CHAPTER 6
INFOCUS

CONDITIONAL FORMATTING

Formatting allows you to change the way that the data in cells in a worksheet appear on the screen. For example, numbers can be made to appear as currency values or percentages by ***formatting*** them accordingly.

Microsoft Excel 2010 provides a variation on formatting known as ***conditional formatting***. With conditional formatting, cells can be formatted in different colours schemes. Rather than this formatting being applied to all cells in a range, it is applied selectively and based on specific rules. This type of formatting allows you to see, for example, values that are over a certain amount, or to instantly spot high and low values based on assigned colouring.

In this session you will:

- ✓ gain an understanding of conditional formatting
- ✓ learn how to conditionally format cells containing specific values
- ✓ learn how to clear conditional formatting
- ✓ learn how to use more of the cell formatting options
- ✓ learn how to format the top ten items in a range
- ✓ learn how to use the various ***Top/Bottom Rules***
- ✓ learn how to work with data bars
- ✓ learn how to work with colour scales when formatting conditionally
- ✓ learn how to apply icon sets to conditionally format a range
- ✓ gain an understanding of ***Sparklines***
- ✓ learn how to create ***Sparklines***
- ✓ learn how to edit ***Sparklines***.

UNDERSTANDING CONDITIONAL FORMATTING

As the name suggests, ***conditional formatting*** is a type of formatting that is applied to cells or ranges when certain conditions are met. These conditions are set, but can quite often be customised and edited, in ***rules*** that have been programmed into Excel. There are two types of conditional formatting – ***values-based*** formatting, and ***trend-based*** formatting.

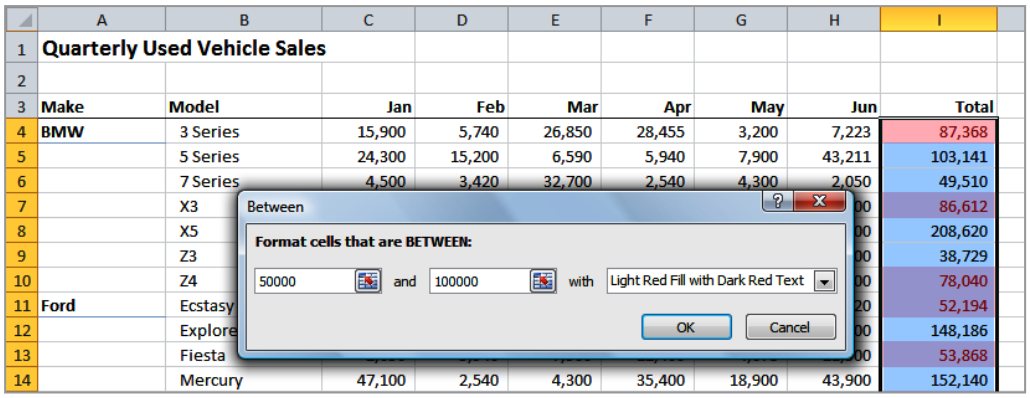
What Happens With Conditional Formatting

With ***conditional formatting***, cells in a specified range are coloured or shaded according to certain conditions which are outlined in ***rules***.

1 *Values-Based* Conditional Formatting

With ***values-based*** conditional formatting, cells in the range are examined and their shading and colouring is based on whether they meet the conditions of the rule. This type of formatting allows you to see whether values in a range are ***greater than*** a certain value, ***less than*** a certain value, ***equal*** a certain value, or fall ***between*** a range. You can also display top ten, bottom ten, top 10%, bottom 10%, and above and below averages with this type of formatting.

In all cases a dialog box will appear which will allow you to tweak the rule to what is needed. Basically, the dialog box will allow you to specify a rules value and to determine the colour of the shading. A dialog box for the between value appears as follows:



	A	B	C	D	E	F	G	H	I
1	Quarterly Used Vehicle Sales								
2									
3	Make	Model	Jan	Feb	Mar	Apr	May	Jun	Total
4	BMW	3 Series	15,900	5,740	26,850	28,455	3,200	7,223	87,368
5		5 Series	24,300	15,200	6,590	5,940	7,900	43,211	103,141
6		7 Series	4,500	3,420	32,700	2,540	4,300	2,050	49,510
7		X3							86,612
8		X5							208,620
9		Z3							38,729
10		Z4							78,040
11	Ford	Ecstasy							52,194
12		Explore							148,186
13		Fiesta							53,868
14		Mercury	47,100	2,540	4,300	35,400	18,900	43,900	152,140

2 *Trend-Based* Conditional Formatting

With ***trend-based*** conditional formatting, colouring is applied to all of the cells in the range. The depth of the colouring is determined by the values shown in each cell relative to the overall total of the range. This allows you to instantly spot higher, lower, and median values in the range and to see the trend of the numbers. The formatting can be applied in the form of ***coloured bars***, ***coloured scales***, and even ***icons***. An example of all of these is shown below:

	A	B	C	D	E	F	G	H	I	
1	Quarterly Used Vehicle Sales									
2										
3	Make	Model	Jan	Feb	Mar	Apr	May	Jun	Total	
4	BMW	3 Series	15,900	5,740	26,850	28,455	3,200	7,223	87,368	✗
5		5 Series	24,300	15,200	6,590	5,940	7,900	43,211	103,141	!
6		7 Series	4,500	3,420	32,700	2,540	4,300	2,050	49,510	✗
7		X3	9,766	3,400	4,556	15,200	6,590	47,100	86,612	✗
8		X5	84,500	15,400	70,300	3,420	32,700	2,300	208,620	✓
9		Z3	11,000	6,539	8,900	2,050	5,940	4,300	38,729	✗
10		Z4	12,400	4,500	5,900	47,100	2,540	5,600	78,040	✗
11	Total		162,366	54,199	155,796	104,705	63,170	111,784	652,020	
12										

FORMATTING CELLS CONTAINING VALUES

A common analysis requirement is to see which values in a worksheet are greater than a specific amount. For example, if you want to see which salespeople have bettered their targets. This can be done using the ***Greater Than*** option which appears as one of the options in the ***Highlight Cells Rules*** set of the ***Conditional Formatting*** command.

