

In Microsoft Excel 2013, the **Quick Analysis** tool makes it possible to analyze your data quickly and easily using different Excel tools.

You can use **Quick Analysis** with a range or a table of data. To access **Quick Access** tool, select the cells that contain the data you want to analyze. The **Quick Analysis** tool button



appears at the bottom right of your selected data.

	A	B	C	D	E	F
1	First Quarter Exam Scores					
2						
3	Student	Exam 1	Exam 2	Exam 3	Exam 4	
4	Kreiger, Doris	87	90	79	96	
5	Oliviera, Manuel	92	94	85	97	
6	Kodeda, Adam	88	95	75	80	
7	Lange, Michael	85	87	87	88	
8	Taylor, Maurice	81	88	82	85	
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Click the **Quick Analysis**



button. The Quick Analysis toolbar appears with the options **FORMATTING**, **CHARTS**, **TOTALS**, **TABLES**, **SPARKLINES**.

	A	B	C	D	E	F	G	H	I
1	First Quarter Exam Scores								
2									
3	Student	Exam 1	Exam 2	Exam 3	Exam 4				
4	Kreiger, Doris	87	90	79	96				
5	Oliviera, Manuel	92	94	85	97				
6	Kodeda, Adam	88	95	75	80				
7	Lange, Michael	85	87	87	88				
8	Taylor, Maurice	81	88	82	85				
9									
10									
11									
12									
13									
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16									
17									
18									
19									
20									

**Quick Analysis Toolbar**  
**FORMATTING** CHARTS TOTALS TABLES SPARKLINES  
Data Bars Color... Icon Set Greater... Top 10% Clear...  
Conditional Formatting uses rules to highlight interesting data.

**Quick Analysis** tool is handy and quick to use as you can also have a preview of applying different options, before selecting the one you want.

## Formatting

**Conditional Formatting** allows you to highlight parts of your data by adding Data Bars, Colors, etc. This lets you quickly visualize the values in your data.

You have learnt about formatting rules in the Conditional Formatting [☞](#) chapter in this tutorial. The difference is that you can have a quick preview and select the option you want. However, if you want to utilize all the features of **Conditional Formatting**, you rather go through the main menu on the Ribbon. The same thing holds for all the options in the **Quick Analysis** tool.

Click **Formatting** on the **Quick Analysis** toolbar. The **Conditional Formatting** options appear in the toolbar. Move your mouse on the options. You will see the previews. You can then select the option you want by clicking it.

	A	B	C	D	E	F	G	H	I
1	First Quarter Exam Scores								
2									
3	Student	Exam 1	Exam 2	Exam 3	Exam 4				
4	Kreiger, Doris	87	90	79	96				
5	Oliviera, Manuel	92	94	85	97				
6	Kodeda, Adam	88	95	75	80				
7	Lange, Michael	85	87	87	88				
8	Taylor, Maurice	81	88	82	85				
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19									
20									

