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Converting an Excel table back to a range. If you want to convert an Excel table back to a normal range, you can follow these steps: 1. Place your cursor in any cell inside the Excel table and select the Table Tools Design sub tab in the Ribbon. 2. Choose the Convert to Range command, as shown in Figure 2-22.

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Excel Dashboards 13. Sparklines You can use Sparklines in your Excel tables to show trends over a period of time. Sparklines are mini charts that you can place in single cells. You can use line charts, column charts or win-loss charts to depict the trends based on your data.

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The go to resource for how to use Excel dashboards and reports to better conceptualize data Many Excel books do an adequate job of discussing the individual functions and tools that can be used to create an 'Excel Report.

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To select all charts (and objects) select one then press CTRL+A to select all. 29. Use the Align tools to align the charts to one another. Select the chart or charts to reveal the Drawing Tools Format tab on the ribbon: To

select multiple charts click on one then hold down the SHIFT key to select more.

### **30 Chants for Better Charts - Excel Campus**

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USC Marshall School of Business Excel Marshall Information Services Dashboards and Reports The goal of this workshop is to create a dynamic ... c. Download the Excel file "Dashboards.xlsx" located in the right most column. d. Open the file in Excel.

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