

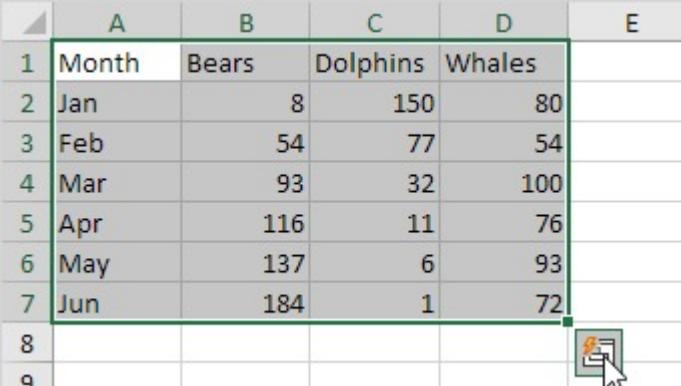
Quick Analysis Tool in Excel

Use the Quick Analysis tool in Excel to quickly analyze your data. Quickly calculate totals, quickly insert tables, quickly apply conditional formatting and more.

◆ Totals

Instead of displaying a total row at the end of an [Excel table](#), use the Quick Analysis tool to quickly calculate totals.

1. Select a range of cells and click the Quick Analysis button.



Month	Bears	Dolphins	Whales	
Jan	8	150	80	
Feb	54	77	54	
Mar	93	32	100	
Apr	116	11	76	
May	137	6	93	
Jun	184	1	72	

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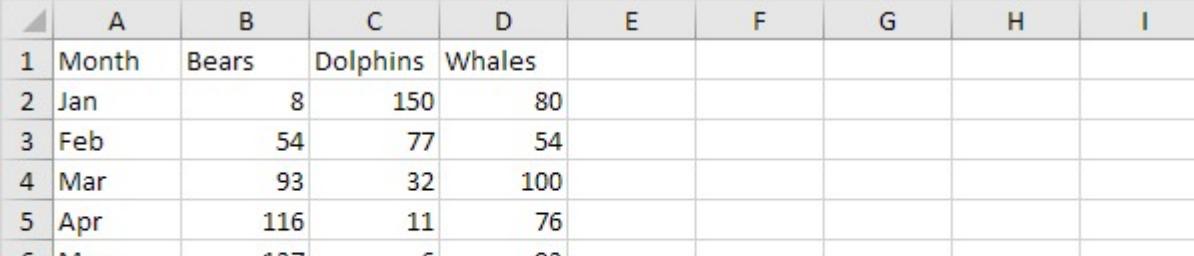
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2. For example, click Totals and click Sum to sum the numbers in each column.



Month	Bears	Dolphins	Whales					
Jan	8	150	80					
Feb	54	77	54					
Mar	93	32	100					
Apr	116	11	76					
Mav	137	6	93					

7	Jun	184	1	72
8	Sum	592	277	475
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

A screenshot of the Microsoft Excel ribbon showing the 'Totals' tab selected. A tooltip box is displayed below the ribbon, containing icons for Sum, Average, Count, % Total, Running..., and Sum. The text in the tooltip box reads: "Formulas automatically calculate totals for you."

Result:

	A	B	C	D	E	F	G	H	I
1	Month	Bears	Dolphins	Whales					
2	Jan		8	150	80				
3	Feb		54	77	54				
4	Mar		93	32	100				
5	Apr		116	11	76				
6	May		137	6	93				
7	Jun		184	1	72				
8	Sum		592	277	475				
9									

3. Select the range A1:D7 and add a column with a running total.

	A	B	C	D	E	F	G	H	I
1	Month	Bears	Dolphins	Whales	Running T				
2	Jan		8	150	80	238			
3	Feb		54	77	54	423			
4	Mar		93	32	100	648			
5	Apr		116	11	76	851			
6	May		137	6	93	1087			
7	Jun		184	1	72	1344			
8	Sum		592	277	475				
9									

A screenshot of the Microsoft Excel ribbon showing the 'Totals' tab selected. A tooltip box is displayed below the ribbon, containing icons for Running..., Sum, Average, Count, % Total, and Running... again. The text in the tooltip box reads: "Formulas automatically calculate totals for you."

Note: total rows are colored blue and total columns are colored yellow-orange.

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◆ Tables

Use tables in Excel to sort, filter and summarize data. A pivot table in Excel allows you to extract the significance from a large, detailed data set.

1. Select a range of cells and click the Quick Analysis button.

Month	Bears	Dolphins	Whales
Jan	8	150	80
Feb	54	77	54
Mar	93	32	100
Apr	116	11	76
May	137	6	93
Jun	184	1	72

2. To quickly insert a table, click Tables and click Table.

The screenshot shows a Microsoft Excel spreadsheet with data from January to June for three categories: Bears, Dolphins, and Whales. The data is selected, and the Quick Analysis button is visible. The ribbon is open, showing the 'Tables' tab is selected. A context menu is open over the data, showing options like 'Month', 'Bears', 'Dolphins', and 'Whales'. Below the ribbon, the 'Tables' tab is highlighted in green, and the 'Table' icon is also highlighted with a cursor. A tooltip at the bottom says 'Tables help you sort, filter, and summarize data.'