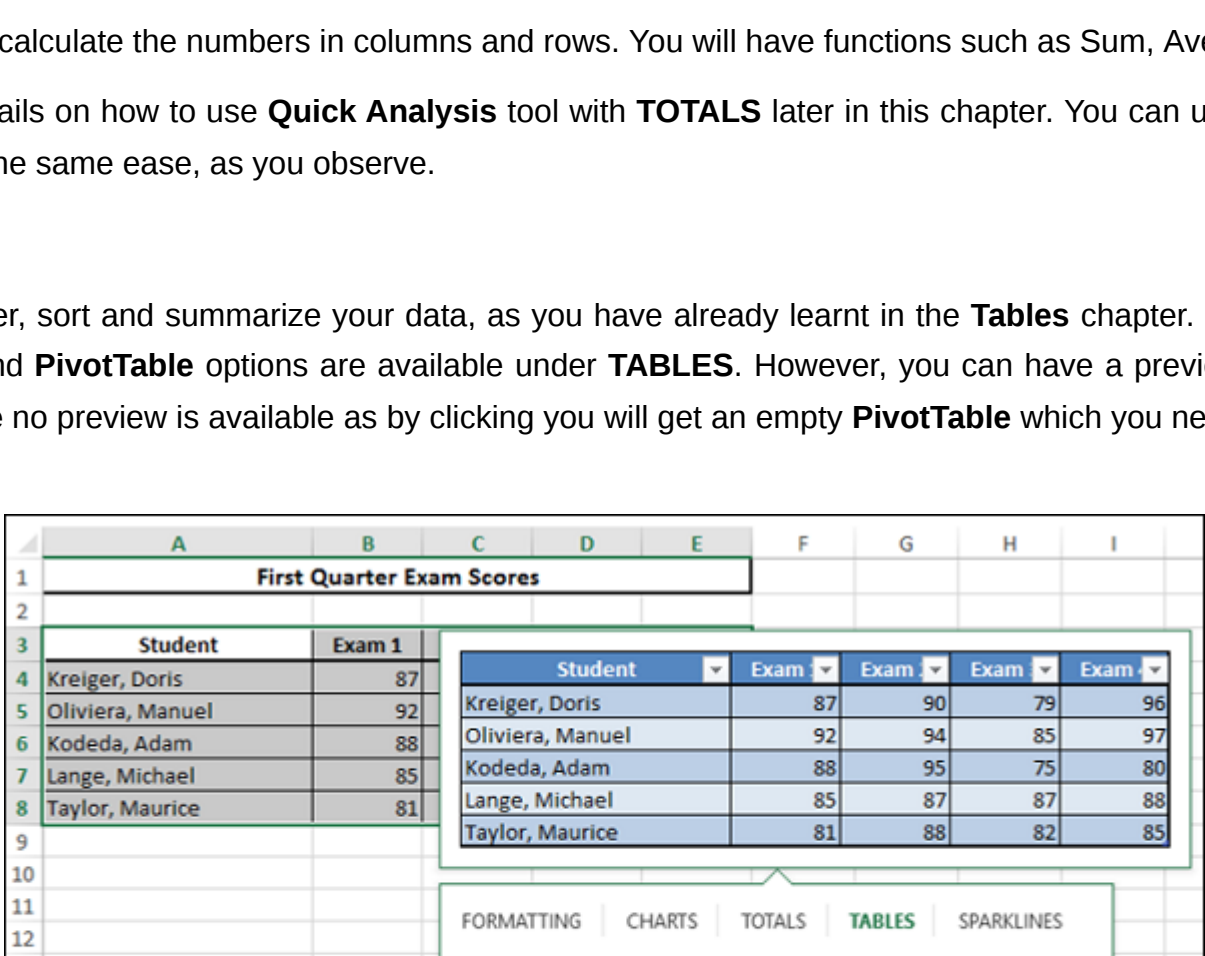
**FORMATTING** CHARTS TOTALS TABLES SPARKLINES  
Data Bars Color... Icon Set Greater... Top 10% Clear...  
Conditional Formatting uses rules to highlight interesting data.

## Charts

**Charts** are used to depict the data pictorially. There are several types of **Charts** to suit different types of data.

If you click **CHARTS** on the **Quick Analysis** toolbar, the recommended charts for the data you have selected will be displayed. You can always choose **More Charts** option if you want to go to the main **Charts** on the Ribbon.

Hover your mouse on the options. You will see the previews. You can then select the option you want by clicking it.



## Totals

**Totals** can be used to calculate the numbers in columns and rows. You will have functions such as Sum, Average, Count, etc.

We will go into the details on how to use **Quick Analysis** tool with **TOTALS** later in this chapter. You can use the other options in **Quick Analysis** with the same ease, as you observe.

