

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.

	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					

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

	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									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Formatting

Charts

Totals

Tables

Sparklines

Sum

Average

Count

% Total

Running...

Sum

Formulas automatically calculate totals for you.

Result:

B8									
	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									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Formatting

Charts

Totals

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Sparklines

Running...

Sum

Average

Count

% Total

Running...

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.

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

	A	B	C	D	E	F	G	H	I
1	Month								
2	Jan								
3	Feb								
4	Mar								
5	Apr								
6	May								
7	Jun								
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

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

Formatting Charts Totals **Tables** Sparklines

Table

Blank...

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	\$7,431	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.

The screenshot shows an Excel spreadsheet with a data set. The Quick Analysis tool is open, displaying a summary of the data. The 'Tables' tab is selected, showing various table and pivot table options.

Quick Analysis Summary:

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

Tables Tab Options:

- 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.

	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. 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	
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3	Feb	54	77	54	
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6	May	137	6	93	
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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](#)

- [Quick Analysis](#)

↓ Download Excel File

- [quick-analysis.xlsx](#)
-

Next Chapter

- [What-If Analysis](#)
-

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