


Training

Sparkline practice

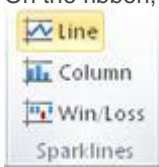
EXERCISE 1: CREATE LINE SPARKLINES

In this exercise you'll create line sparklines. Then you'll convert the line type to the column type.

Part 1: Create the sparklines

Before you start, notice that the Northwind Traders information is in an Excel table (the AutoFilter arrows  at the top of the columns are one indication that this is a table). When you add another column to an Excel table, that update will be reflected in the sparklines. You'll get to try this out in the exercise.

1. Click in cell G5, and then drag to cell G11 to select the location for the sparklines.
2. On the ribbon, click the **Insert** tab. Then, in the **Sparklines** group, click **Line**.



The **Create Sparklines** dialog box opens.

3. Select the data range for the sparklines by clicking in cell C5 and then dragging to cell E11. That fills in the **Data Range** box. Click **OK**.

The sparklines are in column G, and a new tab appears on the ribbon: The **Sparklines Tools Design** tab.



It has all the commands you need to work with sparklines.

4. Now you'll change the type from line to column to see how easy it is to change sparkline types. If cells G5 through G11 are not still selected, click in cell G5, and then drag to cell G11. Then, on the **Design** tab, in the **Type** group, click **Column**.



The sparkline type changes from line to column.

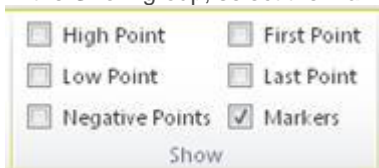
5. Convert the column type back to line. With cells G5 through G11 selected, on the **Design** tab, in the **Type** group, click **Line**.

Part 2: Add more data to the Excel table


1. Click in cell F4. Type **April**, and then press ENTER on your keyboard.
An AutoFilter arrow and formatting are automatically added to the column. These are indications that the data is stored in an Excel table.
2. Click in cell F5 and type **334.98**. Press ENTER.
Notice that the sparkline in cell G5 is longer, to reflect the new data you just added.
3. Fill in the rest of the cells in the new column by typing any numbers you like, and see the remaining sparklines change.

EXERCISE 2: CUSTOMIZE SPARKLINES

1. Click in cell G5, and then drag to cell G11 to select all the sparklines. If necessary, click the **Design** tab to make the Sparkline commands appear.
2. In the **Show** group, select the **Markers** check box.



This adds a marker to each point in the sparkline. There are four markers for each sparkline if you filled data in for April. Otherwise, there are three markers on each sparkline.

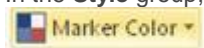
3. In the **Style** group, click the arrow at the lower right corner of the box , and select any style you like for the sparklines.

EXERCISE 3: CREATE AND CUSTOMIZE COLUMN SPARKLINES

In this exercise you'll create column sparklines and change the minimum axis. Then you'll ungroup the sparklines so that you can apply special formatting to just one sparkline.

Part 1: Create the sparklines

1. At the bottom of the spreadsheet, click the **Column sparklines** tab.
2. Click in cell G4 and drag to cell G7
3. On the **Insert** tab, in the **Sparklines** group, click **Column**.
The **Create Sparklines** dialog box opens.
4. To fill in the **Data Range** box, click in cell C4 and then drag to cell F7. Click **OK**.
The column sparklines are inserted in column G. This time, instead of selecting a premade style in the **Style** group, you'll change the color of the markers individually.
5. In the **Style** group, click **Marker Color**.



- Point to **High Point** and select **Red, Accent 2**.



- In the **Style** group, click **Marker Color** again, and then point to **Low Point**, and click **Red**.

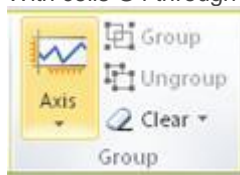


Part 2: Change the axis

Next, you'll adjust the axes. By default the axes are set for Automatic, so that the minimum and maximum values are just below and above the data range. Sometimes that results in a minimum axis that's so small it is hard to see. You can adjust both the maximum and minimum, or just one or the other.

Before you start If you don't see the **Sparkline Tools Design** tab, just click anywhere in the sparklines (cells G4 through G7) to get the tab back.