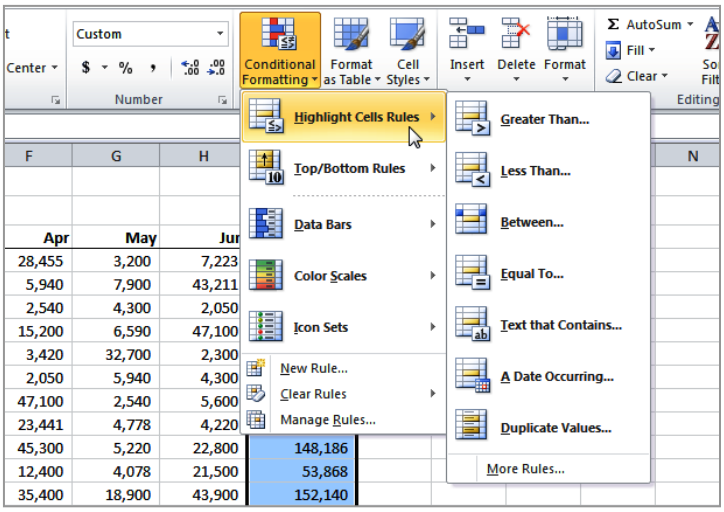
Try This Yourself:

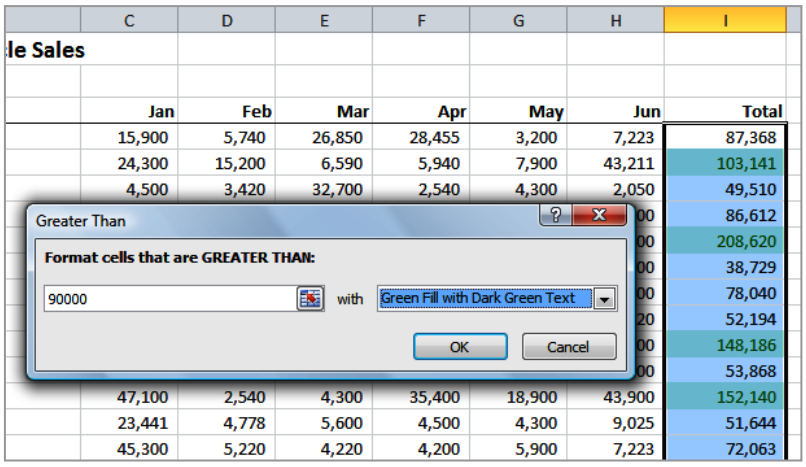
Open File *Before starting this exercise you MUST open the file E821 Conditional Formatting_1.xlsx...*

1. Select the range ***I4:I45***
2. Click on the ***Conditional Formatting*** tool in the ***Styles*** group on the ***Home*** tab of the ***Ribbon***, then move the mouse pointer over ***Highlight Cells Rules*** to see the options
3. Click on ***Greater Than*** to see the ***Greater Than*** dialog box

   With Live Preview, the cells in the range that meet the condition are highlighted…
4. Type **90000** and watch how the formatting changes
5. Click on the drop arrow for ***With*** and click on ***Green Fill with Dark Green Text*** to change the colouring
6. Click on **[OK]** to complete the formatting
7. Click on ***A1*** to deselect the range and see the formatting more clearly

2





5

For Your Reference…

To ***format cells*** containing ***specific values***:

1. Select the range
2. Click on the ***Conditional Formatting*** tool and select ***Highlight Cells Rules*** > ***[option]***

Handy to Know…

- The ***Greater Than*** conditional formatting option is very literal. If you ask it to format values over 90,000 for example, it will only format values that are over 90,000 – any value of 90,000 will not be formatted.

CLEARING CONDITIONAL FORMATTING

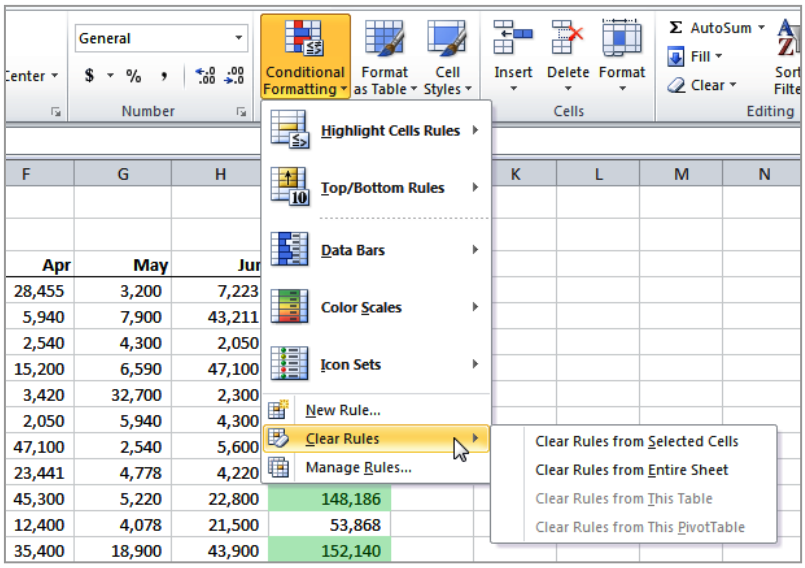
Excel will compound ***conditional formats***. For example you can apply a *Greater Than* format, then come back and apply a *Less Than* format. The original format will remain, depending upon what is required in the second format. Unless you want compounding formats, it is much safer to ***clear*** any previous formats from the worksheet before applying a new one.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E821 Conditional Formatting_2.xlsx...

