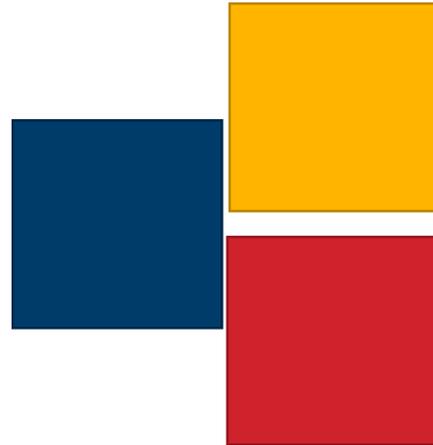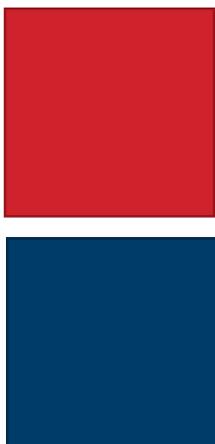Computer Training Centre
University College Cork

Excel 2013
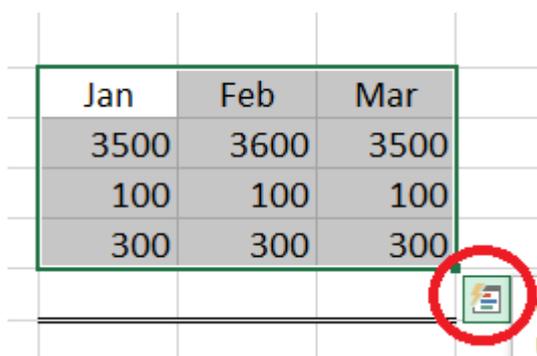# The Quick Analysis Tool

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Quick Analysis Tool

The quick analysis tool is new to Excel 2013. This tool enables the user to quickly access features such as Conditional Formatting, Charts, Functions, Tables, Pivot Tables, and Sparklines at the click of a button.

- Select the data you wish to analyse. The Quick Analysis Tool button appears to the bottom right of the data selection.
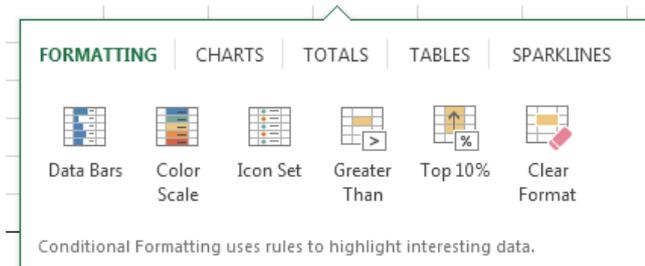

- The Quick Analysis Tool appears. This tool has 5 different Tabs running along the top and as you rest your mouse over the various buttons a preview of the option appears on your on screen data.

1. **FORMATTING** –In this tab, you'll find a preview of the most useful options of conditional formatting. Hover your mouse pointer over the icons, and you can see the suggested format in the original cells.


- To avail of all the options associated with these formatting choices use the **Conditional Formatting** button on the **Home** tab within the Styles group.

- To manage the rules for any of these types of formatting choose **More Rules,** within the type selected


To Clear Rules

- Select the cells you wish to remove the conditional formatting from

- Click on the arrow to the right of the Conditional Formatting command and select **Clear Rules.** and then **Clear from Selected Cells.**

- Alternatively you may wish to remove all conditional formatting by selecting **Clear Rules from Entire Sheet.**
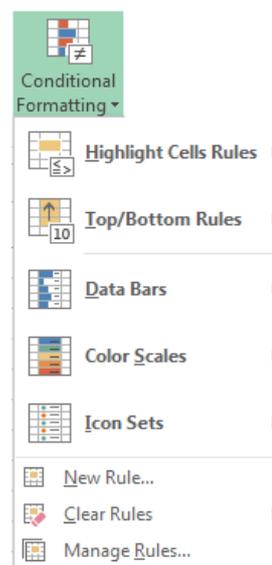
2. **CHARTS** – this allows to quickly insert a chart

