6. Random Useful Items

In this lesson, you will learn...

1. To insert sparklines into worksheets.

2. To customize sparklines by:

   A. Changing the type of sparkline.

   B. Highlighting key points.

   C. Changing colors.

   D. Changing the axis.

3. Preparing a workbook for internationalization and accessibility.

4. To import text files into Microsoft Excel.

5. To copy cells from a worksheet into Microsoft Word.

6. To copy and paste a chart into Microsoft Word.

Sparklines

Sparklines make it easy to visualize data in a worksheet. They are essentially miniature charts that appear in a cell representing data in the worksheet. (Sparklines are not available in Excel 2007.) Here are some examples:

1. Revenue from the local pizza joint:

	Annual	Monthly
Revenue		
Pizza	77,708	
Subs	38,317	
Wings	30,131	
Beverages	58,462	
Total Revenue		

2.   Daily stock prices:

	Sparklines	Mon	Tue	Wed	Thu	Fri
ABCD		$ 21.62	$ 19.76	$ 22.45	$ 22.22	$ 20.98
DCBA		$346.00	$351.01	$347.55	$339.99	$343.09
BBCC		$ 7.50	$ 7.77	$ 7.37	$ 8.00	$ 7.40
CCBD		$ 1.02	$ 0.77	$ 1.20	$ 0.86	$ 1.02
ARGH		$ 87.09	$ 81.09	$ 65.00	$ 57.02	$ 43.99

3.   The win-loss records for the last 10 games for four baseball teams:

	Wins	Losses	
Dodgers	8	2	
Yankees	3	7	
Red Sox	6	4	
Phillies	7	3	

Here are some things to know about sparklines:

1.   Unlike charts, which float above the grids in worksheets, sparklines live in a cell. To make a sparkline bigger or smaller, just make the cell bigger or smaller.

2.   Sparklines are great for spotting trends.

3.   Hidden cells don't show up on sparklines.

4.   You can autofill sparklines.

5.   Sparklines are just plain cool.

Inserting Sparklines

To insert a sparkline in a cell:

1.   Select the cell you want to insert a sparkline in.

2.   On the **Insert** tab, in the **Sparklines** group, depending on the type of sparkline you want to create, click either the **Line** , **Column** , or **Win/Loss** command. You can always change the type of sparkline later:
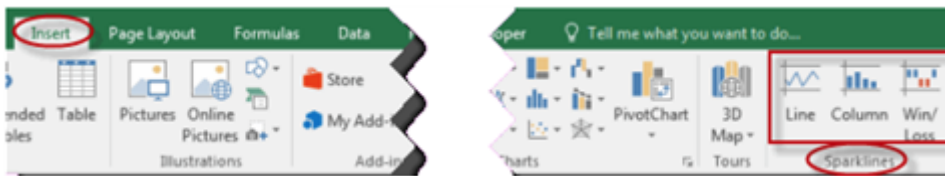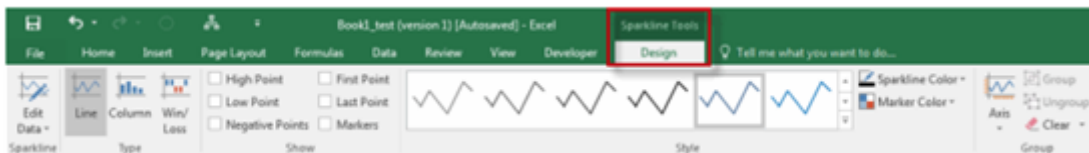
3.   In the **Create Sparklines** dialog box, enter the **Data Range** (the range of cells the sparkline will chart), the **Location Range** (if necessary), and click **OK** :
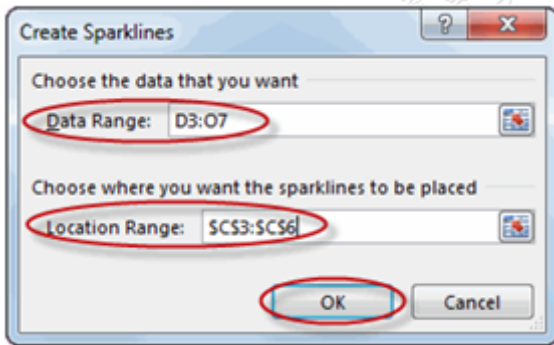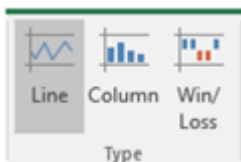

Customizing Sparklines

When you insert sparklines into a cell or select a cell that already has sparklines, the **Sparkline Tools Design** tab appears:
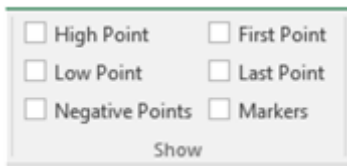

There are many ways to customize sparklines, including:

1.   **Change the type**. You can always change the type of the sparkline by selecting a different type in the **Type** group:
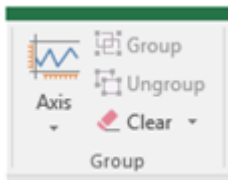

2.   **Highlight key points**. You can draw attention to key (high, low, first, last, negative) points by selecting them in the **Show** group:

3. **Colors**. You can change the color of the sparkline or of any of the key points using the **Sparkline Color** and **Marker Color** drop-down menus:
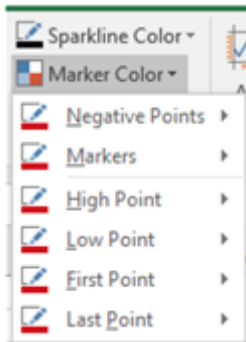
4. **Change the axis**. You can change the axis using the **Axis** drop-down menu:

> Watch and follow along as your instructor demonstrates some of the ways you can customize sparklines.

Exercise 14 Inserting and Customizing Sparklines

10 to 20 minutes

In this exercise, you will practice using sparklines by creating sparklines similar to the examples above.

1. Open <u>Sparklines.xlsx</u> from your <u>Excel2016.3/Exercises</u> folder.

2. On the sheet named Revenue, insert sparklines that look like the following:

	Annual	Monthly
Revenue		
Pizza	77,708	▁▁▂▁▅▆▆▇▇▁▁
Subs	38,317	▆▂▁▂▁▁▅▅▇▇▆
Wings	30,131	▆▆▁▁▁▁▁▁▁▅▆
Beverages	58,462	▆▂▁▂▁▅▇▇▇▆▂
Total Revenue		

A. Note that:

  i. The **Vertical Axis Minimum Value Option** has a **Custom Value** of zero (0).

  ii. The **High Point** is highlighted in a different color.

