

# ATOMIC LEARNING

## Practice Sets

### Excel 2010 - Intermediate

#### SECTION F – Working with Sparklines

### INSTRUCTIONS

Open an existing Excel 2010 workbook, and follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

### TUTORIAL TASKS AND QUESTIONS

#### Key # 83103 - Introducing Sparklines

**Task:** Use Sparklines for a quick preview of data without creating a complete chart.

**Question:** Which of the following statements about Sparklines is NOT true?

- A) Sparklines are not objects; they are tiny charts in the background of a cell.
- B) There is only one type of Sparkline.
- C) You do not need to create a chart to use Sparklines.
- D) You can use Sparklines to view trends or highlight minimum and maximum values in sets of data.

#### Key # 83104 - Creating Sparklines

**Task:** Add Sparklines to a worksheet.

**Question:** To add a set of Line Sparklines to a worksheet, which steps would you follow?

- A) Select the data range you would like represented, then in the Sparklines group on the Insert tab, click the Line command. Verify the data range, then click the red collapse arrow next to the Location Range box, select the cell range where you would like the Sparklines to appear, and click OK.
- B) Select the data range you would like represented, then in the Charts group on the Insert tab, click the Line command.
- C) With a chart selected, click the Line command in the Sparklines group on the Insert tab. Verify the data range, then click the red collapse arrow next to the Location Range box, select the cell range where you would like the Sparklines to appear.
- D) Select the data range you would like represented and use the Ctrl + L keyboard shortcut.

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### Key # 83112 - [Grouping and ungrouping Sparklines](#)

**Task:** Arrange Sparklines into different selection groups.

**Question:** Which of the following statements about Sparkline groups is true?

- A) When you first create a set of Sparklines, each individual Sparkline is its own group.
- B) Selecting a large group of Sparklines and clicking the Ungroup command always splits the group into smaller groups containing two Sparklines each.
- C) Using the Group and Ungroup commands, it is possible to create several smaller groups from a large group.
- D) To group several Sparklines, you only need to select one of them before clicking the Group command.

### Key # 83106 - [Editing the Sparkline data](#)

**Task:** Change the range of data included in the Sparklines as well as their location range.

**Question:** To change the data associated with a single Sparkline, which steps would you follow?

- A) Select a Sparkline cell, then press the Delete key.
- B) Select a Sparkline cell, then in the Sparkline group of the contextual Design tab, select the Edit Data command and choose Edit Group Location & Data from the menu. Make any changes to the data range and click OK.
- C) Select a Sparkline cell, then in the Type group of the contextual Design tab, click the Column command.
- D) Select a Sparkline cell, then in the Sparkline group of the contextual Design tab, select the Edit Data command and choose Edit Single Sparkline's Data from the menu. Make any changes to the data range and click OK.

### Key # 83105 - [Changing the Sparkline type](#)

**Task:** Change a Sparkline type to better represent a data set.

**Question:** In order to change the Sparkline type for an entire group of Sparklines, how many cells must be selected?

- A) Only one cell needs to be selected, and it can be anywhere on the worksheet.
- B) Two cells need to be selected to define a Sparkline group.
- C) Only one cell needs to be selected, as long as it is part of the group you would like to edit.
- D) The entire group must be selected.

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### Key # 83107 - [Showing Sparkline data points](#)

**Task:** Show specific data points on a Sparkline.

**Question:** Which of the following statements about Sparkline data points is true?

- A) Negative Points will display in red.
- B) You can only show one type of data point at a time.
- C) In order to display a Sparkline, you must show at least one type of data point.
- D) The default setting for Sparklines shows both the high and low points of a data set.

### Key # 83108 - [Formatting the Sparkline](#)

**Task:** Change the Sparkline style, color, and markers.

**Question:** To change the Sparkline color for an entire group, which steps would you follow?

- A) With one of the grouped cells selected, select the Text Color command in the Font group of the Home tab, then choose a new option in the menu.
- B) With one of the grouped cells selected, select the Sparkline Color command in the Style group of the contextual Design tab, then choose a new option in the menu.
- C) It is not possible to change the color of an entire Sparkline group.
- D) With the entire group selected, select a new style in the gallery found in the Style group of the Page Layout tab.

### Key # 83109 - [Changing Axis settings](#)

**Task:** Modify the Axis settings for a set of Sparklines to emphasize certain characteristics of a data set.

**Question:** By default, the maximum and minimum values are the same for every Sparkline in a group.

True or False

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### Key # 83110 - [Changing Hidden and Empty Cell settings](#)

**Task:** Change Sparkline settings for Hidden and Empty Cells contained in the data set.

**Question:** Which of the following procedures would you follow to change the Sparkline settings so that they will show data contained in Hidden Cells?

- A) With the Sparkline group selected, choose Hidden & Empty cells from the Edit Data command menu found on the contextual Design tab. Then click the button next to Zero and click OK.
- B) With the Hidden Cells selected, click the Show Cells command in Backstage View.
- C) With the Sparkline group selected, choose Hidden & Empty cells from the Edit Data command menu found on the contextual Design tab. Then check the box next to Show Data in Hidden Rows and Columns and click OK.
- D) Select two cells in the Sparkline group, then choose a different style in the Style group of the contextual Design tab.

### Key # 83111 - [Clearing Sparklines](#)

**Task:** Remove Sparklines from a worksheet.

**Question:** Which of the following procedures would be an effective method for removing an entire group of Sparklines?

- A) With the entire group of Sparklines selected, click the Clear command found on the Sparkline Tools Design tab.
- B) Select one of the cells in the Sparkline group so that the group outline appears, then choose Clear Selected Sparkline Groups from the Clear command menu found on the Sparkline Tools Design tab.
- C) Select the entire group of Sparklines, then choose Clear Selected Sparklines from the Clear command menu found on the Sparkline Tools Design tab.
- D) All of these would be effective.