   Excel provides a variety of chart types that you can choose from when you create a chart. Excel offers Line, Bar, and Column charts to name but a few. Showing data in a chart can make it clearer, more interesting and easier to read. Charts can also help you evaluate your data and make comparisons between different values. Once you have created a chart the **Chart Tools** tab with 2 tabs; **Design** & **Format** to make any required changes to your chart.
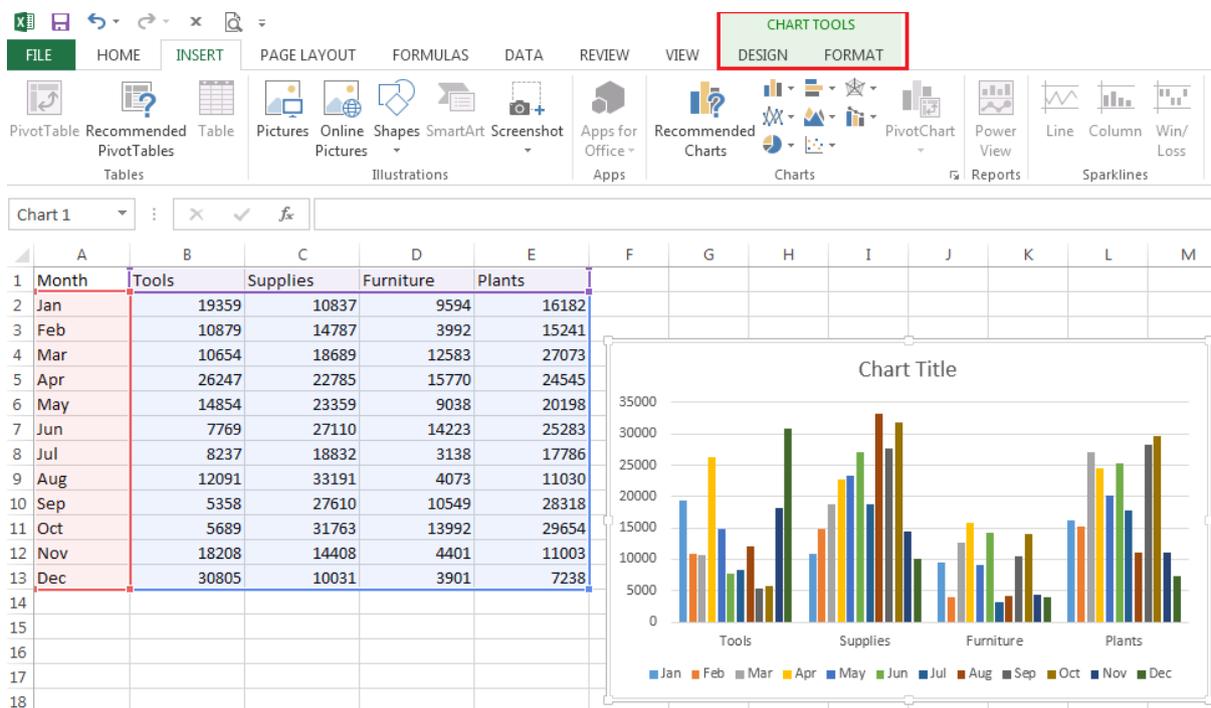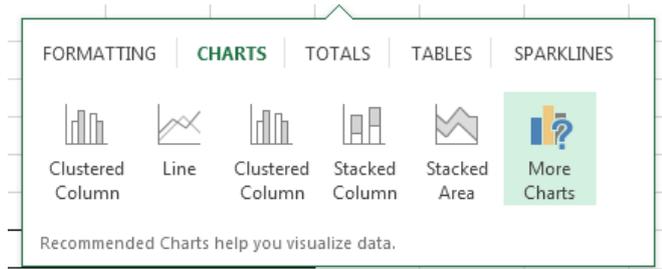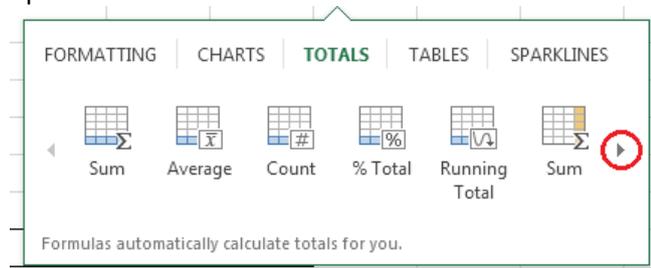

