

Excel Module 4

Creating Charts

Microsoft Office 2016
Introductory



Student Learning Outcomes

- Create Sparklines
- Create Data Bars
- Charting with the Quick Analysis Tool
- Modifying Charts using the
 - Format Task Pane
 - Chart Tools > Design Tab and Format Tab

Sparklines

- A sparkline is a graphic that is displayed entirely within a worksheet cell.
- The goal of a sparkline is to convey information within a very small space.

Data Bars

- A data bar is a conditional format that adds a horizontal bar to the background of a cell containing a number.
- Data bars create compact graphs that can be easily integrated within a cell.