1. Click on the ***Conditional Formatting*** tool in the ***Styles*** group on the ***Home*** tab of the ***Ribbon***
2. Move the mouse pointer over ***Clear Rules*** to see the options available
3. Click on ***Clear Rules from Entire Sheet*** to clear all of the formatting from the entire worksheet



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Sales							
	Jan	Feb	Mar	Apr	May	Jun	Total
	15,900	5,740	26,850	28,455	3,200	7,223	87,368
	24,300	15,200	6,590	5,940	7,900	43,211	103,141
	4,500	3,420	32,700	2,540	4,300	2,050	49,510
	9,766	3,400	4,556	15,200	6,590	47,100	86,612
	84,500	15,400	70,300	3,420	32,700	2,300	208,620
	11,000	6,539	8,900	2,050	5,940	4,300	38,729
	12,400	4,500	5,900	47,100	2,540	5,600	78,040
	7,223	4,200	8,332	23,441	4,778	4,220	52,194
	43,211	28,455	3,200	45,300	5,220	22,800	148,186
	2,050	5,940	7,900	12,400	4,078	21,500	53,868
	47,100	2,540	4,300	35,400	18,900	43,900	152,140
	23,441	4,778	5,600	4,500	4,300	9,025	51,644
	45,300	5,220	4,220	4,200	5,900	7,223	72,063
	12,400	4,078	22,800	28,455	8,332	43,211	119,276
	35,400	18,900	21,500	5,940	3,200	2,050	86,990
	34,500	42,000	43,900	2,540	7,900	47,100	177,940
	500	4,300	9,025	4,778	4,300	2,300	25,203

3

For Your Reference…

To ***clear conditional formatting***:

1. Click on the ***Conditional Formatting*** tool
2. Move the mouse pointer over ***Clear Rules*** and click on ***Clear Rules from Entire Sheet***

Handy to Know…

- You can also clear the conditional formatting for a selected *range*. This will be useful when you have conditional formatting in some places in the worksheet that you wish to keep.

MORE CELL FORMATTING OPTIONS

There are a number of options under ***Highlight Cells Rules*** in the ***Conditional Formatting*** tool that are handy to know and use. These include the ability to format ***less than*** (in addition to ***greater than***), to format for values ***between*** two values, and to format for values ***equal*** to a specific value.

Try This Yourself:

Same File

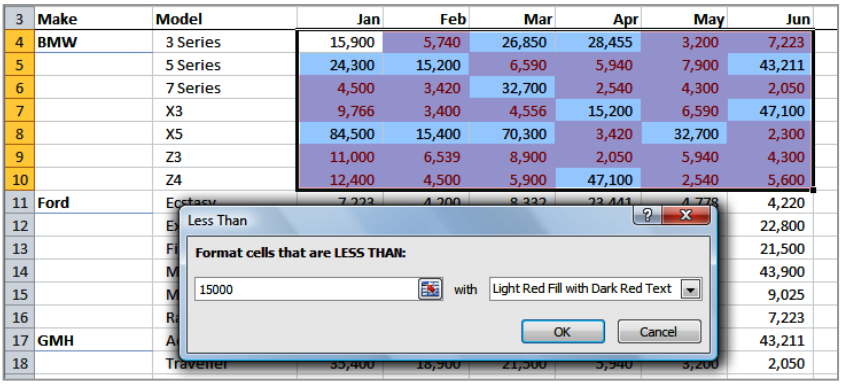
Continue using the previous file with this exercise, or open the file E821 Conditional Formatting_3.xlsx...

1. Select the range ***C4:H10*** which includes all of the sales for ***BMW*** motor vehicles
2. Click on the ***Conditional Formatting*** tool, click on ***Highlight Cells Rules*** then click on ***Less than*** to display the ***Less Than*** dialog box
3. Type **15000** to see how many months had model sales less than ***15,000***

   At this stage we want to use more of these commands so we'll cancel from the previous one…
4. Click on **[Cancel]** to cancel the formatting
5. Repeat the above steps and try the ***Between*** setting and the ***Equal to*** setting as shown
6. Click on **[Cancel]** to cancel the formatting

3	Make	Model	Jan	Feb	Mar	Apr	May	Jun
4	BMW	3 Series	15,900	5,740	26,850	28,455	3,200	7,223
5		5 Series	24,300	15,200	6,590	5,940	7,900	43,211
6		7 Series	4,500	3,420	32,700	2,540	4,300	2,050
7		X3	9,766	3,400	4,556	15,200	6,590	47,100
8		X5	84,500	15,400	70,300	3,420	32,700	2,300
9		Z3	11,000	6,539	8,900	2,050	5,940	4,300
10		Z4	12,400	4,500	5,900	47,100	2,540	5,600
11	Ford	Ecstasy	7,223	4,200	8,332	23,441	4,778	4,220

1



3

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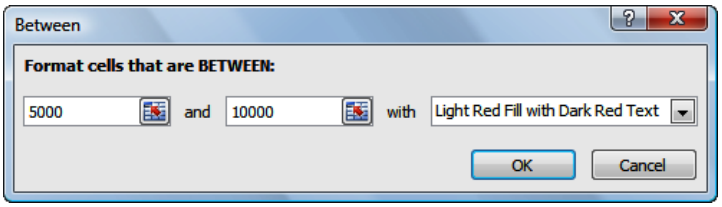
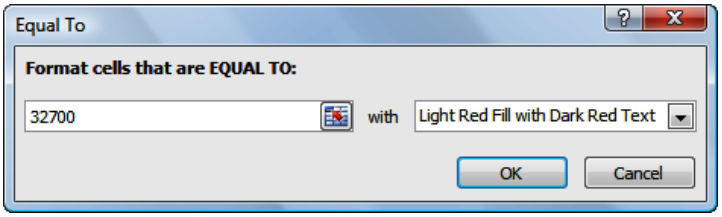




For Your Reference…

To ***format cells containing specific values***:

1. Select the range
2. Click on the ***Conditional Formatting*** tool and select ***Highlight Cells Rules*** > ***[option]***

Handy to Know…

- When applying conditional formatting, if you inadvertently click on **[OK]** instead of **[Cancel]**, you can either use the ***Clear Rules*** option or the ***Undo*** operation in Excel to remove the unwanted formatting.