3. On the sheet named "Stocks", insert sparklines that look like the following:

Sparklines	Mon	Tue	Wed	Thu	Fri
ABCD	$ 21.62	$ 19.76	$ 22.45	$ 22.22	$ 20.98
DCBA	$346.00	$351.01	$347.55	$339.99	$343.09
BBCC	$ 7.50	$ 7.77	$ 7.37	$ 8.00	$ 7.40
CCBD	$ 1.02	$ 0.77	$ 1.20	$ 0.86	$ 1.02
ARGH	$ 87.09	$ 81.09	$ 65.00	$ 57.02	$ 43.99

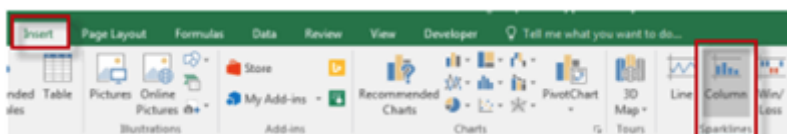4. On the sheet named "WinLoss", insert sparklines that look like the following:

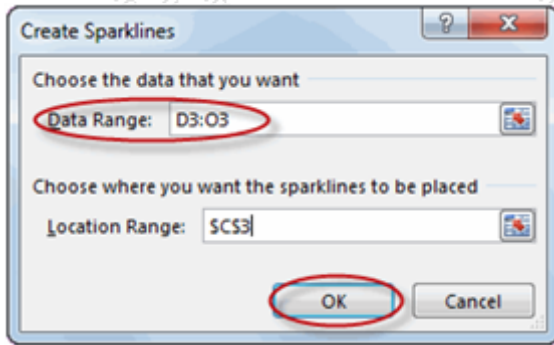|	Wins	Losses	
Dodgers	8	2	
Yankees	3	7	
Red Sox	6	4	
Phillies	7	3	

Exercise Solution

1. To insert column sparklines on the sheet named Revenue:
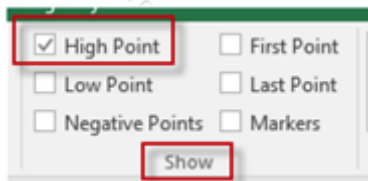
  A. Select cell **C3**.

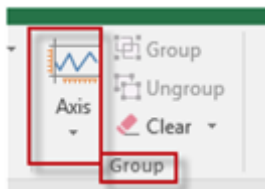 B. On the **Insert** tab, in the **Sparklines** group, click the **Column** command:

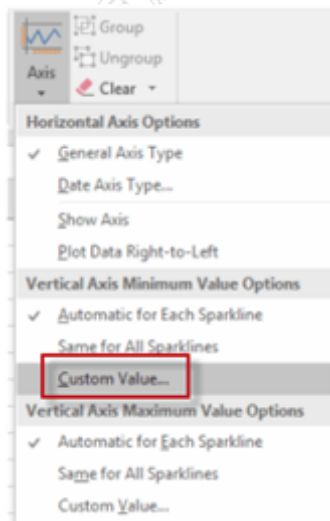C. In the **Create Sparklines** dialog box, enter **D3:O3** in the **Data Range** and then click **OK** :

D. On the **Sparkline Tools Design** tab, in the **Show** group, click the **High Point** command:

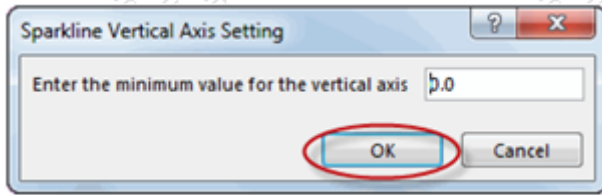E. On the **Sparkline Tools Design** tab, in the **Group** group, click the **Axis** command:

F. Under **Vertical Axis Minimum Value Options** , click **Custom Value** :

G.

In the **Sparkline Vertical Axis Setting** dialog box, accept the default value of "0.0" and click **OK** :
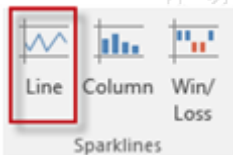

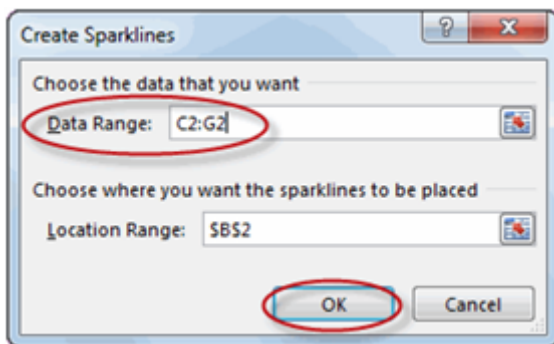
H.   Copy cell **C3** to cells **C4:C6**.

2.   To insert line sparklines on the sheet named Stocks:

A.   Select cell **B2**.

B.   On the **Insert** tab, in the **Sparklines** group, click the **Line** command:

C.   In the **Create Sparklines** dialog box, enter **C2:G2** in the **Data Range** and then click **OK** :
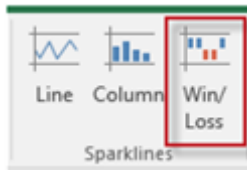
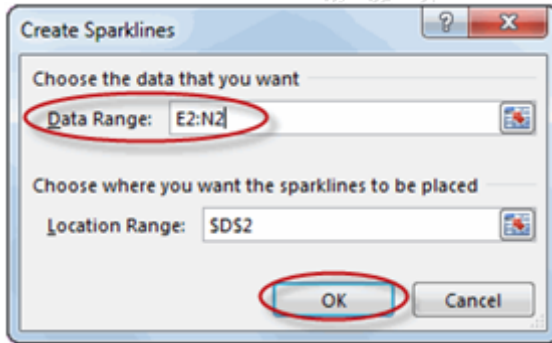

D.   Copy cell **B2** to cells **B3:B6**.

3.   To insert win/loss sparklines on the sheet named "WinLoss":

A.   Select cell **D2**.

B.   On the **Insert** tab, in the **Sparklines** group, click the **Win/Loss** command:

C.   In the **Create Sparklines** dialog box, enter **E2:N2** in the **Data Range** and then click **OK** :

D.   Copy cell **D2** to cells **D3:D5**.

Preparing a Workbook for Internationalization and Accessibility

You may need your workbook to be able to be available to an international audience or an audience of disabled users, and if so you may need to make certain adaptations to it.
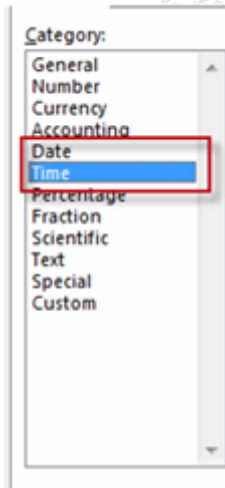
Display Data in Multiple International Formats

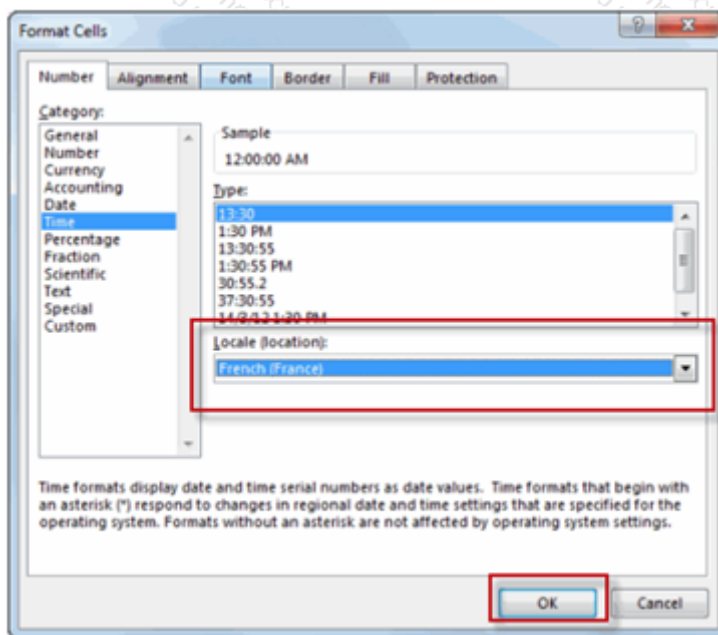To display data in multiple international formats:

