

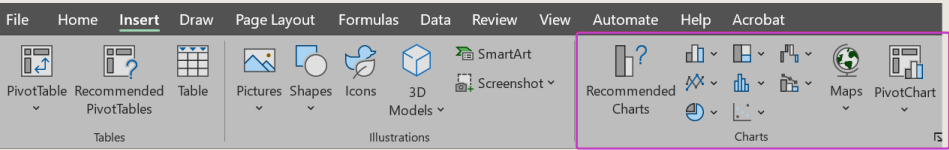
Charts and Sparklines

Quick Reference Guide

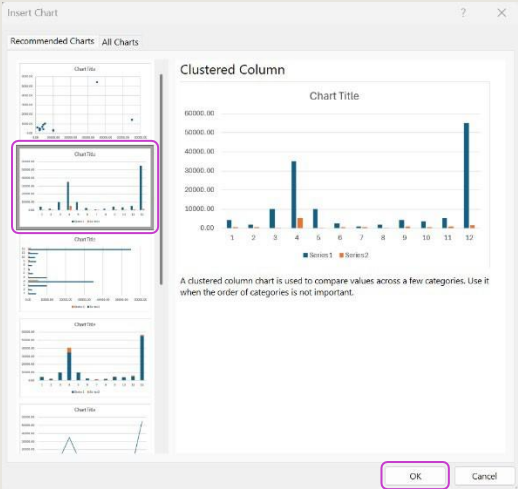


Insert Charts in Excel

- Select the data range, Click and drag to select the cells containing the data you want to visualise, including headers for labels.
- Navigate to the **Insert** tab on the ribbon to see a variety of chart options.



- Choose a **Chart Type** or **Recommended Charts**.
From the Recommended Chart window select your chart and choose **OK**.



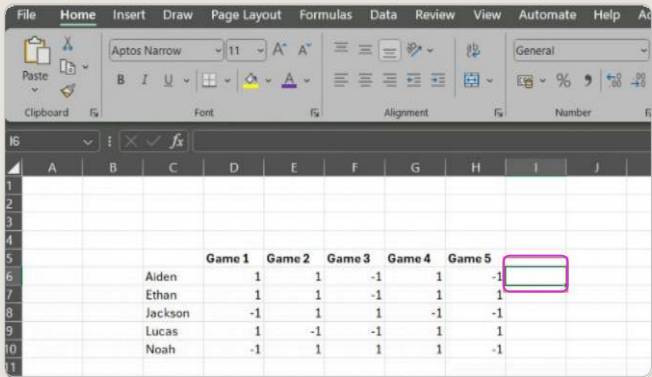
- Select your chart. From the ribbon select **Chart Design** to further customise your chart.



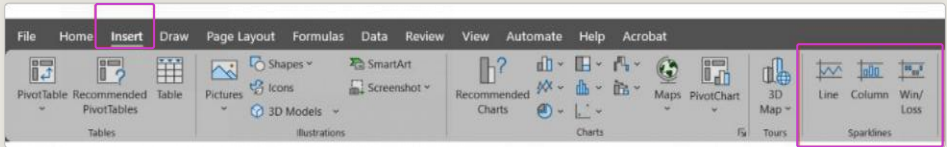
Inserting Sparklines in Excel

A sparkline in Excel is a tiny chart in a worksheet cell that provides a visual representation of data. Use sparklines to show trends in a series of values. Position a sparkline near its data for greatest impact. Sparklines are dynamic and are dependent on the underlying dataset. When the underlying dataset changes, the sparkline would automatically update.

- Select a blank cell where you want to add a sparkline, typically at the end of a row of data.