TOP TEN ITEMS

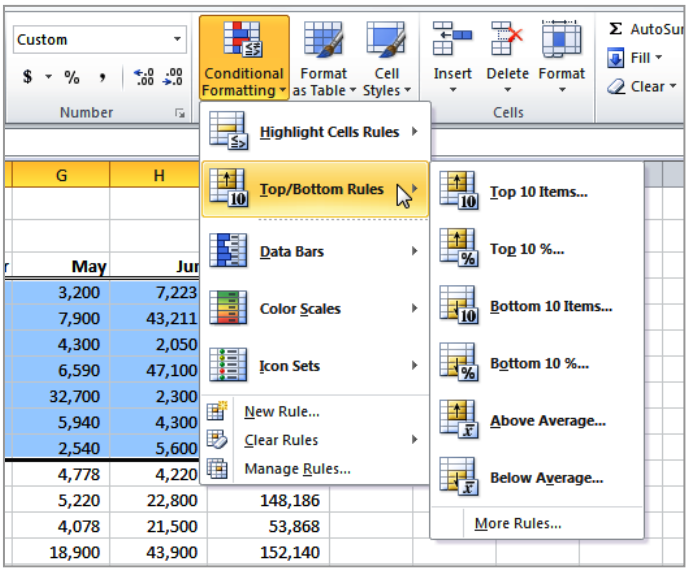
Conditional formatting can be used in a worksheet to highlight upper and lower values. For example, it is often interesting to know your top 10 customers, or the top 10% of products sold in the last year. This can be achieved using the ***Top/Bottom Rules*** of the ***Conditional Formatting*** command.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file E821 Conditional Formatting_4.xlsx...*

1. Select the range ***C4:H10***
2. Click on the ***Conditional Formatting*** command in the ***Styles*** grouping on the ***Home*** tab of the ***Ribbon***. Move the mouse pointer over ***Top/Bottom Rules*** to see the options available
3. Click on ***Top 10 Items*** to see the ***Top 10 Items*** dialog box – the top 10 items in the range will now be coloured
4. Click on the down arrow next to the quantity until only ***5*** appears – the top 5 items in the range should now be coloured
5. Click on **[OK]** to apply the formatting
6. Click on ***A1*** to see the changes more clearly

2



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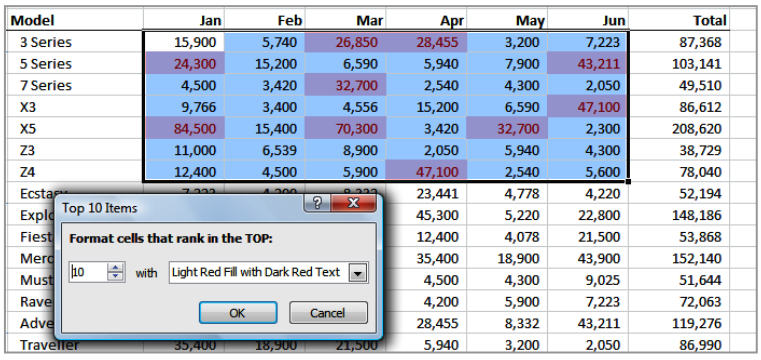


6

Model	Jan	Feb	Mar	Apr	May	Jun	Total
3 Series	15,900	5,740	26,850	28,455	3,200	7,223	87,368
5 Series	24,300	15,200	6,590	5,940	7,900	43,211	103,141
7 Series	4,500	3,420	32,700	2,540	4,300	2,050	49,510
X3	9,766	3,400	4,556	15,200	6,590	47,100	86,612
X5	84,500	15,400	70,300	3,420	32,700	2,300	208,620
Z3	11,000	6,539	8,900	2,050	5,940	4,300	38,729
Z4	12,400	4,500	5,900	47,100	2,540	5,600	78,040
Ecstasy	7,223	4,200	8,332	23,441	4,778	4,220	52,194
Explorer	43,211	28,455	3,200	45,300	5,220	22,800	148,186

For Your Reference…

To ***format*** the ***top <n> items***:

1. Select the range
2. Click on the ***Conditional Formatting*** tool and select ***Top/Bottom Rules*** > ***Top 10 Items***

Handy to Know…

- Don't confuse the ***Top 10 Items*** with ***Top 10%*** - one displays only 10 results while the other can display a variable amount of results based on what fits into the top 10 per cent of a category.

MORE TOP AND BOTTOM FORMATTING OPTIONS

The ***Top/Bottom Rules*** option in the ***Conditional Formatting*** command provides a number of useful options for displaying upper and lower ranges in your data. You can display the top and bottom <n> number of values, the top and bottom percentage, and whether values are above or below average.