1.   From the **Home** tab, select **Format** in the **Cells** group, and then select **Format Cells** .
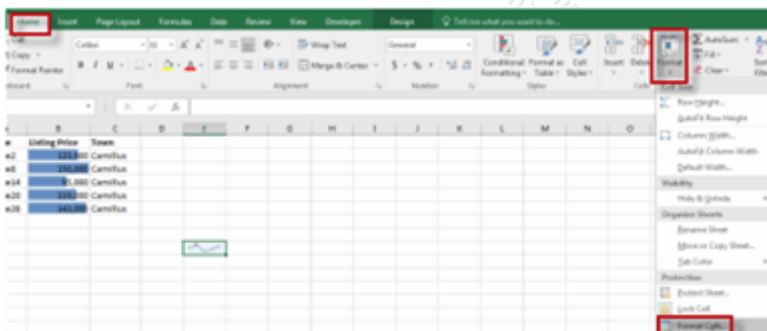
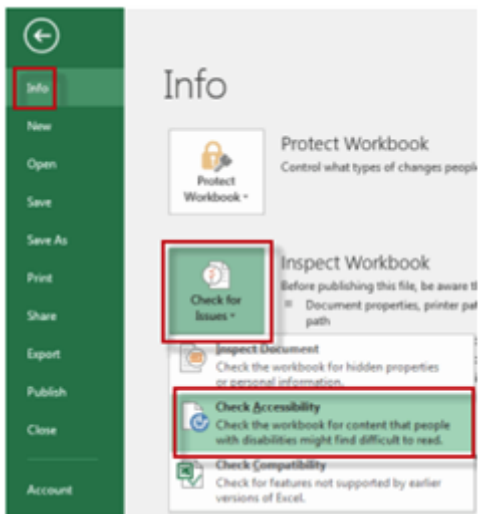2.   Select **Date** or **Time** from the **Category** list.

3.   From the **Locale** drop-down list, select a location and click **OK** .

Modify Worksheets for Use with Accessibility Tools

To check and modify worksheets for accessibility:
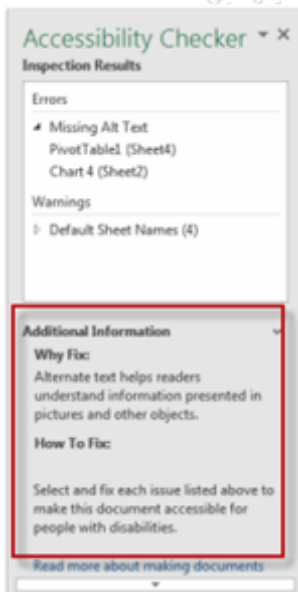
1.   Select the **File** menu tab, and from the **Info** section, select **Check for Issues** .

2.   From the drop-down list, select **Check Accessibility** .

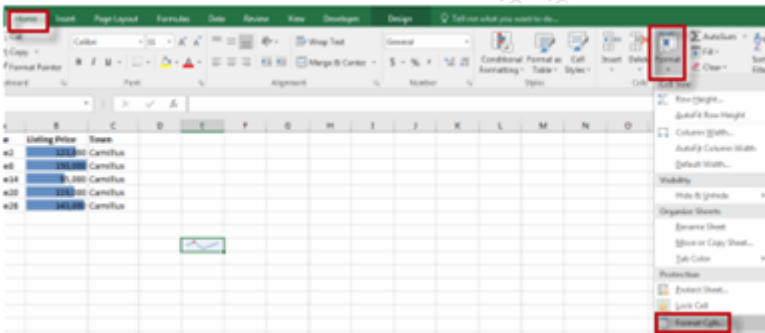3.   The **Accessibility Checker** pane will launch, with any issues listed.

4.   To correct an issue, select it and view information about how to fix it.
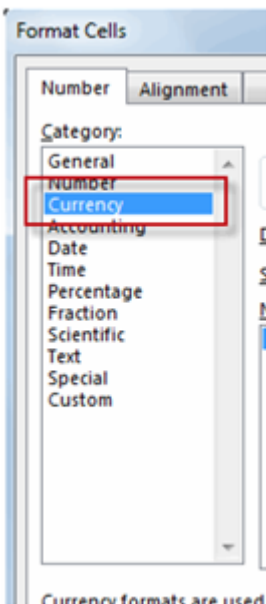
Use International Symbols

To use international symbols in a workbook:
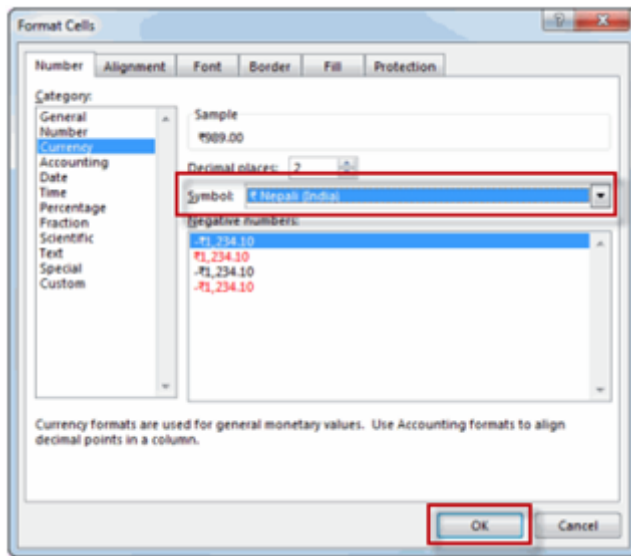
1.   From the **Home** tab, select **Format** in the **Cells** group, and then select **Format Cells** .

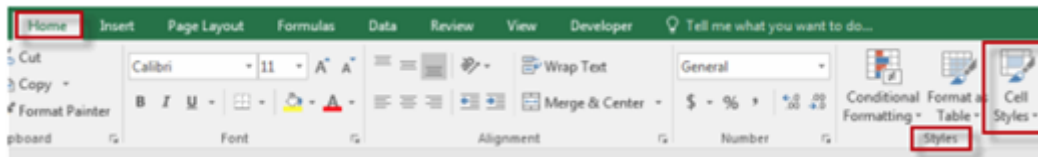2.   On the **Number** tab, select **Currency** .

3.   From the **Symbol** drop-down list, select a unit of currency and click **OK** .

Manage Multiple Options for +Body and +Heading Fonts

To manage multiple options for +Body and +Heading fonts:

1.   Select the **Home** tab of the Ribbon.

2.   In the **Styles** group, select **Cell Styles** .

3.   From the drop-down list, select a body or heading option.

Importing and Exporting Files

Importing Text Files

It is often necessary to import data from other applications. Data can be imported from other spreadsheet applications and from database applications, but most of the time when you need to import data into Excel, it will be from a text file. When you do need to import data from another application, it is usually easiest to first convert it from the other application to a text file and then import it into Excel as a text file.