- With cells G4 through G7 still selected, in the **Group** group, click **Axis**.



- Under **Vertical Axis Minimum Value Options**, click **Custom Value**.
The **Sparkline Vertical Axis Setting** dialog box opens.
- In the **Enter the minimum value for the vertical axis** box, type **200**. (The minimum value in the data is 311. The difference between 311 and 200 makes the minimum values grow larger in the sparkline.) Click **OK**.
- Finally, revise some data to see the sparkline update to reflect the new number. Click in cell F11, where it says \$311 (Q4, West).
- Type **611**, and then press ENTER on your keyboard.
The sparklines update.


Part Three: Ungroup the sparklines

Anytime you want to customize one sparkline, but not the rest, ungroup it.

1. Click in cell G7, the sparklines on the last row, for the West region.
2. Click the **Design** tab. Then, in the **Group** group, click **Ungroup**.



Now that sparkline is on its own, no longer part of the group.

3. In the **Style** group, click the arrow at the lower right corner of the box , and then click any style you want for the sparkline in cell G7.

EXERCISE 4: CLEAR SPARKLINES AND CREATE NEW ONES

Part 1: Clear existing sparklines

1. At the bottom of the spreadsheet, click the **Change sparklines** tab.
Imagine that you created the line sparklines for your immediate manager, to show trends for each product in Canada, Europe, and the United States. But she now tells you that her manager wants to see sparklines for each country, instead of for each product.
2. If you don't see the **Design** tab, click in any cell J7. Then, drag from cell J7 to cell J17, the cell with the last sparkline. .
3. In the **Group** group, click the arrow on the **Clear** button, and then click **Clear Selected Sparkline Groups**.



The line sparklines disappear.

Part 2: Merge cells

1. Now you'll merge cells, because you want the new sparklines to be larger. Click in cell J7 and then drag to cell J9.
2. On the **Home** tab, in the **Alignment** group, click the arrow on **Merge & Center**,



and then click **Merge Cells**.

3. Click in cell J11 and then drag to cell J13. To repeat your last action (merging cells), press the F4 key on your keyboard.
The cells merge.
4. Click in cell J15 and then drag to cell J17. Press the F4 key on your keyboard again.
The cells merge.

Part 3: Create new sparklines

1. Select the data to include in the sparkline (the totals for Canada): click in cell D6, and then drag to cell I6.
2. On the **Insert** tab, in the **Sparklines** group, click **Column**.
3. To enter the **Location Range**, click in cell J7. Click **OK**. The column sparkline is inserted in the empty cell.
4. Click in cell D10 (the totals for Europe), and then drag to cell I10 to select the data to include in the sparkline.
5. On the **Insert** tab, in the **Sparklines** group, click **Column**.
6. To enter the **Location Range**, click in cell J11. Click **OK**.
7. Click in cell D14 (the totals for the United States), and then drag to cell I14 to select the data to include in the sparkline.
8. On the **Insert** tab, in the **Sparklines** group, click **Column**.
9. To enter the **Location Range**, click in cell J15. Click **OK**.

EXERCISE 5: EMPHASIZE NEGATIVE VALUES WITH A HORIZONTAL AXIS

1. At the bottom of the spreadsheet, click the **Negative values** tab.
2. Click in cell G4.
3. In the **Group** group, click **Axis**.
4. Under **Horizontal Axis Options**, click **Show Axis**.
A horizontal axis is displayed at 0.

EXERCISE 6: DISPLAY AN IRREGULAR TIME PERIOD

1. At the bottom of the spreadsheet, click the **Irregular time period** tab.
2. Notice that the time period is irregular, January, March, October. But the column sparklines look as though there's no time gap between March and October.
3. Click in cell G5. On the **Insert** tab, in the **Sparklines** group, click **Column**.
4. Click in cell C5, and then drag to cell E5. Click **OK**.
5. In the **Group** group, click **Axis**, and then click **Date Axis Type**.
The **Sparkline Date Range** dialog box opens.
6. Click in cell C4 (the cell with a date) and then drag to cell C6. Click **OK**.
The new sparklines show a gap between the second date and the last.