



Microsoft Excel 2013 Charts & Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use charts/graphs and Sparklines features of Microsoft Office Excel 2013.

The following topics are covered:

Charts: Inserting a Chart, Inserting a Recommended Chart, Understanding Chart Types, Charting Non-Adjacent Data, Creating a Chart Using the Default Chart Type, Using Chart Buttons, Resizing a Chart in the Worksheet, Selecting Chart Objects, Changing Chart Type, Adding/Removing a Data Series, Adding and Adjusting Axis and Chart Titles, Switching Rows and Columns, Using Tables as a Data Source, Adjusting Scale, Creating a Chart with Two Scales, Adjusting the Legend, Using Gridlines, Adding Explanatory Text, Adding Visuals, Adding and Adjusting Data Labels, Exploding a Piece of a Pie Chart, Using Styles and Layouts, Moving a Chart to Another Worksheet, Adding a Projection or Trendline to a Data Series, Handling Hidden and Empty Cells in a Chart, Changing the Default Chart Type, Creating a Custom Chart Template, Applying a Custom Chart Type.

Sparklines: Creating a Sparkline, Grouping Sparklines, Changing Sparkline Type, Removing Sparklines, Customizing Sparklines with Text and Markers, Changing Marker Color, Change Sparklines Color and Weight, Customizing Axis Settings, Handling Hidden and Empty Cells in Sparklines.

This guide is one of multiple titles available for Excel 2013: Excel 2013 Introduction; Excel 2013 Functions & Formulas (ISBN 978-1936220779); Excel 2013 Data Analysis with Tables (ISBN 978-1936220786), Excel Advanced Features & Macros (ISBN 978-1936220809).

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