

# 8 best features in Excel 2013

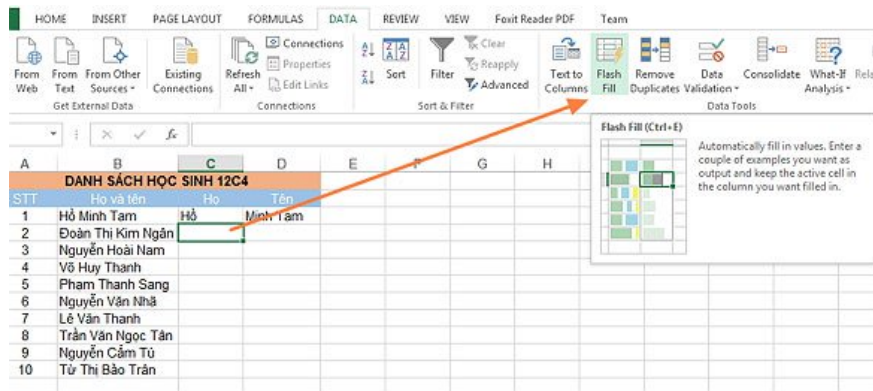
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## Flash Fill

Perhaps the closest feature for Excel 2013 users is **Flash Fill** . This feature intelligently predicts data and automatically fills data into empty cells on the worksheet. For example, the spreadsheet contains a list of students with a column showing their full name.

Now, you want to separate the last name into two columns, one column contains the last name and the other column contains the name. With the Flash Fill feature will help you do this easily. First, you need to create two more columns containing them and contain the name next to the available name column. You type the student's last name first, then select the next student's last name. Go to the **Data** tab , select **Flash Fill**.

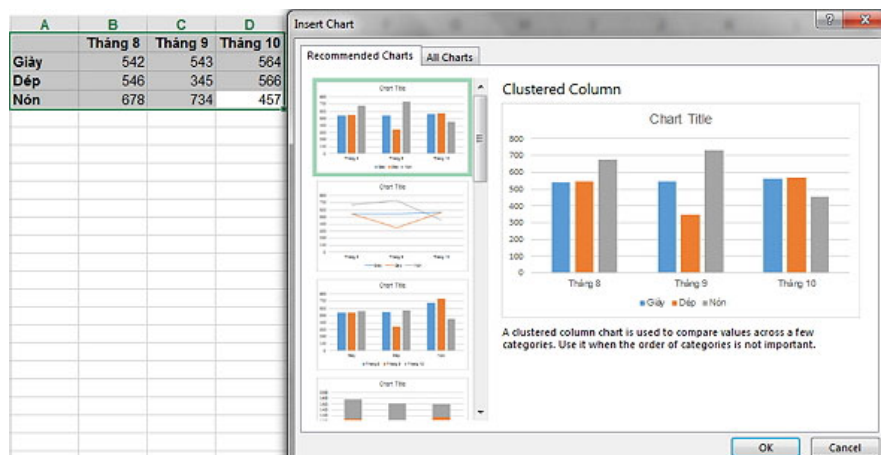


Immediately, Excel will automatically insert the last names of the remaining students in the list. You can do the same thing as on the student name column.

	A	B	C	D	E	F	G
1	DANH SÁCH HỌC SINH 12C4						
2	STT	Họ và tên	Họ	Tên			
3	1	Hồ Minh Tam	Hồ	Minh Tam			
4	2	Đoàn Thị Kim Ngân	Đoàn				
5	3	Nguyễn Hoài Nam	Nguyễn				
6	4	Võ Huy Thanh	Võ				
7	5	Phạm Thanh Sang	Phạm				
8	6	Nguyễn Văn Nhã	Nguyễn				
9	7	Lê Văn Thanh	Lê				
10	8	Trần Văn Ngọc Tân	Trần				
11	9	Nguyễn Cẩm Tú	Nguyễn				
12	10	Từ Thị Bảo Trân	Từ				
13							