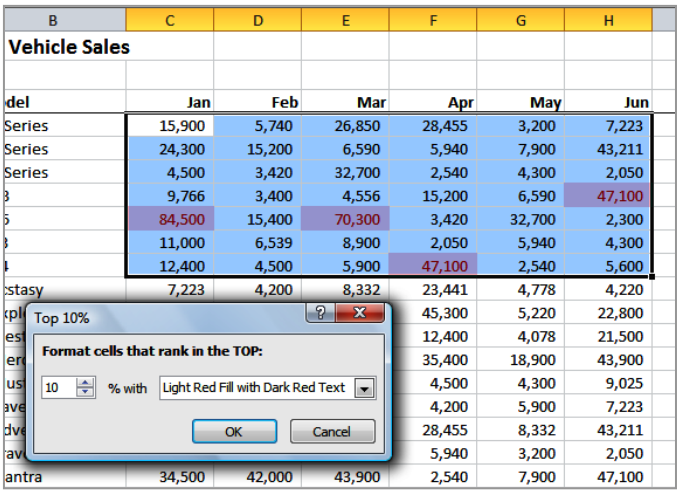
Try This Yourself:

Same File

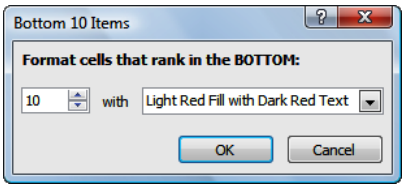
Continue using the previous file with this exercise, or open the file E821 Conditional Formatting_5.xlsx...

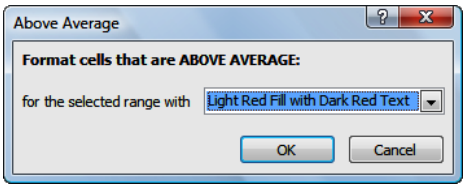
1. Select the range ***C4:H10*** which includes all of the sales for ***BMW*** motor vehicles
2. Click on the ***Conditional Formatting*** command, click on ***Top/Bottom Rules*** then click on ***Top 10%*** to display the ***Top 10%*** dialog box
3. Spend a few moments studying the results, then click on **[Cancel]** to clear any formatting
4. Repeat steps ***2*** & ***3*** and try the ***Bottom 10 Items***, ***Bottom 10%***, ***Above Average***, and ***Below Average*** options as shown

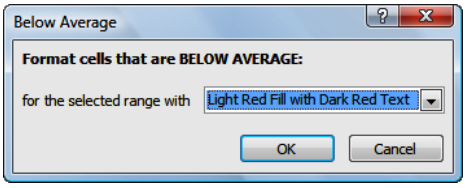
2



4







For Your Reference…

Formatting cells for top or bottom:

1. Select the range
2. Click on the ***Conditional Formatting*** tool and select ***Top/Bottom Rules*** > ***[option]***

Handy to Know…

- Remember, the spinner arrows (the up and down arrows) next to the values in the conditional formatting dialog boxes allow you to refine your conditional formatting for the number of items and the percentage of items.

WORKING WITH DATA BARS

It is sometimes tricky to spot patterns or trends when confronted with a worksheet full of figures. ***Conditional formatting*** allows you to colour cells so that you can see how the figures move from high value to low value. ***Data bars*** provide colour accents to cells in the selected range. The width of the accents depends on the data value and its relation to the overall total.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file E821 Conditional Formatting_6.xlsx...

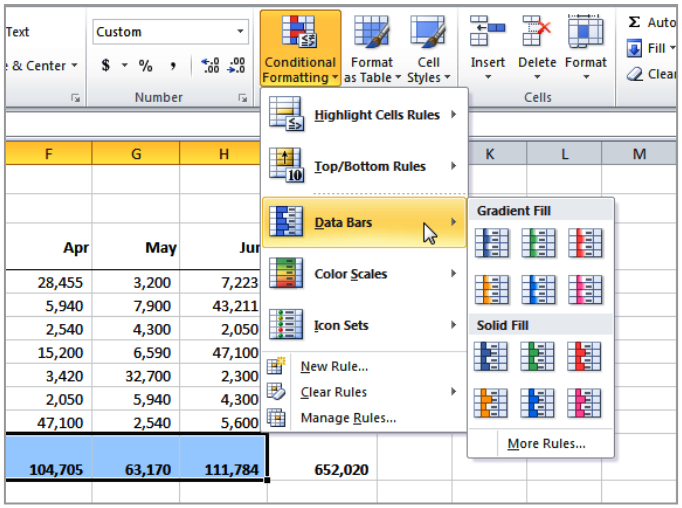
1. Select the range ***C11:H11*** – this range represents the total monthly sales of BMW vehicles
2. Click on the ***Conditional Formatting*** tool in the ***Styles*** group on the ***Home*** tab of the ***Ribbon***, then move the mouse pointer over ***Data Bars*** to see the options available
3. Move the mouse pointer across the colours and notice how coloured bars appear across the range
4. Click on ***Orange Data Bar*** in ***Gradient Fill***, then click on ***A1*** to deselect the range

The bars indicate the size of each value relative to the total

	A	B	C	D	E	F	G	H	I
1	**Quarterly Used Vehicle Sales**								
2									
3	**Make**	**Model**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Total**
4	**BMW**	3 Series	15,900	5,740	26,850	28,455	3,200	7,223	87,368
5		5 Series	24,300	15,200	6,590	5,940	7,900	43,211	103,141
6		7 Series	4,500	3,420	32,700	2,540	4,300	2,050	49,510
7		X3	9,766	3,400	4,556	15,200	6,590	47,100	86,612
8		X5	84,500	15,400	70,300	3,420	32,700	2,300	208,620
9		Z3	11,000	6,539	8,900	2,050	5,940	4,300	38,729
10		Z4	12,400	4,500	5,900	47,100	2,540	5,600	78,040
11	**Total**		**162,366**	**54,199**	**155,796**	**104,705**	**63,170**	**111,784**	**652,020**
12									