The process of importing text files is very similar to the process of converting text to columns. To import a text file into Microsoft Excel:
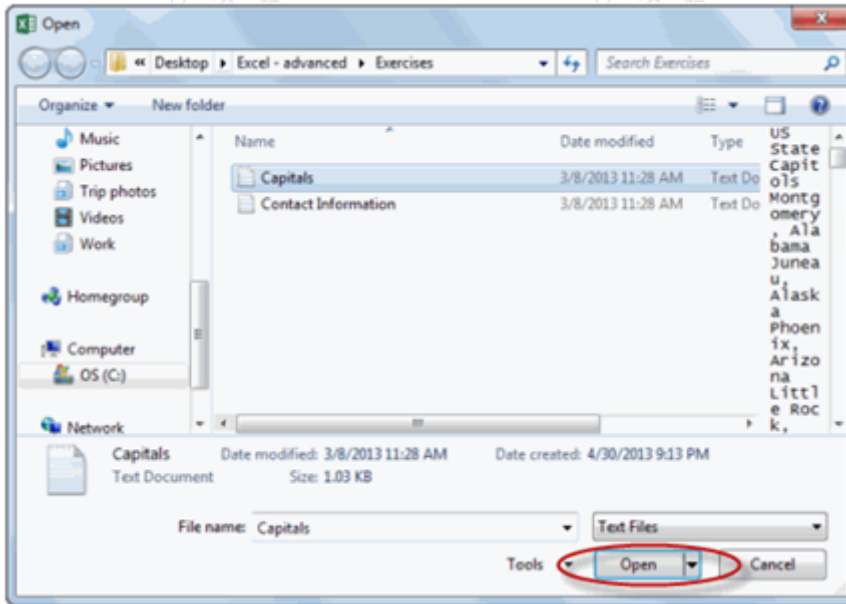
1.   From the **File** menu, select **Open** :
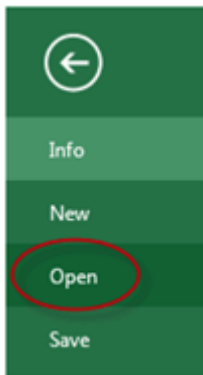

2.   Navigate to the location of the file and in the **Open** dialog box, in the file type drop-down box, select **Text Files** :
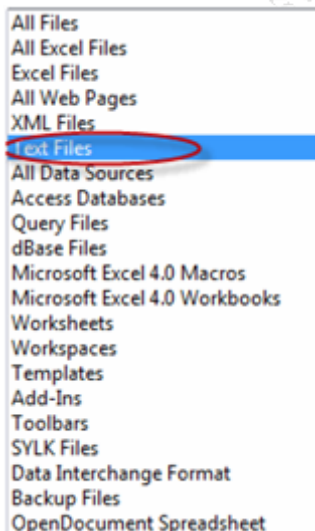
3.   Select the text file you want to import and click **Open** :

4.   In Step 1 of the **Text Import Wizard** , select either **Delimited** (if your data is separated by commas, tabs, or spaces) or **Fixed Width** (if your data contains a certain number of characters in each field). You will usually select **Delimited** in this step. Click **Next** :
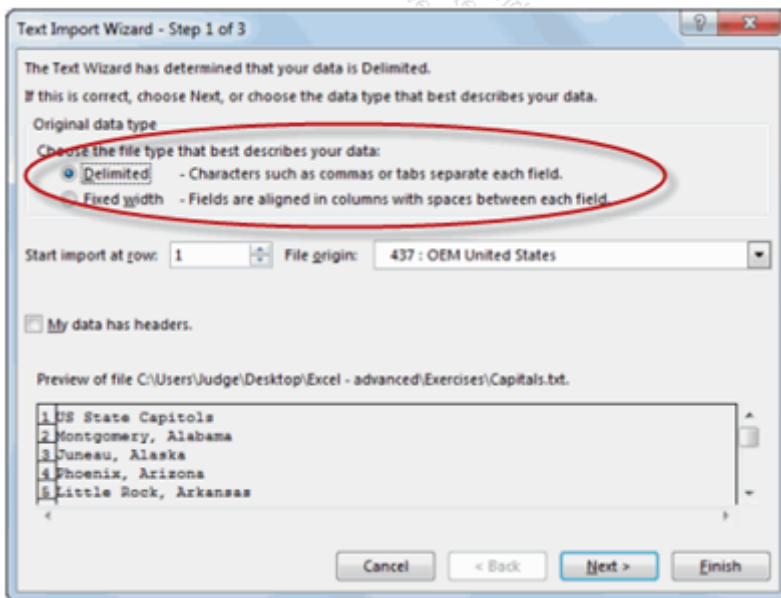
5.   In Step 2 of the **Text Import Wizard** , select the **Delimiters** (assuming you selected **Delimited** in the prior step). If you aren't sure what to select, you can select and deselect the options and see the results in the **Data preview** . After making your selection(s), click **Next** .
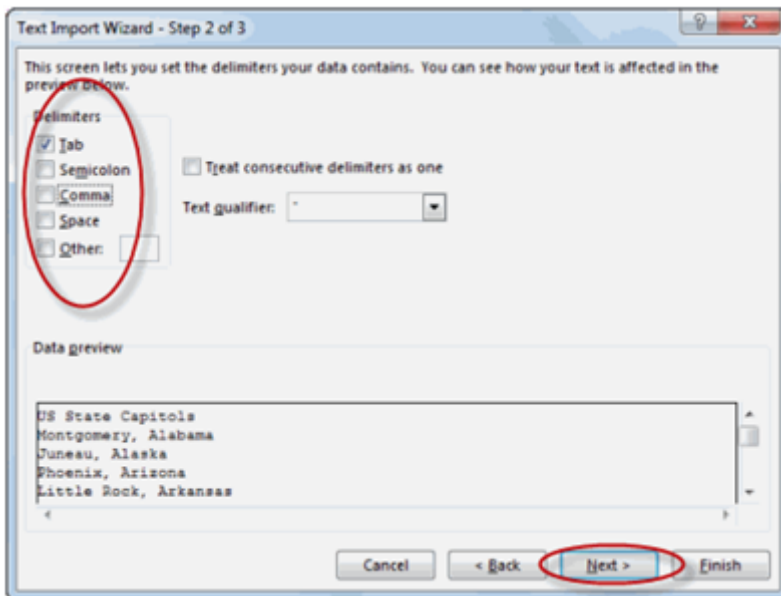
6.   In Step 3 of the **Text Import Wizard** , select the data format for each column or you can
        elect not to import a column. Simply select the column under **Data preview** and then
        select the **Column data format** above. When you are done, click **Finish** :
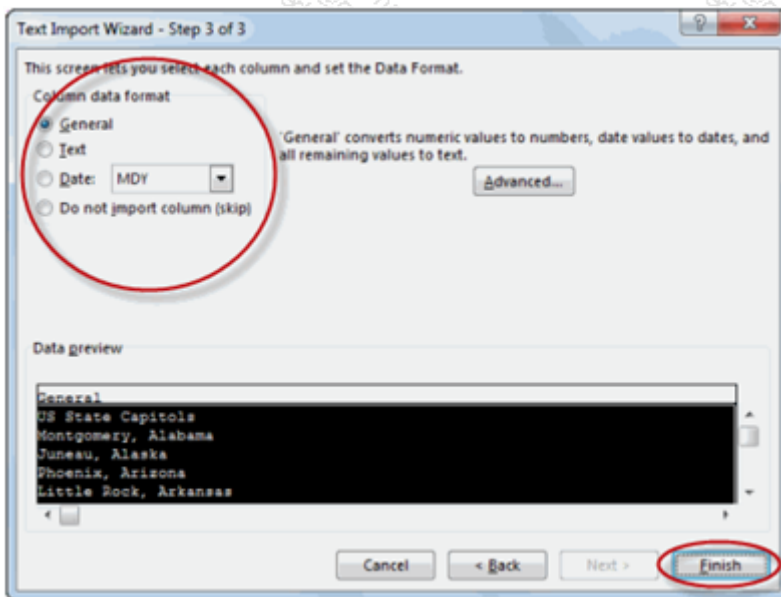
Exercise 15 Importing Text Files

5 to 15 minutes

In this exercise, you will practice importing text files into a Microsoft Excel workbook.