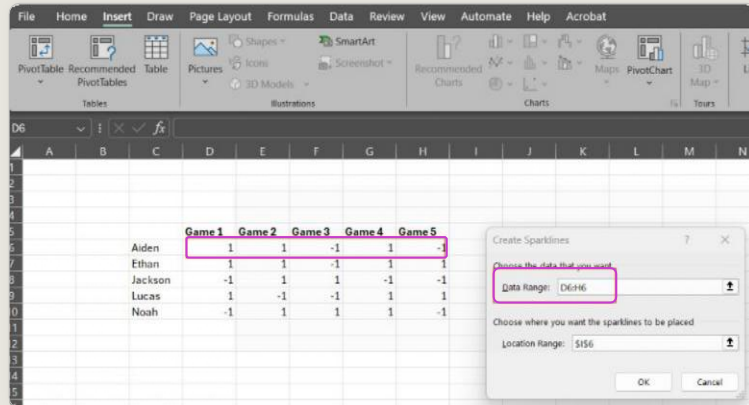
- On the **Insert** tab, in the sparklines group, choose the desired type: **Line, Column or Win/Loss**.



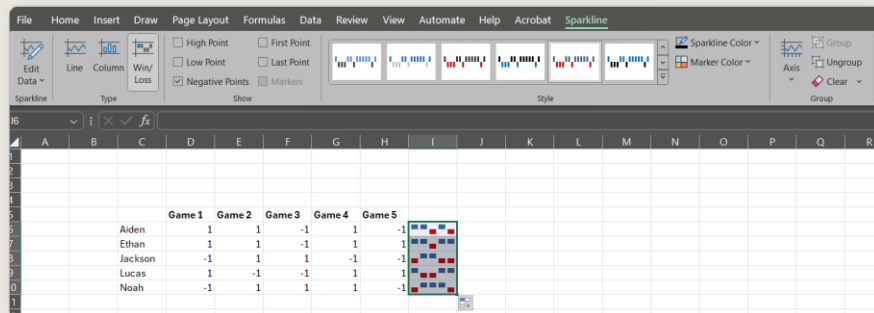
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- In the **"Create Sparklines"** dialog window, put the cursor in the Data Range box and select the range of cells to be included in a sparkline chart. **Click OK.**



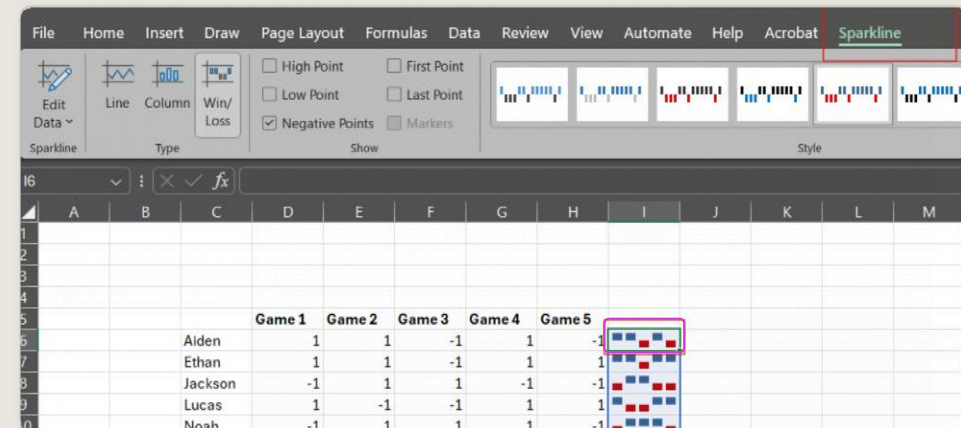
- Want to see how the data is trending across other rows? Simply drag the fill handle down to instantly create a matching sparkline for each row in your table.



Change Sparklines in Excel

After you have created a micro graph in Excel, what is the next thing you would usually want to do? Customise it to your liking! All customisations are done on the Sparkline tab that appears as soon as you select any existing sparklines in a sheet.

- Select one or more sparklines in your worksheet.
- Switch to the **Sparkline** tab.



- In the **Sparkline** tab
 - Change the Line, Column, Win/Loss
 - Change sparkline colour, style and line with
 - To delete a sparkline, select the **"Clear"** option in the **Sparkline** tab.
- Like full-blown charts, Excel sparklines are dynamic and automatically update when the data changes.