1

2



4

Jan	Feb	Mar	Apr	May	Jun	Total
15,900	5,740	26,850	28,455	3,200	7,223	87,368
24,300	15,200	6,590	5,940	7,900	43,211	103,141
4,500	3,420	32,700	2,540	4,300	2,050	49,510
9,766	3,400	4,556	15,200	6,590	47,100	86,612
84,500	15,400	70,300	3,420	32,700	2,300	208,620
11,000	6,539	8,900	2,050	5,940	4,300	38,729
12,400	4,500	5,900	47,100	2,540	5,600	78,040
162,366	**54,199**	**155,796**	**104,705**	**63,170**	**111,784**	**652,020**

For Your Reference…

Using ***data bars*** to highlight values:

1. Select the range
2. Click on the ***Conditional Formatting*** tool and select ***Data Bars*** > ***[colour option]***

Handy to Know…

- To change to a different ***Data Bar*** colour, run the ***Conditional Formatting*** command again, however ensure that the range selected is exactly as it was when originally created.

WORKING WITH COLOUR SCALES

Colour scales are a part of conditional formatting. Instead of only part of a cell being coloured, with ***Colour Scales*** the entire cell is shaded a colour. The colours throughout the selection however adopt a different hue and intensity dependent upon the value in the cell relative to the overall selection total. When applied, graduated colouring appears across the range.

Try This Yourself:

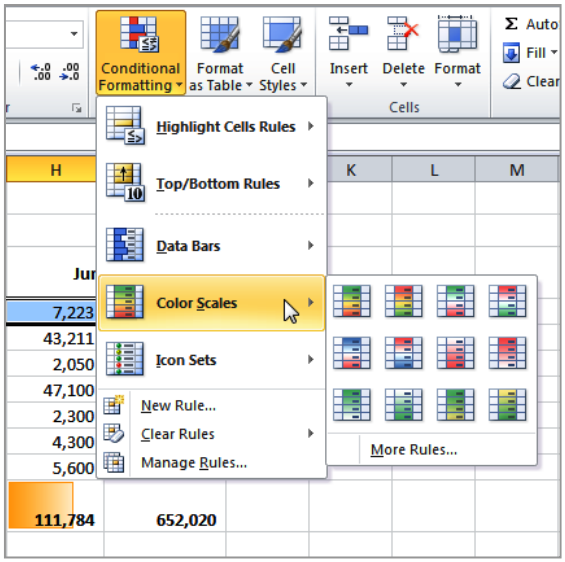
Same File *Continue using the previous file with this exercise, or open the file E821 Conditional Formatting_7.xlsx...*

1. Select the range ***C4:H4*** – the vehicle monthly sales for the ***3 Series BMW*** vehicles
2. Click on the ***Conditional Formatting*** tool, then move the mouse pointer over ***Colour Scales*** to see the options available
3. Move the mouse pointer across the colours and notice how coloured shading appears across the selected range
4. Click on ***Green-Yellow-Red Colour Scale***
5. Select the range ***C7:H8*** – the vehicle monthly sales for the ***X Series*** BMW
6. Click on the ***Conditional Formatting*** tool, click on ***Colour Scales***, then click on ***Green-Yellow-Red Colour Scale*** to apply the shading
7. Click on ***A1*** to deselect the range and get a better view of the colouring

Make	Model	Jan	Feb	Mar	Apr	May	Jun	Total
BMW	3 Series	15,900	5,740	26,850	28,455	3,200	7,223	87,368
	5 Series	24,300	15,200	6,590	5,940	7,900	43,211	103,141
	7 Series	4,500	3,420	32,700	2,540	4,300	2,050	49,510
	X3	9,766	3,400	4,556	15,200	6,590	47,100	86,612
	X5	84,500	15,400	70,300	3,420	32,700	2,300	208,620
	Z3	11,000	6,539	8,900	2,050	5,940	4,300	38,729
	Z4	12,400	4,500	5,900	47,100	2,540	5,600	78,040
Total		162,366	54,199	155,796	104,705	63,170	111,784	652,020

1

2



Make	Model	Jan	Feb	Mar	Apr	May	Jun	Total
BMW	3 Series	15,900	5,740	26,850	28,455	3,200	7,223	87,368
	5 Series	24,300	15,200	6,590	5,940	7,900	43,211	103,141
	7 Series	4,500	3,420	32,700	2,540	4,300	2,050	49,510
	X3	9,766	3,400	4,556	15,200	6,590	47,100	86,612
	X5	84,500	15,400	70,300	3,420	32,700	2,300	208,620
	Z3	11,000	6,539	8,900	2,050	5,940	4,300	38,729
	Z4	12,400	4,500	5,900	47,100	2,540	5,600	78,040
Total		162,366	54,199	155,796	104,705	63,170	111,784	652,020

7

For Your Reference…

Using ***colour scales*** to highlight values:

1. Select the range
2. Click on the ***Conditional Formatting*** tool and select ***Colour Scales*** > ***[colour option]***

Handy to Know…

- With a 3 colour option Excel divides the values according to the number of cells in the range and then applies a scale of hues. The first colour (***Green*** above) is applied to the highest value, while the last colour (***Red*** above) is applied to the lowest.

WORKING WITH ICON SETS

Using colours to conditionally format ranges in a worksheet is fine providing that your readers are capable of interpreting and indeed even seeing colours. In lieu of colouring a conditionally formatted range you can apply ***icons*** to the range. With ***Icons*** a symbol is placed next to a cell to indicate the position of that value relative to the range total.

Try This Yourself:

Same File

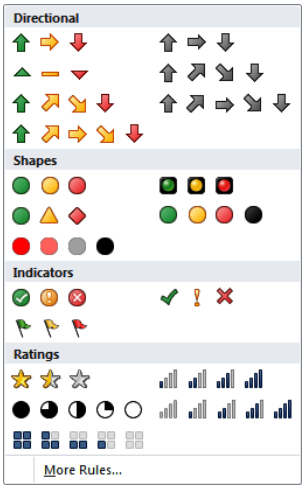
Continue using the previous file with this exercise, or open the file E821 Conditional Formatting_8.xlsx...