1.

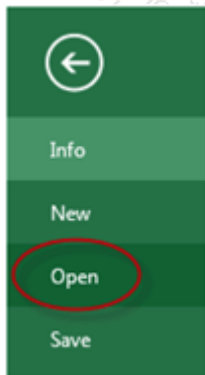Use Microsoft Excel to import <u>Contact Information.txt</u> from your <u>Ex cel2016.3/Exercises</u> folder.

2.   Use Microsoft Excel to import <u>Capitals.txt</u> from your <u>Excel2013.3/Exercises</u> folder.

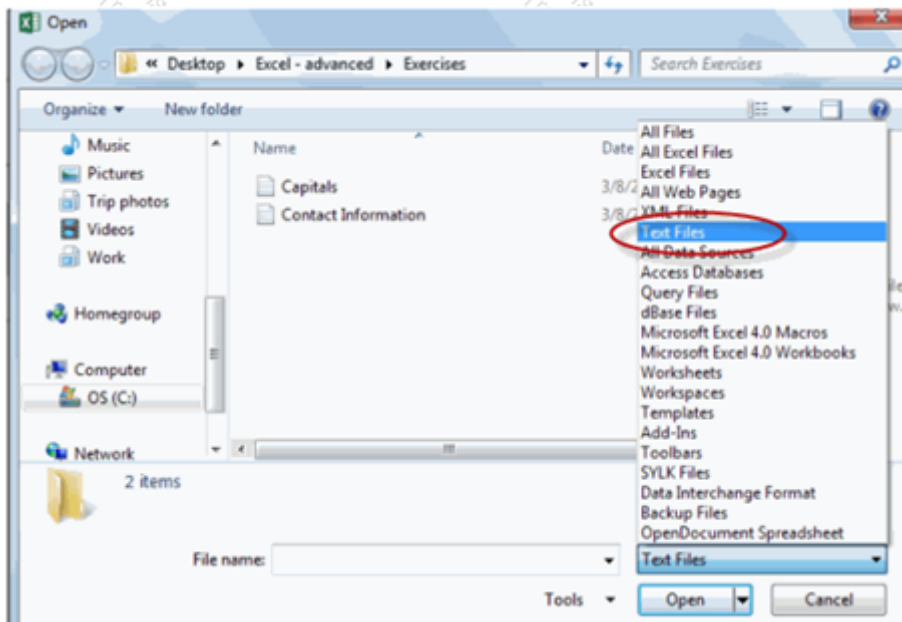## Exercise Solution

1.   To import <u>Contact Information.txt</u> from your <u>Excel2016.3/Exercises</u> folder:

A.   Open Microsoft Excel.

B.   From the **File** menu, select **Open** :

C.   In the **Open** dialog box, navigate to your <u>Excel2013.3/Exercises</u> folder and in the file type drop-down box, select **Text Files** :

D.   Select <u>Contact Information.txt</u> and click **Open** :

E.   In Step 1 of the **Text Import Wizard** , select **Delimited** and click **Next** :

F.   In Step 2 of the **Text Import Wizard** , select **Tab** and click **Next** :

G.　In Step 3 of the **Text Import Wizard** , click **Finish** :

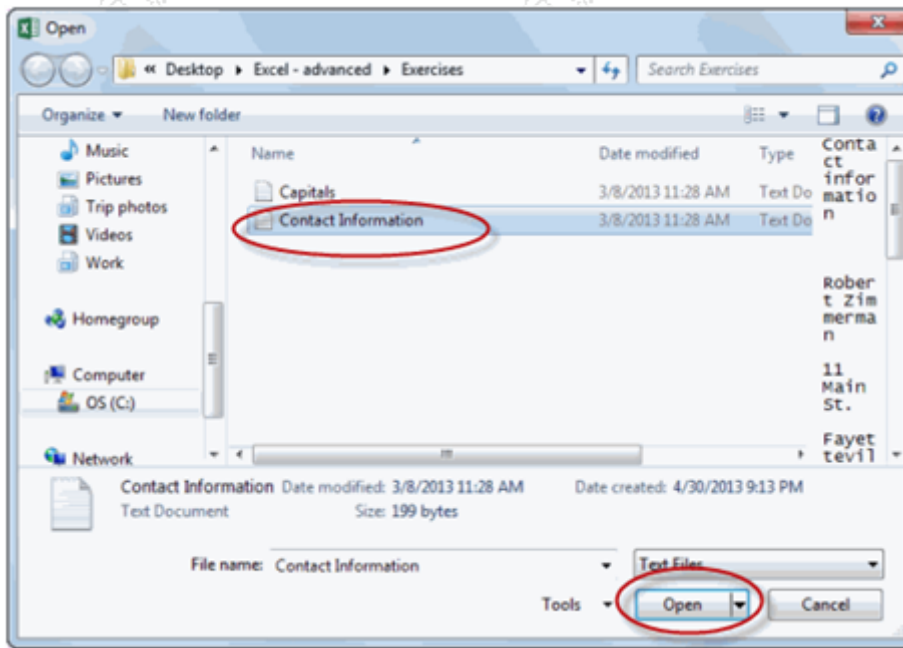2.　To import Capitals.txt from your Excel2016.3/Exercises folder:
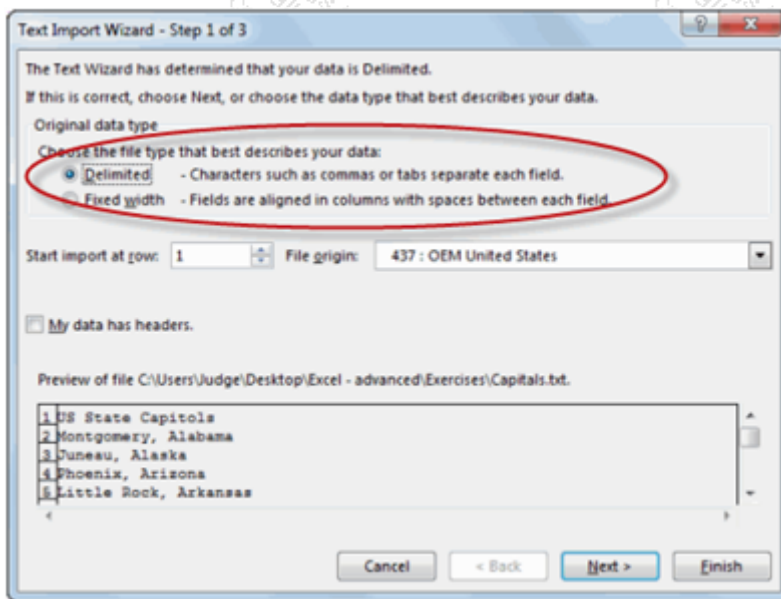
A.　From the **File** menu, select **Open** :

