvey, 2010-05-10 A introductory statistics books or in a lab setting 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 all the essentials the new features how to analyze data with Excel and much more Eight minibooks address Excel basics worksheet design formulas and functions worksheet collaboration and review charts and graphics data management data analysis and Excel and VBA Excel is the leading spreadsheet data analysis software and is used throughout the world the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel with more than three million copies sold Excel 2010 All in One For Dummies covers the changes in the newest version as well as familiar tasks such as creating and editing worksheets setting up formulas and performing statistical functions Eight self contained minibooks cover the basics worksheet design formulas and functions worksheet collaboration presenting data in charts and graphics data management data analysis and creating macros with VBA Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All in One For Dummies has everything they need to know

**SharePoint 2013 User's Guide** Anthony Smith,2013-07-27 Microsoft SharePoint 2013 provides a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business

decision making processes In order to get the most out of SharePoint 2013 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs The SharePoint 2013 User's Guide is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fourth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to best leverage them The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These real world experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product Pick up a copy of the SharePoint 2013 User's Guide today **Microsoft Excel 2010 Charts and** Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc. Staff, 2011-08-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use charts graphs and Sparklines features of Microsoft Office Excel 2010 The following topics are covered Charts Inserting a Chart Creating a Chart Sheet Using the Default Chart Type Changing Type Resizing a Chart in the Worksheet Changing Chart Type Charting Non Adjacent Data Selecting Chart Objects Adjusting Scale Creating a Chart with Two Scales Add Move or Remove the Legend Adding a Data Series Removing a Data Series Using Tables as a Data Source Switching Rows and Columns Adding or Removing Gridlines Exploding a Piece of a Pie Chart Adding Explanatory Text Adding Visuals Adding Data Labels Move Format Edit Data Labels Adding Removing a Chart Title Adding an Axis Title Moving a Title Using Styles and Layouts Moving the Chart to Another Worksheet Adding a Projection or Trendline to a Data Series Removing a Trendline Handling Hidden and Empty Cells Setting the Default Chart Creating a Chart Template Applying a Custom Chart Type Sparklines Creating a Sparkline Removing Sparklines Grouping Sparklines Changing Sparkline Type Customizing Sparklines Adding Text Highlighting Values Markers Changing Marker Color Change Sparklines Color and Weight Customizing Axis Settings Handling Hidden and Empty Cells This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas **Excel 2010 Visual Quick Tips** Paul McFedries, 2010-04-06 Work smarter and faster in Excel 2010 with this quick practical guide Want guick answers to your Excel 2010 guestions This handy guide breaks down big tasks into bite sized how tos that guickly show you how to accomplish what you want to do Full color screenshots and numbered steps clearly explain dozens of features and functions while shortcuts tips and tricks help you save time and boost productivity There's no fluff these nuggets are pure gold Excel essentials And the book's handy 6 x 9

size makes it even easier for you to find what you need Demystifies the 2010 version of Excel the world's leading spreadsheet application that is part of Microsoft Office 2010 Walks you through dozens of new features and functions Helps you migrate from older versions of Excel and ramp up to new Excel functionality in no time Uses straightforward descriptions and explanations full color screenshots and easy to follow numbered steps to help you glean what you need fast Boosts your productivity with shortcuts tips and tricks that help you work smarter Make Excel 2010 work for you with the invaluable quick tips in Excel 2010 Visual Quick Tips Excel 2013: The Missing Manual Matthew MacDonald, 2013-04-18 The world s most popular spreadsheet program is now more powerful than ever but it s also more complex That s where this Missing Manual comes in With crystal clear explanations and hands on examples Excel 2013 The Missing Manual shows you how to master Excel so you can easily track analyze and chart your data You ll be using new features like PowerPivot and Flash Fill in no time The important stuff you need to know Go from novice to ace Learn how to analyze your data from writing your first formula to charting your results Illustrate trends Discover the clearest way to present your data using Excel s new Quick Analysis feature Broaden your analysis Use pivot tables slicers and timelines to examine your data from different perspectives Import data Pull data from a variety of sources including website data feeds and corporate databases Work from the Web Launch and manage your workbooks on the road using the new Excel Web App Share your worksheets Store Excel files on SkyDrive and collaborate with colleagues on Facebook Twitter and LinkedIn Master the new data model Use PowerPivot to work with millions of rows of data Make calculations Review financial data use math and scientific formulas Microsoft Office 2013 Essentials (Speedy Study Guides) Speedy and perform statistical analyses Publishing, 2014-06-18 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs A good chart is something that will help you keep the right kind of shortcuts and features available to you With a suite this robust it is often easy to forget some of the more obscure but no less useful functions Rev Up to Excel 2010 Bill Jelen, 2010 Provides information on the new features and functions of Microsoft Excel 2010 with coverage of such topics as customizing the ribbon sorting and filtering creating dashboards and using PowerPivot Excel 2010 Made Simple Abbott Katz, MSL Made Simple Learning, 2011-06-02 Get the most out of Excel 2010 with Excel 2010 Made Simple learn the key features understand what s new and utilize dozens of time saving tips and tricks to get your job done Over 500 screen visuals and clear cut instructions guide you through the features of Excel 2010 from formulas and charts to navigating around a worksheet and understanding Visual Basic for Applications VBA and macros Excel 2010 Made Simple takes a practical and highly effective approach to using Excel 2010 showing you the best way to complete your most common spreadsheet tasks You ll learn how to input format sort and filter your data to find out what you want to know You ll see how to place your data in tables and named ranges for easy access all

of which will get you working efficiently and productively Excel 2010 Made Simple also covers the new features introduced in Excel 2010 For instance it shows you how to use Sparklines for data comparison and the Backstage view for printing and sharing your spreadsheets so you can carry out your tasks with minimum fuss The hands on focus on tasks means you ll see how to actually use Excel 2010 to suit your needs **Investment Adviser's Legal and Compliance Guide** Terrance J. O'Malley, John H. Walsh, 2013-01-01 Investment Adviser's Legal and Compliance Guide Second Edition is an invaluable guide written to assist attorneys and investment advisers in both drafting their compliance policies and procedures and reviewing them annually In addition the book serves as a practical tool for experienced attorneys and compliance officers for fulfilling their changing responsibilities under new rules adopted under the Investment Advisers Act of 1940 as well as new staff interpretations and guidance For the Second Edition the original author Terrance I Oand Malley is joined by John H Walsh While both authors are seasoned practitioners and acknowledged experts in the area of investment adviser compliance matters Mr Walshand's years of experience including at the SEC are reflected in the enhanced practical discussion of relevant legal and compliance issues including increased numbers of compliance tips enforcement and regulatory alerts and compliance tools Investment Adviser's Legal and Compliance Guide Second Edition covers in detail such topics as Filings and amendments that an adviser must make to maintain its SEC registration Major rules and requirements dealing with marketing and attracting new clients Issues arising in connection with the management of private funds The SEC s examination process New clients and the management of client accounts The book also covers requirements relating to the adviser's obligation to its customers including preventing insider trading and other trading abuses as well as an adviser's recordkeeping which is a major factor in meeting the requirements of the Investment Advisers Act In addition Investment Adviser's Legal and Compliance Guide Second Edition provides registered investment advisers and their legal counsel with a comprehensive review of their compliance responsibilities that arise under the Investment Advisers Act Beginners Guide To Oracle HCM Cloud Ashish Harbhajanka, 2020-05-28 A handy reference guide explaining core concepts of Oracle HCM Cloud Application All the worked out examples have been performed in a SaaS Deployment but very well applies for an On Premise or Hybrid Deployment Model too Topics include HCM Data Loader HCM Spreadsheet Data Loader HCM Extracts BI Publisher Reports OTBI Analysis Web Services Developer Connect Functional Setup Manager Personalization Customization Absence Management Fast Formulas Scheduled Processes Value Sets Profile Options Lookups Approval Workflows Notifications Rest API

Unveiling the Magic of Words: A Overview of "Quick Guide To Excel 2010"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually aweinspiring. Enter the realm of "Quick Guide To Excel 2010," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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