1. Select the range ***I4:I10*** – the total vehicle monthly sales for ***BMW*** vehicles
2. Click on the ***Conditional Formatting*** tool, then click on ***Icon Sets*** to see the sets available
3. Move the mouse pointer across the icons and notice how the icons appear in the selected range
4. Click on the ***3 Symbols (Uncircled)*** option, in ***Indicators***
5. Click on ***A1*** to see the effect more clearly

Model	Jan	Feb	Mar	Apr	May	Jun	Total
3 Series	15,900	5,740	26,850	28,455	3,200	7,223	87,368
5 Series	24,300	15,200	6,590	5,940	7,900	43,211	103,141
7 Series	4,500	3,420	32,700	2,540	4,300	2,050	49,510
X3	9,766	3,400	4,556	15,200	6,590	47,100	86,612
X5	84,500	15,400	70,300	3,420	32,700	2,300	208,620
Z3	11,000	6,539	8,900	2,050	5,940	4,300	38,729
Z4	12,400	4,500	5,900	47,100	2,540	5,600	78,040
	162,366	54,199	155,796	104,705	63,170	111,784	652,020

1

2



5

Apr	May	Jun	Total
28,455	3,200	7,223 ✗	87,368
5,940	7,900	43,211 !	103,141
2,540	4,300	2,050 ✗	49,510
15,200	6,590	47,100 ✗	86,612
3,420	32,700	2,300 ✓	208,620
2,050	5,940	4,300 ✗	38,729
47,100	2,540	5,600 ✗	78,040
104,705	63,170	111,784	652,020

For Your Reference…

Using ***icon sets*** to highlight values:

1. Select the range
2. Click on the ***Conditional Formatting*** tool and select ***Icon Sets*** > ***[icon set]***

Handy to Know…

- Using the ***3 Symbols (Uncircled)*** conditional formatting option, there are 3 icons which are applied according to the rule of ***thirds*** in the range. Values that fall within the top third receive the tick icon, values in the second third receive the exclamation mark, and the values in the last third receive the cross.

UNDERSTANDING SPARKLINES

What do you get when you cross charts with cell formatting? ***Sparklines***! ***Sparklines*** are a new feature in ***Excel 2010***. They are like mini-charts that are actually placed into a single cell and can be used to represent trends and patterns in the data in a worksheet. They are accessed from the ***Insert*** tab of the ***Ribbon***.

What Are Sparklines?

Sparklines are simply mini-charts embedded into a single cell.

	A	B	C	D	E	F	G	H
1	**Quarterly Used Vehicle Sales**							
2								
3	**Make**	**Model**	**Jan**	**Feb**	**Mar**	**Total**		
4	**BMW**	*3 Series*	15,900	5,740	26,850	**48,490**		
5		*5 Series*	24,300	15,200	6,590	**46,090**		
6		*7 Series*	4,500	- 2,900	32,700	**34,300**		
7		*X3*	9,766	3,400	4,556	**17,722**		
8		*X5*	84,500	15,400	70,300	**170,200**		
9		*Z3*	11,000	6,539	8,900	**26,439**		
10		*Z4*	12,400	4,500	5,900	**22,800**		
11								

Line *Sparkline*

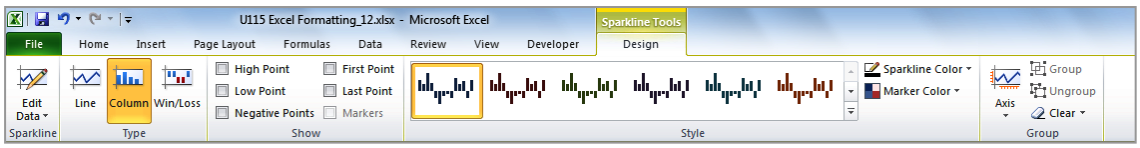
Column *Sparkline*

Win/Loss *Sparkline*

Each of the ***Sparklines*** above charts the figures for the *Jan*, *Feb*, and *Mar* columns to their left. For example, the ***Sparkline*** in cell ***G4*** charts the figures in the range ***C4:E4***.

There are three different types of ***Sparklines*** available in ***Excel 2010***, *Line*, *Column*, and *Win/Loss*. Each of these are shown above. The ***Line Sparkline*** displays as a line. The dots in the example above appear because the ***Sparklines*** have been asked to display the highest and lowest values. A ***Column Sparkline*** displays as vertical bars. The ***Win/Loss Sparkline*** displays positive values in one colour above an imaginary line and negative values in another colour below that imaginary line.

While ***Sparklines*** are never going to be as versatile as charts there are still a lot of formatting options that you have at your disposal when working with them. When a cell containing a ***Sparkline*** is selected a ***Design*** tab for ***Sparklines*** will appear in the ***Ribbon*** as shown.



The ***Design*** tab for ***Sparklines*** allows you to change the type of ***Sparkline*** in a cell, to change formatting options for it such as style and colouring, and to show various high point, low points and the like. There is also a command here to clear ***Sparklines*** from the cell.

CREATING SPARKLINES

Sparklines are created from the ***Insert*** tab on the ***Ribbon***. You have the choice of creating a ***Line***, ***Column*** or ***Win/Loss Sparkline*** from the Insert tab. While it is good to get it right at this stage you do have the option of changing the type of ***Sparkline*** after it is created. Like other forms of charting you will need to select the data series before creating the ***Sparkline***.