Alternatively, try the Recommended Charts command, new to Excel 2013, on the Insert tab to quickly create a chart that's just right for your data.
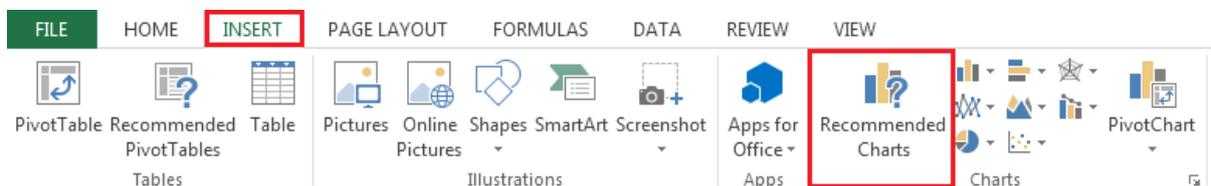
3. **TOTALS** – here there is a number of built in functions and running totals options.

> **Note** the arrow to the right of this box, click on it to the display the second lot of options.

This feature will insert functions automatically for you with the answers displayed horizontally or vertically on your block of data. If however you need to tailor your functions you can insert your own functions and auto-fill to copy.
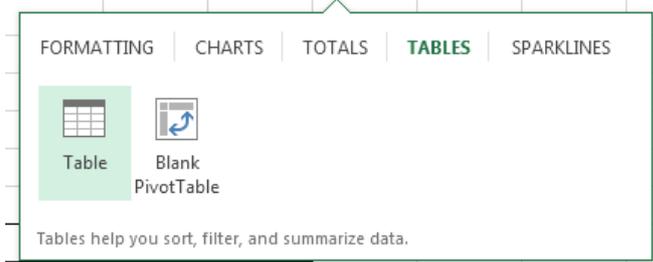
For more information on Formulas and Functions use the help function. Click on the ? button on top right of the screen

Alternatively, see our Excel Level 1 and Level 2 training manuals.
http://www.ucc.ie/en/tcentre/manuals/

4. **TABLES** – this allows you to quickly format your data as a Table or to insert a Pivot Table

Tables

Once you have inserted a table the **Table Tools**; **Design** tab will be available.

If you later decide that you'd prefer your data in its original form (i.e. not in a table), you can convert it back to a range of cells.

- Click anywhere in the table and then on the **Table Tools tab**, on the **Design** tab, under the **Tools** group click on the **Convert To Range** button.

- Once the data is converted back to a range, the table features are no longer available. Note: that the formatting that was applied to the table is still present and will need to be manually re-formatted.

Pivot Tables

A **PivotTable** is an interactive table that contains summarised data. Once a pivot table has been created, you can manipulate it to analyse your data in different ways. There are times when you may want to quickly summarise your worksheet information in different ways for different purposes; you can do this with an Excel PivotTable.

If you have inserted a Blank Pivot Table you then need to select which fields you wish to use to create the pivot table.   Once the Pivot Table is created all pivot table options are available within the **Pivot Table Tools** under both the **Analzye** and **Design** tabs.

View our Pivot Tables training manual for more information on Pivot Tables.
http://www.ucc.ie/en/tcentre/manuals/

5. SPARKLINES - here you can access a number of sparkline options.
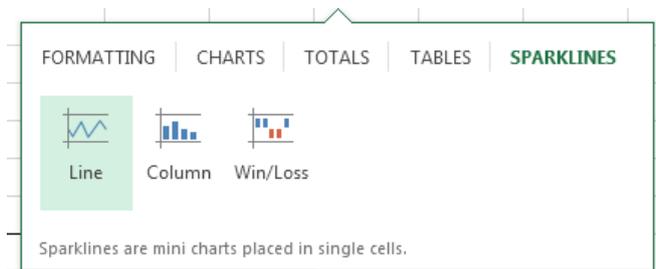
Sparklines are tiny, word-sized charts that can appear in a cell. Excel 2013 makes it easy to create sparklines. Once you have created a sparkline, click on the sparklines and the **Sparkline Tools Tab** will appear for further options, including the option to Clear

Sparklines can also be inserted by clicking on the **Insert** tab, the Sparklines group is here.

Note: This feature will be greyed out if you are using a workbook that was created in a previous version of Excel (Save the file as 2013 workbook to avail of the feature).

Notes