B.   In the **Open** dialog box, navigate to your <u>Excel2013.3/Exercises</u> folder and in the file type drop-down box, select **Text Files** (if it isn't already selected):
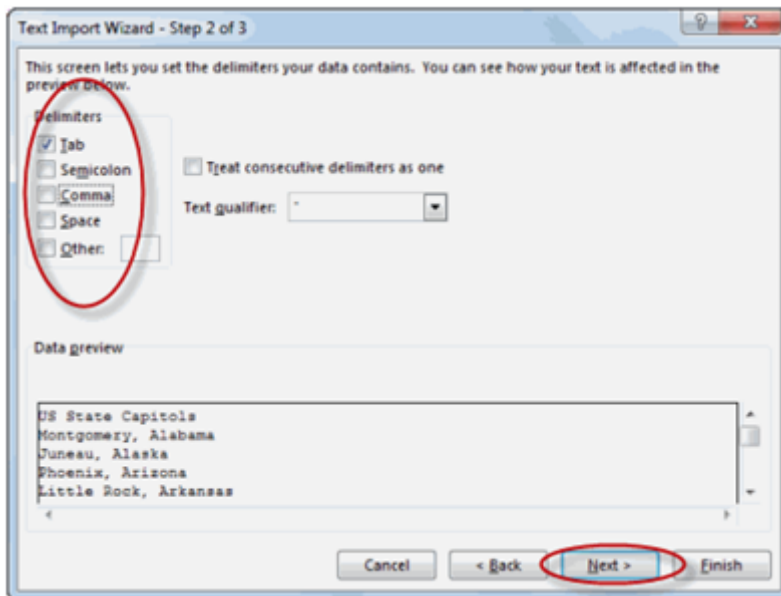

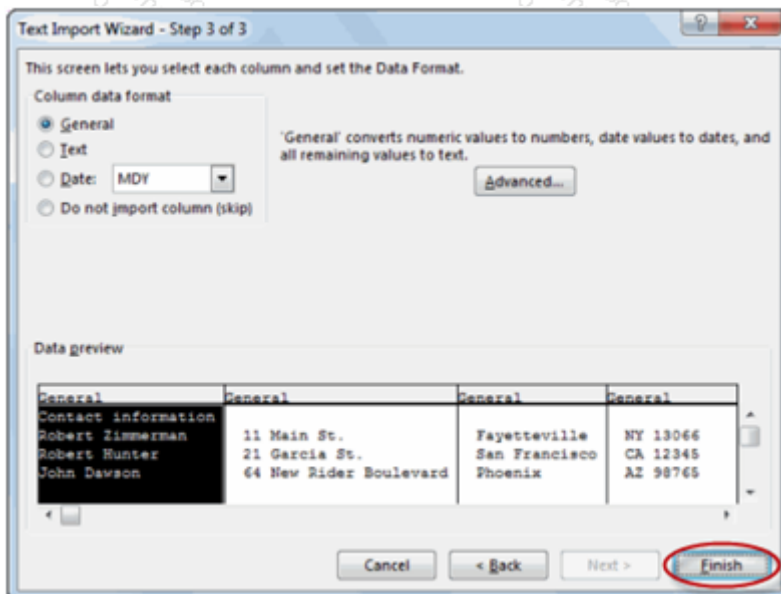C.   Select <u>Capitals.txt</u> and click **Open** :
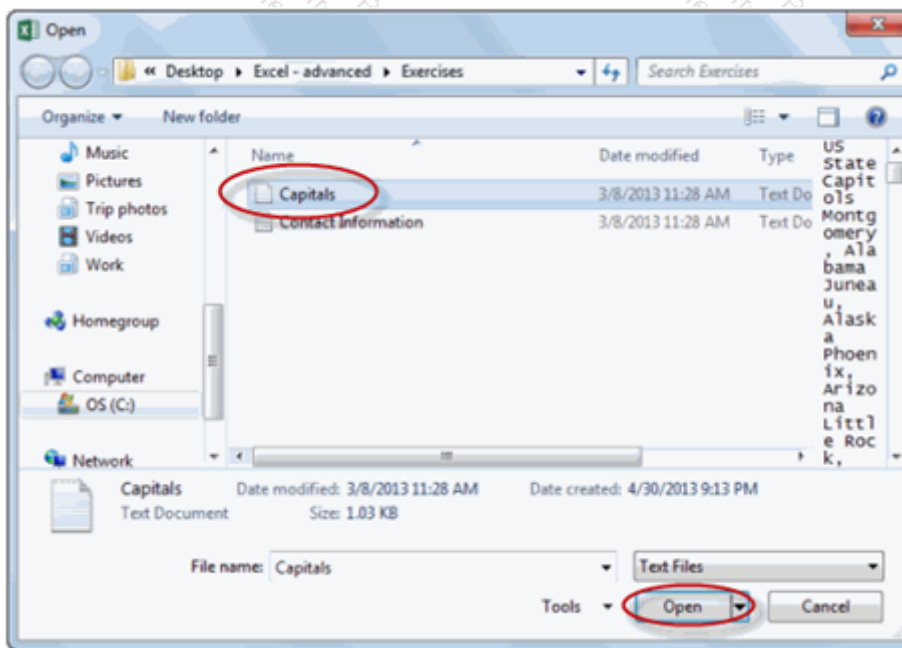
D.   In Step 1 of the **Text Import Wizard** , select **Delimited** and click **Next** :
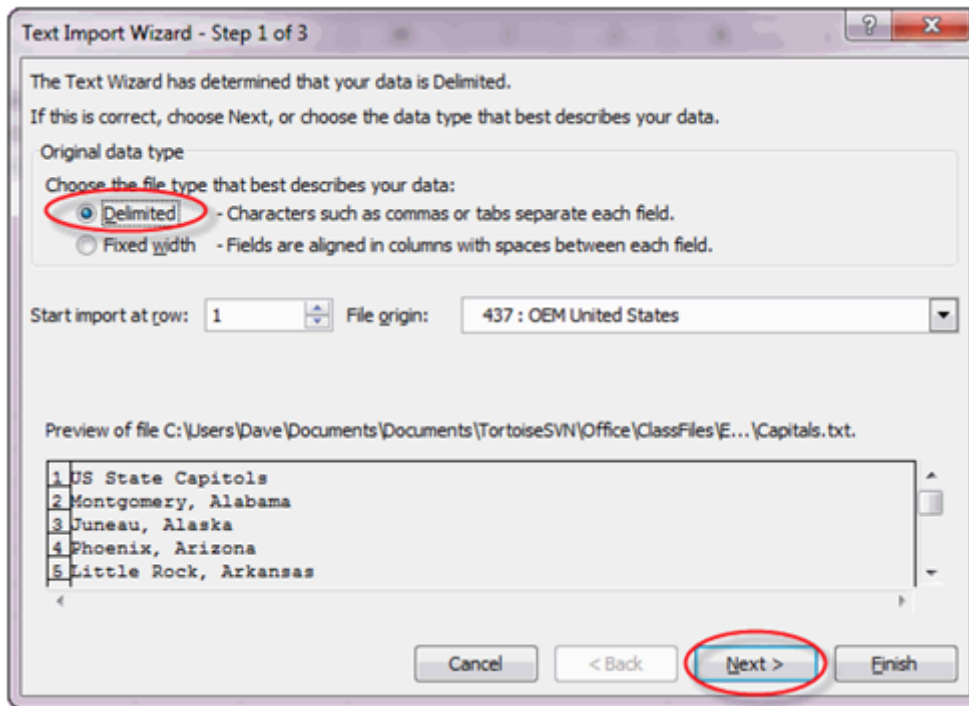
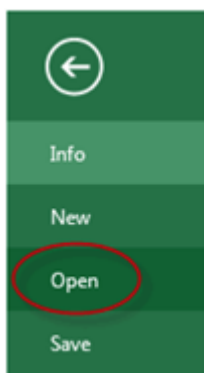E.   In Step 2 of the **Text Import Wizard** , select **Comma** and click **Next** :