Try This Yourself:

Open File — *Before starting this exercise you MUST open the file E821 Sparklines_1.xlsx...*

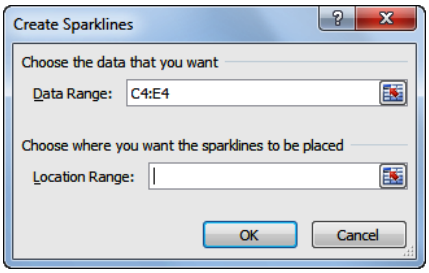
1. Select the range ***C4*** to ***E4***
2. Click on the ***Insert*** tab of the ***Ribbon*** and click on ***Column*** in the ***Sparklines*** group to display the ***Create Sparklines*** dialog box

   The box shows the data range but requires a location for the Sparkline…
3. Click in cell ***G4*** in the worksheet, then click on **[OK]** to create the ***Sparkline***
4. Select the range ***C5*** to ***E5***
5. Click on ***Line*** in the ***Sparklines*** group to display the ***Create Sparklines*** dialog box
6. Click in cell ***G4*** in the worksheet, then click on **[OK]**
7. Repeat the above steps and create a ***Win/Loss Sparkline*** in ***G6*** for the range ***C6*** to ***E6***.

1

	A	B	C	D	E	F	G
1	**Quarterly Used Vehicle Sales**						
2							
3	**Make**	**Model**	**Jan**	**Feb**	**Mar**	**Total**	
4	**BMW**	*3 Series*	15,900	5,740	26,850	**48,490**	
5		*5 Series*	24,300	15,200	6,590	**46,090**	

2



3

	A	B	C	D	E	F	G
1	**Quarterly Used Vehicle Sales**						
2							
3	**Make**	**Model**	**Jan**	**Feb**	**Mar**	**Total**	
4	**BMW**	*3 Series*	15,900	5,740	26,850	**48,490**	
5		*5 Series*	24,300	15,200	6,590	**46,090**	

7

	A	B	C	D	E	F	G
1	**Quarterly Used Vehicle Sales**						
2							
3	**Make**	**Model**	**Jan**	**Feb**	**Mar**	**Total**	
4	**BMW**	*3 Series*	15,900	5,740	26,850	**48,490**	
5		*5 Series*	24,300	15,200	6,590	**46,090**	
6		*7 Series*	4,500	- 2,900	32,700	**34,300**	
7		*X3*	9,766	3,400	4,556	**17,722**	

For Your Reference…

To create a ***Sparkline***:

1. Select the range for the data series
2. Click on the ***Insert*** tab and click on a ***Sparkline*** type in the ***Sparklines*** group
3. Click in the location cell and click on **[OK]**

Handy to Know…

- In our worksheet example we have increased the row height for rows where ***Sparklines*** will be inserted. This helps us to better spot the up and down trends in ***Sparklines***. Unfortunately it makes the worksheet data look a bit odd.

EDITING SPARKLINES

Sparklines in ***Excel 2010*** are both easy to create and easy to edit. When a cell containing a Sparkline is selected a ***Design*** tab for ***Sparklines*** will appear on the ***Ribbon***. The ***Design*** tab allows you to change the type of ***Sparkline*** in the cell, its formatting and colouring, and to specify things such as high and low points. You can also fill ***Sparklines*** to adjacent cells.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E821 Sparklines_2.xlsx...

1. Click in cell ***G4*** and click on the ***Design*** tab that has appeared on the ***Ribbon***
2. Click on ***Sparkline Colour*** to see a palette of colours and click on ***Olive Green*** to change the ***Sparkline*** colours
3. Click on ***High Point*** to tick it and display the highest value in the ***Sparkline*** in a different colour
4. Click on ***Low Point*** to colour the lowest point differently
5. Click on ***Line*** to change the ***Sparkline*** type from a *column* to a *line*
6. Click on cell ***G5*** which has the second ***Sparkline*** and click on Clear on the ***Design*** tab to remove it
7. Click on cell ***G6*** which contains a ***Win/Loss Sparkline*** and drag the fill handle down to ***G10*** to create more ***Sparklines***

4

	A	B	C	D	E	F	G
1	Quarterly Used Vehicle Sales						
2							
3	Make	Model	Jan	Feb	Mar	Total	
4	BMW	3 Series	15,900	5,740	26,850	48,490	
5		5 Series	24,300	15,200	6,590	46,090	
6		7 Series	4,500	- 2,900	32,700	34,300	

6

	A	B	C	D	E	F	G	H
1	Quarterly Used Vehicle Sales							
2								
3	Make	Model	Jan	Feb	Mar	Total		
4	BMW	3 Series	15,900	5,740	26,850	48,490		
5		5 Series	24,300	15,200	6,590	46,090		
6		7 Series	4,500	- 2,900	32,700	34,300		

7

	A	B	C	D	E	F	G	H
1	Quarterly Used Vehicle Sales							
2								
3	Make	Model	Jan	Feb	Mar	Total		
4	BMW	3 Series	15,900	5,740	26,850	48,490		
5		5 Series	24,300	15,200	6,590	46,090		
6		7 Series	4,500	- 2,900	32,700	34,300		
7		X3	9,766	3,400	4,556	17,722		
8		X5	84,500	15,400	70,300	170,200		
9		Z3	11,000	6,539	8,900	26,439		
10		Z4	12,400	4,500	5,900	22,800		
11								
12								

For Your Reference…

To edit a ***Sparkline***:

1. Click on the cell or range containing the ***Sparkline(s)***
2. Use the commands on the ***Design*** tab to make the appropriate changes

Handy to Know…

- You can actually edit multiple ***Sparklines*** by selecting the cells in which they are located as a range.
- You can place a ***Sparkline*** in a cell containing data – the data and the ***Sparkline*** will appear together (but it will look a bit crowded)

NOTES: