

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
Product A	1000	1200	1100	1300	4600
Product B	800	900	1000	1100	3800
Product C	600	700	800	900	3000

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

- **Columns & 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 centerpoint.
- 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 (Click) 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 in 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) **AXIS**.
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) **AXIS**.
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**, 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 **defined lines, colors and grid effects**, select **MORE**. (Click) **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) .

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) .
 - To change color and other formats, with the shape selected, choose **FORMATING 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 key to the labels, (Click) **MORE DATA LABELS** **OPTIONS**.

Quick Guide To Excel 2010

Yijin Wang



Quick Guide To Excel 2010:

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Table of Contents Quick Guide To Excel 2010

1. Understanding the eBook Quick Guide To Excel 2010
 - The Rise of Digital Reading Quick Guide To Excel 2010
 - Advantages of eBooks Over Traditional Books
2. Identifying Quick Guide To Excel 2010
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Quick Guide To Excel 2010
 - User-Friendly Interface
4. Exploring eBook Recommendations from Quick Guide To Excel 2010
 - Personalized Recommendations
 - Quick Guide To Excel 2010 User Reviews and Ratings
 - Quick Guide To Excel 2010 and Bestseller Lists
5. Accessing Quick Guide To Excel 2010 Free and Paid eBooks
 - Quick Guide To Excel 2010 Public Domain eBooks
 - Quick Guide To Excel 2010 eBook Subscription Services
 - Quick Guide To Excel 2010 Budget-Friendly Options

6. Navigating Quick Guide To Excel 2010 eBook Formats
 - ePub, PDF, MOBI, and More
 - Quick Guide To Excel 2010 Compatibility with Devices
 - Quick Guide To Excel 2010 Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Quick Guide To Excel 2010
 - Highlighting and Note-Taking Quick Guide To Excel 2010
 - Interactive Elements Quick Guide To Excel 2010
8. Staying Engaged with Quick Guide To Excel 2010
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Quick Guide To Excel 2010
9. Balancing eBooks and Physical Books Quick Guide To Excel 2010
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Quick Guide To Excel 2010
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Quick Guide To Excel 2010
 - Setting Reading Goals Quick Guide To Excel 2010
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Quick Guide To Excel 2010
 - Fact-Checking eBook Content of Quick Guide To Excel 2010
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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