## Tables

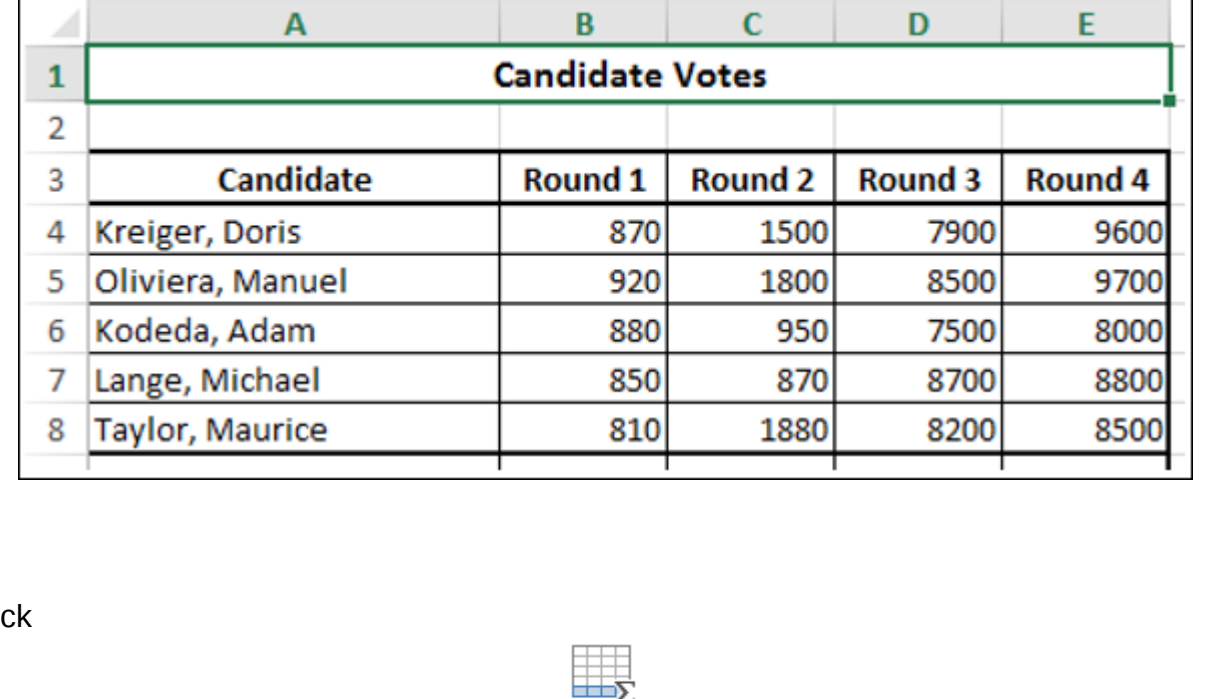
**Tables** help you to filter, sort and summarize your data, as you have already learnt in the **Tables** chapter. In the **Quick Analysis** tool, both the **Table** and **PivotTable** options are available under **TABLES**. However, you can have a preview for the table, but in the case of **PivotTable** no preview is available as by clicking you will get an empty **PivotTable** which you need to populate with the data.

	A	B	C	D	E	F	G	H	I
1	First Quarter Exam Scores								
2									
3	Student	Exam 1							
4	Kreiger, Doris	87							
5	Oliviera, Manuel	92							
6	Kodeda, Adam	88							
7	Lange, Michael	85							
8	Taylor, Maurice	81							
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

**FORMATTING** CHARTS TOTALS **TABLES** SPARKLINES  
Table Blank...  
Tables help you sort, filter, and summarize data.

## Sparklines

**Sparklines** are tiny charts that you can show alongside your data in single cells. They provide a quick way to see trends.

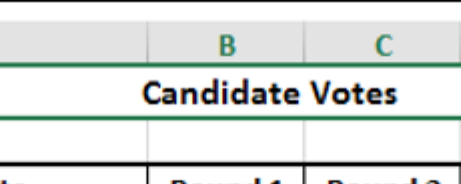


## Quick Analysis with TOTALS

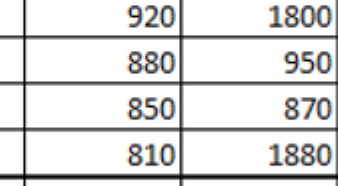
Click on **TOTALS** in the **Quick Analysis** Toolbar.

In **Quick Analysis** with **TOTALS**, you can analyze

Row-wise



Column-wise



For row wise calculations, ensure that you have an empty row below the selected data.

### Example

We will analyze the data of the votes polled in an election for five candidates. The counting is done in four rounds. Following is the data.

	A	B	C	D	E
1	Candidate Votes				
2					
3	Candidate	Round 1	Round 2	Round 3	Round 4
4	Kreiger, Doris	870	1500	7900	9600
5	Oliviera, Manuel	920	1800	8500	9700
6	Kodeda, Adam	880	950	7500	8000
7	Lange, Michael	850	870	8700	8800
8	Taylor, Maurice	810	1880	8200	8500
9	Sum	4330	7000	40800	44600

### Sum

Select the data and Click



on the **Quick Analysis** toolbar under **TOTALS**.

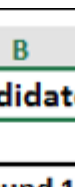
Ensure that the row below the data is empty. Otherwise, you will get a message saying that there is already data present there and you will only have two options, either replace the existing data or cancel the operation.