Note: visit our page about [Tables](#) to learn more about this topic.

3. Download the Excel file (right side of this page) and open the second sheet.

4. Click any single cell inside the data set.

	A	B	C	D	E	F	G	H
1	Order ID	Product	Category	Amount	Date	Country		
2	1	Carrots	Vegetables	\$4,270	1/6/2024	United States		
3	2	Broccoli	Vegetables	\$8,239	1/7/2024	United Kingdom		
4	3	Banana	Fruit	\$617	1/8/2024	United States		
5	4	Banana	Fruit	\$8,384	1/10/2024	Canada		
6	5	Beans	Vegetables	\$2,626	1/10/2024	Germany		
7	6	Orange	Fruit	\$3,610	1/11/2024	United States		
8	7	Broccoli	Vegetables	\$9,062	1/11/2024	Australia		
9	8	Banana	Fruit	\$6,906	1/16/2024	New Zealand		
10	9	Apple	Fruit	\$2,417	1/16/2024	France		
11	10	Apple	Fruit	\$7,421	1/16/2024	Canada		

5. Press CTRL + q. This shortcut selects the entire data set and opens the Quick Analysis tool.

6. To quickly insert a pivot table, click Tables and click one of the pivot table examples.

Vegetables	\$9,104	12/4/2024	France
Fruit	\$6,078	12/5/2024	United States
Vegetables	\$3,27		
Fruit	\$13		
Fruit	\$8,37		
Fruit	\$2,38		
Fruit	\$8,70		
Fruit	\$5,02		
Fruit	\$1,76		
Fruit	\$4,76		
Vegetables	\$1,54		
Fruit	\$2,78		
Fruit	\$2,45	12/20/2024	Canada
Fruit	\$4,51		
Fruit	\$8,75		
Vegetables	\$9,12		
Fruit	\$1,77		
Vegetables	\$68		
Fruit	\$95		
Vegetables	\$2,61		
Vegetables	\$33		

Row Labels Sum of Amount

Australia	131713
Canada	94745
France	141056
Germany	155168
New Zealand	66782
United Kingdom	173137
United States	267133
Grand Total	1029734

Formatting Charts Totals **Tables** Sparklines

Table PivotTable **PivotTable** PivotTable PivotTable More

Tables help you sort, filter, and summarize data.

Note: pivot tables are one of Excel's most powerful features. Visit our page about [Pivot Tables](#) to learn more about this topic.

◆ Formatting

Data bars, color scales and icon sets in Excel make it very easy to visualize values in a range of cells.

1. Select a range of cells and click the Quick Analysis button.

Month	Bears	Dolphins	Whales	
Jan	8	150	80	
Feb	54	77	54	
Mar	93	32	100	
Apr	116	11	76	
May	137	6	93	
Jun	184	1	72	

2. To quickly add data bars, click Data Bars.

Note: a longer bar represents a higher value. Visit our page about [Data Bars](#) to learn more about this topic.

3. To quickly add a color scale, click Color Scale.

Note: the shade of the color represents the value in the cell. Visit our page about [Color Scales](#) to learn more about this topic.

4. To quickly add an icon set, click Icon Set.

Note: each icon represents a range of values. Visit our page about [Icon Sets](#) to learn more about this topic.

5. To quickly highlight cells that are greater than a value, click Greater Than.

6. Enter the value 100 and select a formatting style.

7. Click OK.

Result: Excel highlights the cells that are greater than 100.

Note: visit our page about [Conditional Formatting](#) to learn much more about this topic.

◆ Charts

You can use the Quick Analysis tool to quickly create a chart. The Recommended Charts feature analyzes your data and suggests useful charts.

1. Select a range of cells and click the Quick Analysis button.

	A	B	C	D	E
1	Month	Bears	Dolphins	Whales	
2	Jan	8	150	80	
3	Feb	54	77	54	
4	Mar	93	32	100	
5	Apr	116	11	76	
6	May	137	6	93	
7	Jun	184	1	72	
8					
9					

2. For example, click Charts and click Clustered Column to create a clustered column chart.

Note: click More to view more recommended charts. Visit our chapter about [Charts](#) to learn more about this topic.

◆ Sparklines

Sparklines in Excel are graphs that fit in one cell. Sparklines are great for displaying trends.

1. Download the Excel file (right side of this page) and open the third sheet.
2. Select the range A1:F4 and click the Quick Analysis button.

3. For example, click Sparklines and click Line to insert sparklines.

Customized result:

Note: visit our page about [Sparklines](#) to learn how to customize sparklines.

Chapter

- Tables
-

Learn more, it's easy

- Structured References
 - Table Styles
 - Merge Tables
 - Table as Source Data
 - Remove Table Formatting
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↓ Download Excel File

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Next Chapter

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