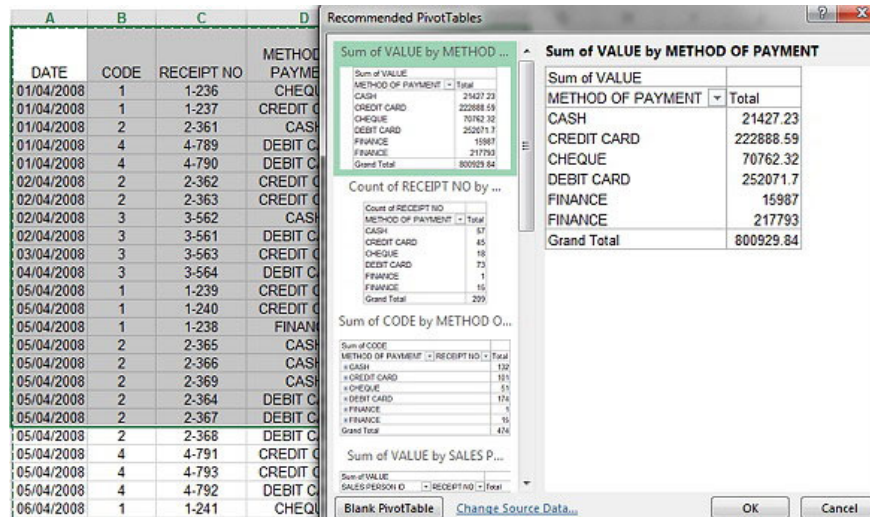
## Recommended Charts

Most users will be confused when selecting the best chart for data. Now in Excel 2013, you will be asked to choose the most appropriate chart for the data with **Recommended Charts**. Simply select the data, then on the **Insert** card, and select **Recommended Charts** to see a list of recommended charts, as shown in the image below. Then click on the thumbnail to see how the chart looks. Double-click the thumbnail to insert the chart.



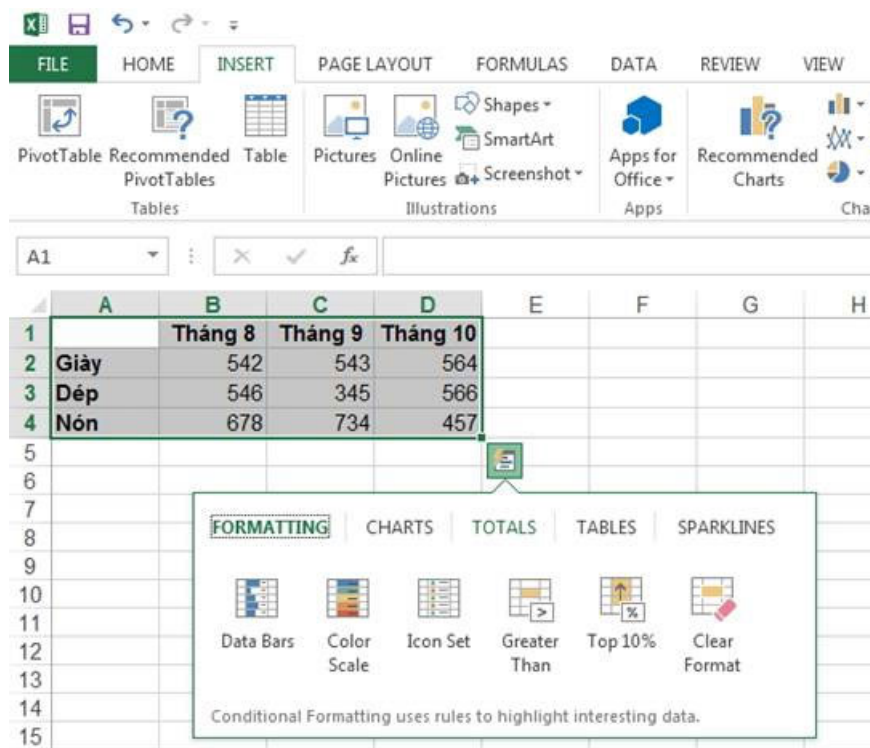
## Recommended PivotTables

This feature works similar to Recommended Charts, but is creating a **PivotTable**. This is a great new feature for most users, because many people often create reports with PivotTable. Click the data to create, which contains the title boxes. Select the **Insert** tab, in the **Tables** group, click **Recommended PivotTables** to display the dialog box as shown below. Select a thumbnail that represents the type of PivotTable to use and click **OK** to insert.



## Quick Analysis

This is a new feature that is very useful in Excel 2013. It helps analyze and quickly perform some tasks for selected data. Select the data and then click the Quick Analysis icon in the lower right corner of the selection. The dialog box that opens includes cards like **FORMATTING** (data format), **CHARTS** (chart creation), **TOTALS** (statistical calculations), **TABLES** (creating Pivot Tables).

