

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.



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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 |

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| 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:**



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- 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.



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