

Microsoft Excel Tips and Tricks

The following tips for Excel are interesting, useful and fun to try out. If you have any questions please let me know.

Sparklines (Excel 2010 only)

A Sparkline is a tiny chart object that can be inserted into a single cell. Like other objects, Sparklines can be arranged, modified and formatted.

1. Type in the data below (in cells **A1** to **C3**).
2. Select the data to be charted (select **A1** to **C3**).
3. Click the **Insert** tab → **Sparklines** ribbon group → **Line Sparkline**.
4. In the **Create Sparklines** dialog box, enter the location of the new **Sparkline** (select **D1** to **D3**).
5. Click **OK**

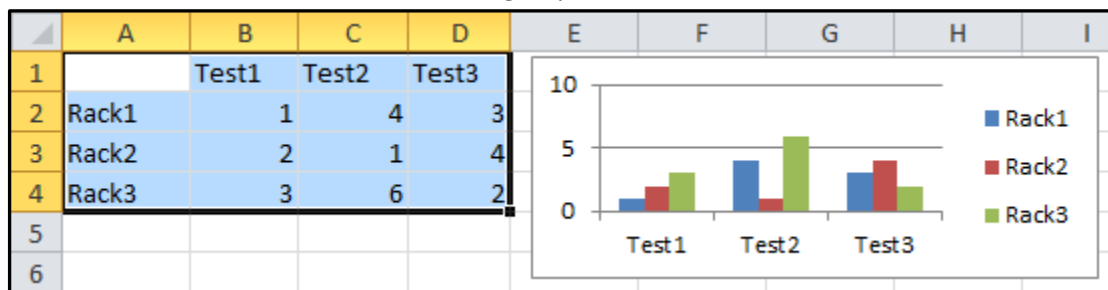
	A	B	C	D
1	1	4	3	
2	2	1	4	
3	3	6	2	

6. To format the **Sparkline**, select the **Sparkline** (select **D1** to **D3**) → **Design** ribbon tab → Check the **Markers** check box. **Markers**
7. Perform the same operations for **Column Sparkline** and use negative numbers for **Win/Loss Sparkline**.

Charts (Excel 2010, 2007, and 2003)

Charts are easy to create and they communicates clear messages.

1. Type in the data in the datasheet below (in cells **A1** to **D4**).
2. Select the data you want to display as a chart. (Select cells **A1** to **D4**).
3. Click the **Insert** ribbon tab → **Charts** ribbon group → **Column** button → Choose a desired chart.



4. To modify, format and customize the chart: Select the chart → Notice the **Design**, **Layout** and **Format** ribbon tabs located on the top of the ribbons.

5. To put the chart on a different sheet: **Design** ribbon tab→**Move Chart** (far right)→**New Sheet**→(Enter the name of the sheet)→**OK**.
6. To enter a chart title: **Layout** ribbon tab→**Labels** ribbon group→**Chart Title** button→**Center Overlay Title**→(Enter the name of the title).

Screen Shot (Excel 2010 only)

This feature will allow you to select and copy an area of another application into Excel.

1. Open **Internet Explorer** and find a picture or area you want to capture.
2. Open **Excel** which will open on top of **Internet Explorer**.
3. **Insert** ribbon tab→**Illustrations** ribbon group→**Screenshot** button→**Screen Clipping**.
4. When the **Internet Explorer** screen will look foggy, draw a box around the area desired.
To draw the box: click the **left mouse** button in the upper left corner of the area desired and drag to the lower right corner and then let go of the **left mouse** button.
5. The selected area will be copied and placed in **Excel**.
6. To put the new object in another application simply select the object and use **Cut-n-Paste** to place it in the new location.

If you have any questions about these Excel tips, if you have any training or computer consulting needs, please give me a call. There are also additional tips and tricks available on my website:

<http://www.excel-networks.com/newsletter.html>

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