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| Flash Fill – Working with Text Flash fill is a useful technique that allow additional columns to be created in a spreadsheet without the use of formulas. In the spreadsheet in a column adjacent to the original data, click and start typing and the after normally two attempts, excel will recognise the sequence and predict the column, some examples are given below To combine fields  * Start typing the text in the order you want it to appear * Repeat on the second line * Press Enter to accept the suggestion  To combine elements from several fields  * Using the data below an ID number will be created using the Initials of the employee and the employee no * Type the first letter of the first and last name and then the employee ID | Adding additional Information Extra text can be added to existing columns to make new fields, in the following example an email address is created from the name of the employee.   * In the example below the initial letter of the name is followed by a full stop, then the last name followed by the full email identifier. In this example it took three attempts to find a pattern.  Changing Case  * Flash fill is also useful to correct the case of text * Type the text how you want it to appear, eg capitals, proper case or lower case and it will repeat the pattern   The example below is changing capital to Proper Case and joining two fields together |
| Flash Fill – Working with Numbers Flash fill can be used to predict patterns with numeric values but will not automatically try and complete the column as this could cause a lot of problems in a spreadsheet. Instead, once you have established a pattern you then need to tell the system to complete the pattern. Flash fill can replace the use of Text Functions such as LEFT, RIGHT and MID Extracting the starting characters from a string  * Type the characters you want to extract for two or three rows * Click the Data Tab * In the Data Tools Group click Flash Fill * The series should be completed.  Extracting the middle or end characters from a string In the example the middle 8 characters are being extracted   * Type the required characters * Click the Data Tab * In the Data Tools Group, click Flash Fill * The series should be filled automatically | Trouble Shooting Flash FillReversing Flash Fill If a column Flash Fills with unwanted information   * Click on the Icon that appears alongside the cell you are clicked in and select Undo Flash Fill  Switch Flash Fill Off  * Click File > Options > Advanced * Under Editing Options > Remove the tick from Automatically Flash Fill  If Flash Fill will not work If the system cannot find a pattern, then   * Click the Data Tab, Data Tools and click Flash Fill. * If a pattern cannot be identified a message will appear. Normally this means that a typo has appeared in the text you have typed, or the data is too ambiguous to find a pattern. |
| Sparklines Sparklines are mini charts that fit into one cell and shows trends based on one line of data. Sparkline Types A Sparkline can be created to show information as   * A line chart (Line) * A column chart (Column) * To show positive or negative values (Win/Loss)  Creating a Sparkline  * Highlight the numeric values to be analysed * Click Insert Tab > Sparklines Group > Line/Column/Win Loss * Click the cell where the graphic is to be placed * Click OK  Copying a Sparkline  * Click on the Autofill handle and drag down to show trends for other lines of data | Sparkline Tab  * When a Sparkline has been created a contextual tab appears showing the different options available for amending the Sparkline  To Edit the Data Range  * Click on the Sparkline graphic > click the Sparkline Tools Tab > click Edit Data  To change the Sparkline Type  * Click the Sparkline graphic > click the Sparkline Tools Tab > In the Type Group select the required Sparkline.  To add markers  * Click the Sparkline graphic > click the Sparkline Tools Tab > In the Show Group select the required Markers for the areas you want to highlight. For instance, the high and low points in the data set  To amend the pre-set colour scheme  * Click the Sparkline graphic > click the Sparkline Tools Tab > In the Style Group select the required pre-set style. * Click on Sparkline Color/Marker Color to add your own emphasis  Deleting Sparklines  * Click the Sparkline graphic > click the Sparkline Tools Tab > In Group click the drop-down arrow by Clear * Delete either the single Sparkline or all in the column as required |
| Charts Creating a chart is the same in 2016 as in previous versions, but significant changes have been made to the charts available and how charts are formatted, in addition a new filtering tool has also been introduced. New Chart Types **A waterfall chart** is a form of data visualization that helps in understanding the cumulative effect of sequentially introduced positive or negative values. These intermediate values can either be time based or category based.  **A treemap chart** provides a hierarchical view of your data and makes it easy to spot patterns, such as which population of countries within continents or which items are a store's best sellers. The tree branches are represented by rectangles and each sub-branch is shown as a smaller rectangle.  The **sunburs**t **chart** is ideal for displaying hierarchical data. Each level of the hierarchy is represented by one ring or circle with the innermost circle as the top of the hierarchy. A sunburst chart without any hierarchical data (one level of categories), looks similar to a doughnut chart. However, a sunburst chart with multiple levels of categories shows how the outer rings relate to the inner rings. The sunburst chart is most effective at showing how one ring is broken into its contributing pieces, while the treemap chart, is ideal for comparing relative sizes. | Adding Elements to Charts  * Once you have created the chart, click on the green plus symbol. * All the options for the selected chart type are shown, tick or untick as required. * For additional options hover over the item in the list and click the small arrow * A more comprehensive selection can be found by clicking more options where a panel along the right hand side of the screen will open.  Filtering Charts  * Click on the filter icon will allow the chart to be filtered in situ. * Check or uncheck the boxes and ensure you hit apply to see the changes |
| Forecasting Feature Excel can now forecast from data using the existing data as a guide   * Click in the dataset * Click Data > In the Forecast Group > Click Forecast * An overview of the projections is shown * Click Options and tailor using the choices shown below * A new sheet and chart will be produced showing the forecasted results with an upper and lower confidence levels. * Formulas have been entered in the columns which can be amended for different forecasts created from the original dataset | 3D Maps With 3D maps information geographic and temporal data can be plotted.  Emphasis can be placed on different locations and a tour (mini presentation) can be created showing the figures across the area that you have data for.   * Click in the dataset * Click Insert tab > in the Tours Group > click 3D Maps * The 3D Maps window will open * Change the Location if necessary * Drag the items that you want shown on the maps to the Height which will normally be the numeric values  Annotating the Map  * Click Text Box and complete the fields  Adding a Scene  * To emphasis another area of the Map > click New Scene * Make any changes as required * Click Scene Options to amend the zooming and panning options  Playing a Tour  * Build all the required scenes * Click Play Tour |