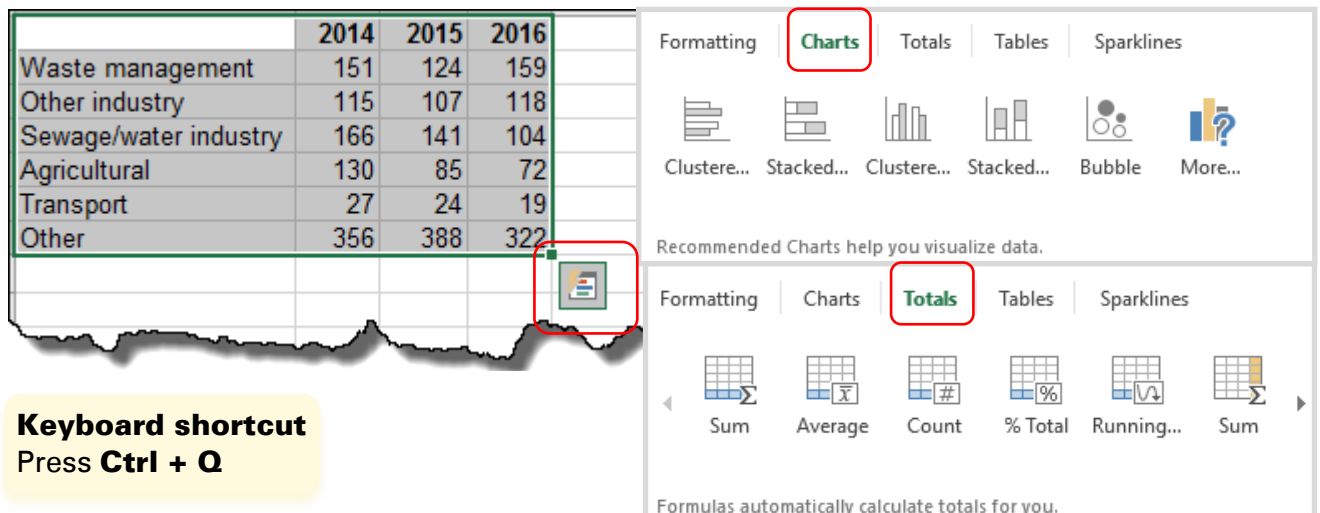


Quick Analysis Tools

You can quickly create different types of charts, add sparklines (miniature charts), apply a table style, create Pivot Tables, insert totals and apply conditional formatting at the click of the **Quick Analysis** button.

The Quick Analysis Button

1. Select the appropriate range of data, then click on the **Quick Analysis** button displayed on the bottom right of the selected data. The Quick Analysis gallery will be displayed.



Keyboard shortcut
Press **Ctrl + Q**

	2014	2015	2016
Waste management	151	124	159
Other industry	115	107	118
Sewage/water industry	166	141	104
Agricultural	130	85	72
Transport	27	24	19
Other	356	388	322

2. Select the appropriate tab: **Formatting**, **Charts**, **Totals**, **Tables** or **Sparklines**.

Formatting	Allows you to apply a format to a cell or a range of cells, based on criteria you define. This is known as conditional formatting. For example: you can quickly see high and/or low values at a glance.
Charts	Excel recommends different charts, based on the type of data you have selected. If you don't see the chart you want, click More Charts . Charts can also be accessed via the Insert tab.
Totals	You can quickly Sum and Average columns and rows of data. Another example is Running Total . This inserts a total that grows as you add items to your data. Click the little black arrows on the right and left to see additional options.
Tables	Tables make it easy to filter and sort your data. If you don't see the table style you want, click More .
Sparklines	Sparklines are miniature charts that you can display alongside your data. They provide a quick way to see trends.