1.Do the quick analysis options such as formatting, charts, totals, tables, and sparklines for the above data.

• I don't have the ability to directly analyze or visualize data, but I can guide you on how to use the Quick Analysis options in MS Excel for formatting, charts, totals, tables, and sparklines.

Quick Analysis Options:

- 1. **Formatting:**
 - Select the range of data.
- Once the selection is made, a small icon (a small square with a paintbrush) will appear in the bottom-right corner of the selection.
 - Click on this icon to open the Quick Analysis menu.
 - Choose the "Formatting" option to quickly apply formatting styles to your data.
- 2. **Charts:**
 - Select the range of data.
 - Click on the Quick Analysis icon.
 - Choose the "Charts" option to quickly create different types of charts based on your data.
- 3. **Totals:**
 - Select the range of data.
 - Click on the Quick Analysis icon.
 - Choose the "Totals" option to add total rows or columns to your data.
- 4. **Tables:**
 - Select the range of data.
 - Click on the Quick Analysis icon.
 - Choose the "Tables" option to convert your data into a table with sorting and filtering options.
- 5. **Sparklines:**
 - Select the range where you want to insert sparklines (small charts).
 - Click on the Quick Analysis icon.
 - Choose the "Sparklines" option to quickly add sparklines to represent trends in your data.
 - These options provide a quick and easy way to perform various tasks on your data without navigating through multiple menus. Adjustments can be made after applying these options to suit your specific needs.



2.Illustrate various quick analysis options with example in MS Excel?

I don't have the capability to provide direct illustrations, but I can guide you on how to use various Quick Analysis options in MS Excel with an example.

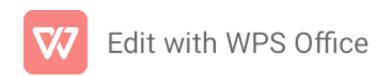
Example Dataset:

Assume you have a table with sales data:

Product	Sales
Product A	100
Product B	150
Product C	80
Product D	120

Quick Analysis Options:

- 1. **Formatting:**
 - Select the range of data.
 - Click on the Quick Analysis icon that appears at the bottom-right corner of the selection.
 - Choose "Formatting" to quickly apply styles like color scales or data bars.
- 2. **Charts:**
 - Select the range of data.
 - Click on the Quick Analysis icon.
- Choose "Charts" to quickly create various charts like a bar chart or pie chart based on your data.
- 3. **Totals:**
 - Select the range of data.
 - Click on the Quick Analysis icon.
 - Choose "Totals" to add a total row at the end of your data.
- 4. **Tables:**
 - Select the range of data.
 - Click on the Quick Analysis icon.
 - Choose "Tables" to convert your data into a table with sorting and filtering options.
- 5. **Sparklines:**



- Select the range where you want to insert sparklines (small charts).
- Click on the Quick Analysis icon.
- Choose "Sparklines" to quickly add small charts representing trends next to your data.

Result:

- After applying these Quick Analysis options, you'll have a formatted dataset, a chart representing sales, a total row, a table with sorting/filtering, and sparklines indicating trends.
- These steps provide a quick way to analyze and visualize data in MS Excel. Adjust the options based on your specific data and requirements.

