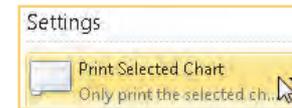


4. In the Format Error Bars dialog box, click **Horizontal** or **Vertical Error Bars** (which option you see depends on the attitude of the error bars/chart type). Change any parameters, including the amount of the error bar, whether the error bar represents a plus/minus amount, and whether the ends are capped or not.
5. Click **Close** when finished.

Print a Chart

You can print a chart, along with data and other worksheet objects (see Chapter 5), or you can choose to print just the chart, as described here.

1. Select the embedded chart or a chart located on a chart sheet.
2. Click the **File** tab, and click **Print**. Under Settings, the **Print Selected Chart** option is chosen by default. Select a printer and any additional printing options. Click **Print** when ready.



Create Sparklines

As the name implies, sparklines add some dazzle to your work. Without having to navigate to other areas of a worksheet or workbook to view full-sized charts in order to visually interpret data, sparklines provide a convenient, albeit small, way to easily show background data in a *single cell*.

TIP

Press **CTRL+P** to quickly open the Print dialog box.

CAUTION

Sparklines created in Excel 2010 worksheets will not appear when opened in earlier versions of Excel. Worksheet changes made to an Excel 2010 worksheet containing sparklines in earlier versions and saved in the .xlsx format will retain the sparklines when reopened in Excel 2010, assuming the sparkline cells have not been modified.

QUICKSTEPS

WORKING WITH SPARKLINES

You know Microsoft believes it is on to something big when it devotes a new contextual tab to a feature, as is the case for sparklines in Excel 2010. Much like with conventional charting, there are a variety of options to display, format, and use sparklines.

Continued . . .



QUICKSTEPS

WORKING WITH SPARKLINES *(Continued)*

CHANGE THE SPARKLINE TYPE

You can easily switch between the two similar sparkline types, Line  and Column , in order to convey your data in more meaningful ways (the third Sparkline type, Win/Lose, similar to the 100% stacked column chart, has a more specific usage and doesn't lend itself well to changing to other types).

1. Select your current sparkline.
2. In the Design (Sparkline Tools) tab Type group, click **Line** or **Column** to change the selected sparkline.

DISPLAY KEY VALUES

You can easily identify key values in a sparkline.

1. Select the sparkline.
2. In the Design (Sparkline Tools) tab Show/Hide group, select the check box next to the type of data point you want to identify on the sparkline (highest/lowest points, first/last points, negative points, or—only relevant to Line sparklines—markers (shown next), which show the placement of each value in the range on the line.) 
3. Remove identifying points and markers by clearing their respective check boxes.

FORMAT SPARKLINES AND MARKERS

You can select the color for sparklines, markers, and points, as well as change the weight for line sparklines.

1. Select the sparkline or a group of sparklines.
2. To quickly see several combinations of sparklines and points/markers color combinations, click the **More** down arrow in the Design (Sparkline Tools) tab Style group, and select one of the combinations (points/markers are only shown if you have them selected in the Show/Hide group).

Continued . . .

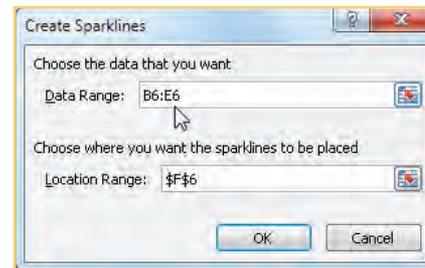
For example, if you wanted to show price performance for a series of stocks in a presentation, you could put a sparkline next to each stock's name, as shown in Figure 6-19. As with standard charting features, once you have a sparkline created, Excel provides several formatting options to change the appearance and style of your sparklines.

Sparklines are created very simply from existing data.

1. Open a worksheet that contains the data you want to show as one or more sparklines. Arrange your worksheet so that you have a blank column where you want the sparklines to appear.
2. In the Insert tab Sparklines group, click the type of sparkline you want. In all cases, the Create Sparklines dialog box appears.



3. Select the data range you want to include in the sparkline. (I find it works best to select the first row of a range.) The range displays in the Data Range box.



4. Click **Collapse Dialog**  next to Location Range, and click the cell where you want the sparkline for the first row. Click **OK**. A sparkline appears in the cell.



QUICKSTEPS

WORKING WITH SPARKLINES *(Continued)*

–Or–

Use the Sparkline Color  and Marker Color  tools in the Style group to select individual colors for the specific sparkline features.

- To change the weight of sparkline lines, click the **Sparkline Color** down arrow, click **Weight**, and select the weight/thickness of your line.

CHANGE AXIS PARAMETERS

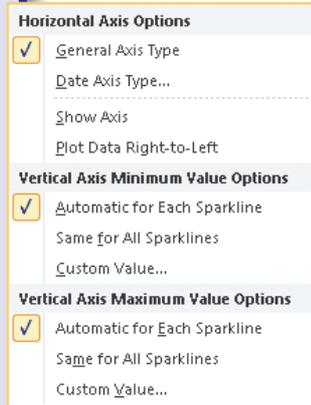
You can modify how the horizontal and vertical sparkline axes are used to present your data.

- Select the sparkline or a group of sparklines.
- In the Design (Sparkline Tools) tab Group group, click **Axis**. A menu of options provides several variations on how to plot your data.
- Select the option you want, or click one of the Custom Value choices to set your own parameters.

REMOVE SPARKLINES

You can remove individual sparklines as well as sparkline groups.

- To remove an individual sparkline, select the sparkline, and in the Design (Sparkline Tools) tab Group group, click **Clear**.
- To remove several selected sparklines or sparkline groups, select the sparklines (use **CTRL+CLICK** for noncontiguous sparklines) or select the group. In the Design (Sparkline Tools) tab Group group, click the **Clear** down arrow, and choose the applicable clear option.



- Point to the **Fill** handle in the lower-right corner of the sparkline cell, and drag down the column the number of rows in your range. When you release the mouse button, sparklines are applied to the other cells, much like dragging a formula uses relative addressing to copy a formula to adjacent cells (see Figure 6-19).

4th Qtr	Total Yr
\$39,876	\$137,590
\$6,082	\$23,276
\$16,983	\$63,987
\$28,721	\$109,330
\$91,662	\$334,183



NOTE

Sparklines created by defining a location range, either in the Create Sparklines dialog box or by dragging a fill handle, are grouped together within a blue border. See the “Working with Sparklines” QuickSteps for information on ungrouping sparklines.

\$39,876	
\$6,082	
\$16,983	
\$28,721	
\$91,662	