In the row below the selected data, the sum of each column of the data is displayed. The caption **Sum** is also automatically provided. This means the total count of votes in each round for all the candidates is displayed.

	A	B	C	D	E
1	Candidate Votes				
2					
3	Candidate	Round 1	Round 2	Round 3	Round 4
4	Kreiger, Doris	870	1500	7900	9600
5	Oliviera, Manuel	920	1800	8500	9700
6	Kodeda, Adam	880	950	7500	8000
7	Lange, Michael	850	870	8700	8800
8	Taylor, Maurice	810	1880	8200	8500
9	Sum	4330	7000	40800	44600

### Average

Select the data and click



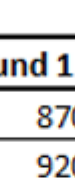
on the **Quick Analysis** Toolbar under **TOTALS**.

The average of each column of the data appears in the row below the data. The caption **Average** is also automatically provided. The average number of votes polled in each round is displayed.

	A	B	C	D	E
1	Candidate Votes				
2					
3	Candidate	Round 1	Round 2	Round 3	Round 4
4	Kreiger, Doris	870	1500	7900	9600
5	Oliviera, Manuel	920	1800	8500	9700
6	Kodeda, Adam	880	950	7500	8000
7	Lange, Michael	850	870	8700	8800
8	Taylor, Maurice	810	1880	8200	8500
9	Average	866	1400	8160	8920

### Count

Select the data and click



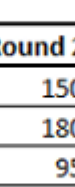
on the **Quick Analysis** Toolbar under **TOTALS**.

The count of each column of the data appears in the row below the data. The caption **Count** is also automatically provided. This means the count of candidates in each round is displayed.

	A	B	C	D	E
1	Candidate Votes				
2					
3	Candidate	Round 1	Round 2	Round 3	Round 4
4	Kreiger, Doris	870	1500	7900	9600
5	Oliviera, Manuel	920	1800	8500	9700
6	Kodeda, Adam	880	950	7500	8000
7	Lange, Michael	850	870	8700	8800
8	Taylor, Maurice	810	1880	8200	8500
9	Count	5	5	5	5

### %Total

Select the data and click



on the **Quick Analysis** Toolbar under **TOTALS**.

The **%Total** of each column of the data appears in the row below the data. The caption **%Total** is also automatically provided. This means the **%Total** of votes in each round is displayed.

	A	B	C	D	E
1	Candidate Votes				
2					
3	Candidate	Round 1	Round 2	Round 3	Round 4
4	Kreiger, Doris	870	1500	7900	9600
5	Oliviera, Manuel	920	1800	8500	9700
6	Kodeda, Adam	880	950	7500	8000
7	Lange, Michael	850	870	8700	8800
8	Taylor, Maurice	810	1880	8200	8500
9	% Total	4.48%	7.24%	42.18%	46.11%

### Running Total

Select the data and Click



on the **Quick Analysis** Toolbar under **TOTALS**.

The running total of each column of the data appears in the row below the data. The caption **Running Total** is also automatically provided. This means the running total of votes across the rounds is displayed.

	A	B	C	D	E
1	Candidate Votes				
2					
3	Candidate	Round 1	Round 2	Round 3	Round 4
4	Kreiger, Doris	870	1500	7900	9600
5	Oliviera, Manuel	920	1800	8500	9700
6	Kodeda, Adam	880	950	7500	8000
7	Lange, Michael	850	870	8700	8800
8	Taylor, Maurice	810	1880	8200	8500
9	Running Total	4330	11330	52130	96730

**Sum of Columns**

Select the data and click



on the **Quick Analysis** toolbar under **TOTALS**.

Ensure that the column next to the data is empty. Otherwise, you will get a message saying that there is already data present there and you will only have two options, either replace the existing data or cancel the operation.

In the column next to the selected data, the sum of each row of the data is displayed. The caption **Sum** is also automatically provided. This means the total number of votes polled for each candidate in all the rounds is displayed.

	A	B	C	D	E	F
1	Candidate Votes					
2						
3	Candidate	Round 1	Round 2	Round 3	Round 4	Sum
4	Kreiger, Doris	870	1500	7900	9600	19870
5	Oliviera, Manuel	920	1800	8500	9700	20920
6	Kodeda, Adam	880	950	7500	8000	17330
7	Lange, Michael	850	870	8700	8800	19220
8	Taylor, Maurice	810	1880	8200	8500	19390