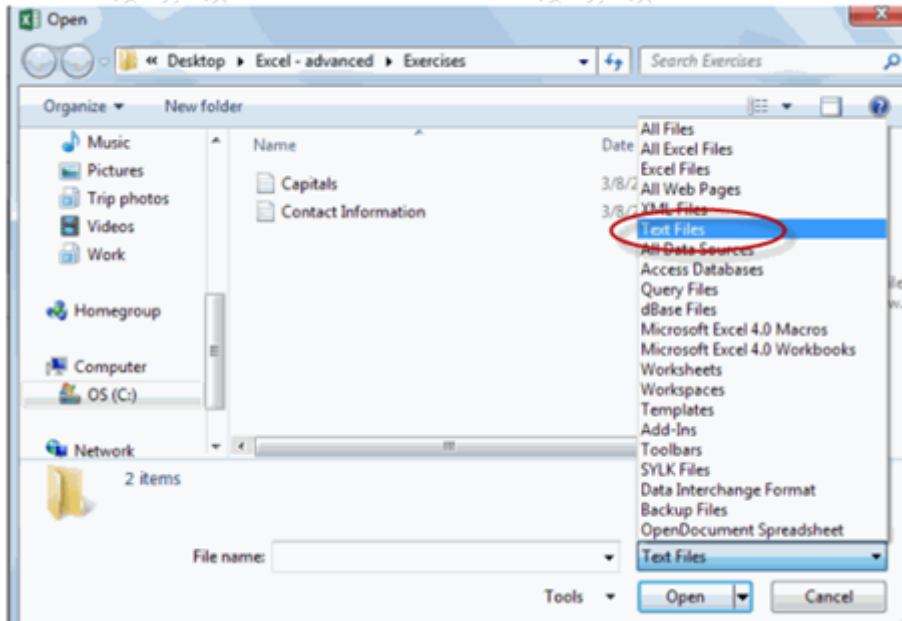F.   In Step 3 of the **Text Import Wizard** , click **Finish** :
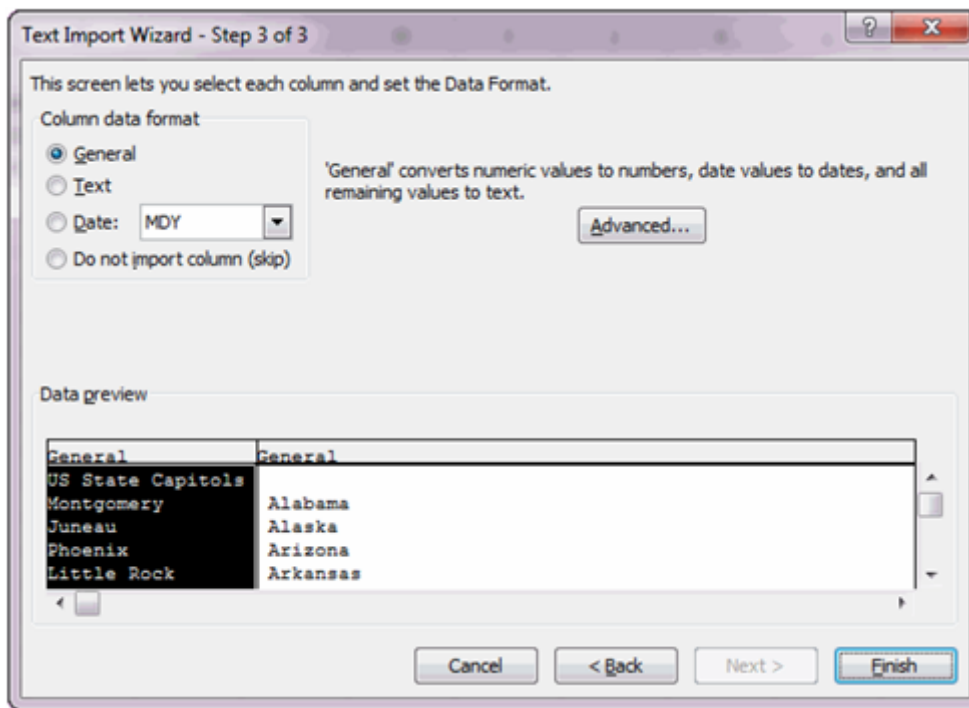
Exporting Worksheet Data to Microsoft Word

It is easy to copy and paste data from Microsoft Excel into Microsoft Word. When you do so, you can choose from a number of **Paste** options, including (these options vary slightly in Excel 2007 and 2010):

1. **Keep Source Formatting** . The data will be pasted as a Word table using the formatting applied in Microsoft Excel.

2. **Use Destination Styles** . The data will be pasted as a Word table using the formatting of the destination in which it is pasted.

3. **Link & Keep Source Formatting** . The data will be pasted as a Word table using the formatting applied in Microsoft Excel and the data will be linked to the Excel worksheet from which it was copied, meaning that updating the Excel worksheet will automatically update the Word table.
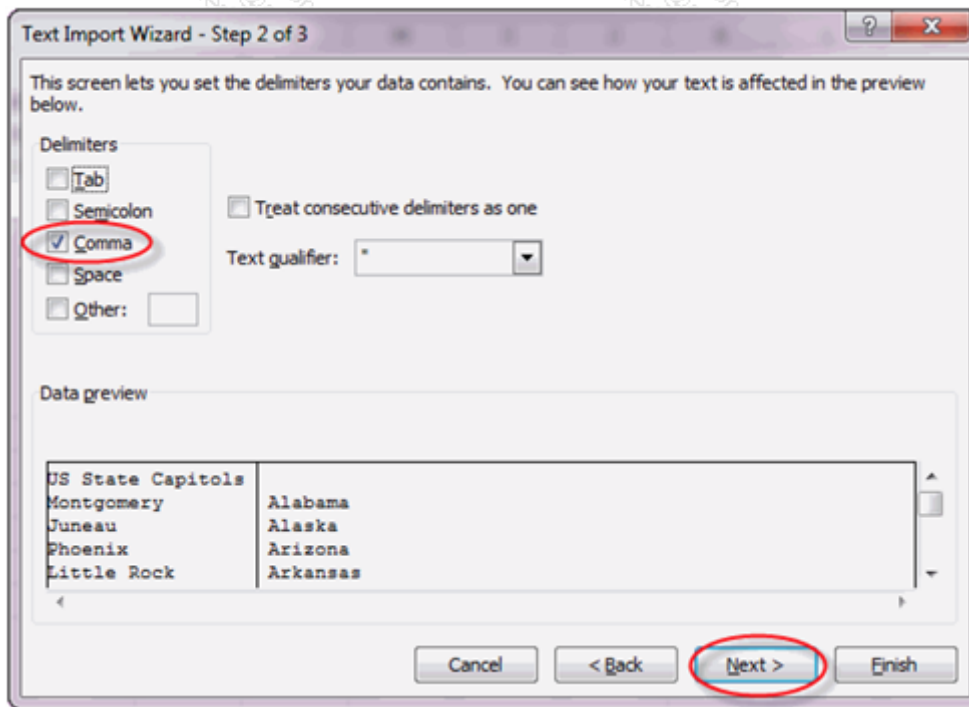
4. **Link & Use Destination Styles** . The data will be pasted as a Word table using the formatting of the destination in which it is pasted and the data will be linked to the Excel worksheet from which it was copied, meaning that updating the Excel worksheet will automatically update the Word table.

