



# Microsoft Excel 2010 Charts & Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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## **Microsoft Excel 2010 Charts & Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix**

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 & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.



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