5.   **Picture** . The data will be pasted as a picture.

6.   **Keep Text Only** . The data will be pasted as text.

     To copy and paste data from Microsoft Excel into Microsoft Word:

1.   Select the data in Microsoft Excel.

2.   On the **Home** tab, in the **Clipboard** group, click the **Copy** command:

3.   In Microsoft Word, place your cursor where you want to paste the data.

4.   On the **Home** tab, in the **Clipboard** group, click the drop-down arrow below the **Paste** command:

5.   Select one of the **Paste Options** by clicking it:

Exercise 16 Copying Data from Excel to Word

5 to 10 minutes

In this exercise, you will copy data from Microsoft Excel to Microsoft Word.
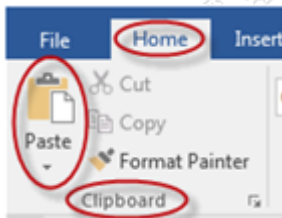
1.   Open <u>Copy to Word.xlsx</u> and <u>Pizza and Wings.docx</u> from your <u>Excel2016.3/Ex</u> <u>ercises</u>
      folder.

2.   In <u>Copy to Word.xlsx</u>, copy cells **A1:M7** and paste them into <u>Pizza and</u> <u>Wings.docx</u>
      between the two paragraphs such that the formatting is the same as in Excel and the data
      is linked to the Excel worksheet.

Exercise Solution

1.   Select cells **A1:M7** in <u>Copy to Word.xlsx</u>.

2.   On the **Home** tab, in the **Clipboard** group, click the **Copy** command:
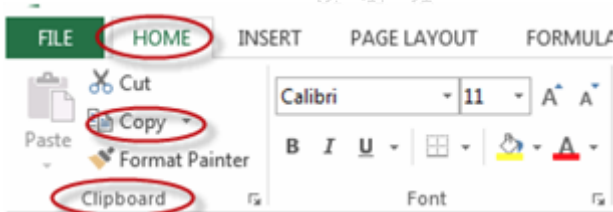
3.   In <u>Pizza and Wings.docx</u>, place your cursor between the two paragraphs.

4.   On the **Home** tab, in the **Clipboard** group, click the drop-down arrow below the **Paste**
      command:

5.   Click the **Link & Keep Source Formatting** icon:

6.   Note that when you change the numbers in <u>Copy to Word.xlsx</u>, they change in <u>Pizza and Wings.docx</u> as well.

Exporting Excel Charts to Microsoft Word

When you copy and paste charts from Microsoft Excel to Microsoft Word, you can choose from a number of **Paste** options:

1.   **Use Destination Theme & Embed Workbook** . The chart will be pasted using the formatting of the destination in which it is pasted and the Excel workbook from which the chart was created will be embedded into Word so the chart can easily be updated later.

2.   **Keep Source Formatting & Embed Workbook** . The chart will be pasted with the same formatting applied in Microsoft Excel and the Excel workbook from which the chart was created will be embedded into Word so the chart can easily be updated later.

3.   **Use Destination Theme & Link Data** . The chart will be pasted using the formatting of the destination in which it is pasted and the chart will be linked to the Excel worksheet from which it was copied, meaning that updating the Excel worksheet will automatically update the chart in Word.

4.   **Keep Source Formatting & Link Data** . The chart will be pasted with the same formatting applied in Microsoft Excel and the chart will be linked to the Excel worksheet from which it was copied, meaning that updating the Excel worksheet will automatically update the chart in Word.

5.   **Picture** . The chart will be pasted as a picture.

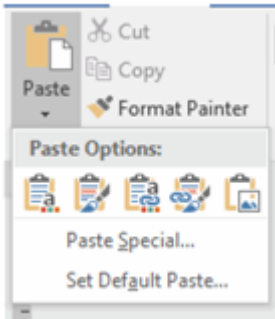   To copy and paste charts from Microsoft Excel into Microsoft Word:

1. Select the chart in Microsoft Excel.

2. On the **Home** tab, in the **Clipboard** group, click the **Copy** command:
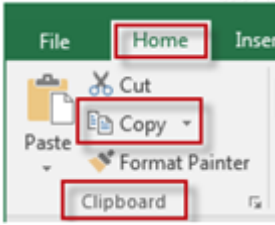
3. In Microsoft Word, place your cursor where you want to paste the chart.

4. On the **Home** tab, in the **Clipboard** group, click the drop-down arrow below the **Paste** command:
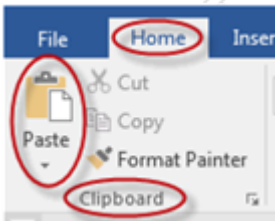
5. Select one of the **Paste Options** by clicking it:

Exercise 17 Copying Charts from Excel to Word

*5 to 10 minutes*

In this exercise, you will copy a chart from Microsoft Excel to Microsoft Word.

1. If they aren't already open, open <u>Copy to Word.xlsx</u> and <u>Pizza and Wings.docx</u> from your <u>Excel2016.3/Exercises</u> folder.

2.   In <u>Copy to Word.xlsx</u>, copy the chart and paste it as a picture into <u>Pizza and</u> <u>Wings.docx</u> below the second paragraph.
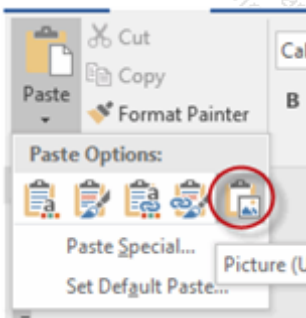
Exercise Solution

1.   Select the chart in <u>Copy to Word.xlsx</u>.

2.   On the **Home** tab, in the **Clipboard** group, click the **Copy** command:
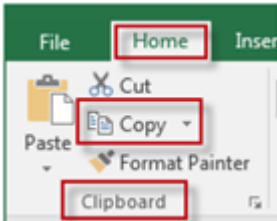
3.   In <u>Pizza and Wings.docx</u>, place your cursor below the second paragraph.

4.   On the **Home** tab, in the **Clipboard** group, click the drop-down arrow below the **Paste** command:
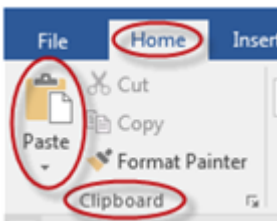
5.   Click the **Picture** icon:

Conclusion

In this lesson, you learned to insert sparklines into worksheets and to customize sparklines by changing the type, highlighting key points on the sparkline, changing the color of the sparkline and highlighted points, and changing the axis. You then learned how to prepare a workbook for internationalization and accessibility. You also learned to import text files into Microsoft Excel, to copy cells from a worksheet into Microsoft Word, and to copy and paste a chart into Microsoft Word.