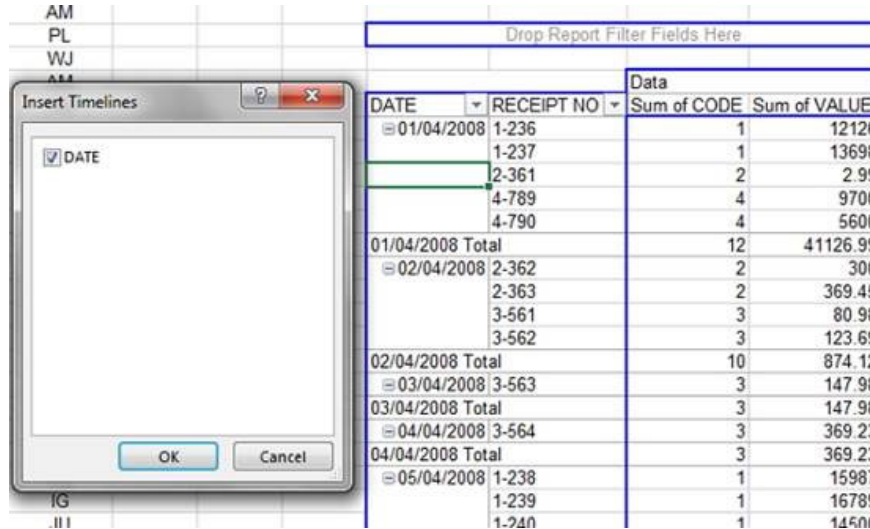


If you don't see the Quick Analysis icon, double-check the settings: Click the **File** tab, select **Options** from the left pane; select **General** in the left pane (default); in the **User Interface Options** area, check the **Show Quick Analysis Options On Selection** option. Click **OK**.

# Timelines

This feature allows creation of filtered PivotTable over time. Once you have a PivotTable, creating Timeline is very simple.

With the PivotTable selected, click the **Analyze** tab. In the **Filter** group, click **Insert Timeline**. In the dialog that appears, check the field containing the date (in this case, DATE). Click **OK** and Excel will display the time next to the PivotTable so that information can be easily aggregated over time.

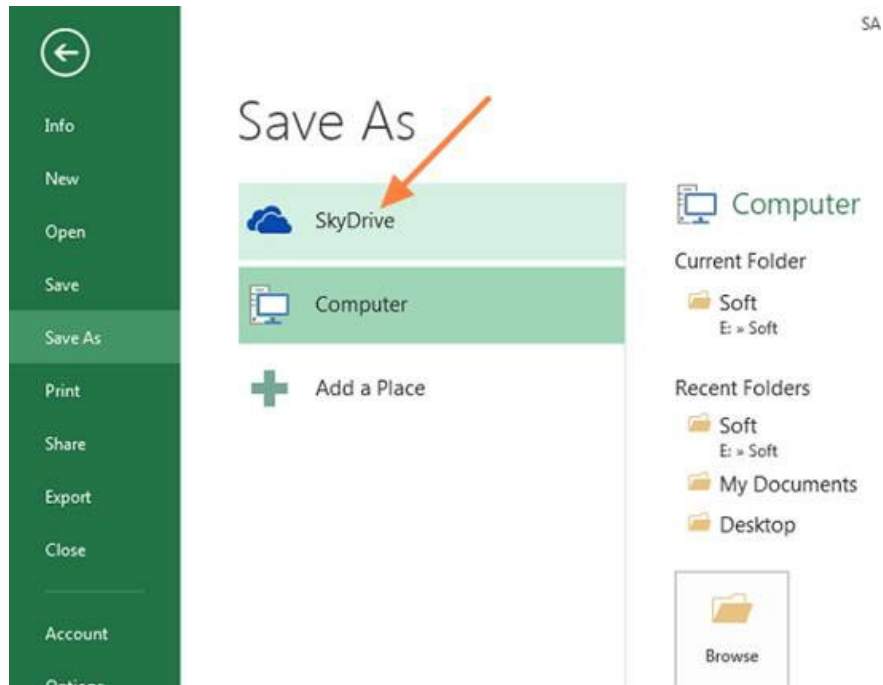


# Cloud support

Microsoft has claimed that cloud computing is a valuable feature of the Office 2013 suite. If you need to store your documents on the cloud such as **SkyDrive** or SharePoint site, use the **Save As** (or **Open**) command, as shown in the following figure.

## Doing so has two advantages:

1. You can quickly and easily access Excel files on any device running Excel 2013 (including Windows tablets and smartphones).
2. Use Office 365 (you need to sign up), to be able to view and edit spreadsheets online using any web browser.

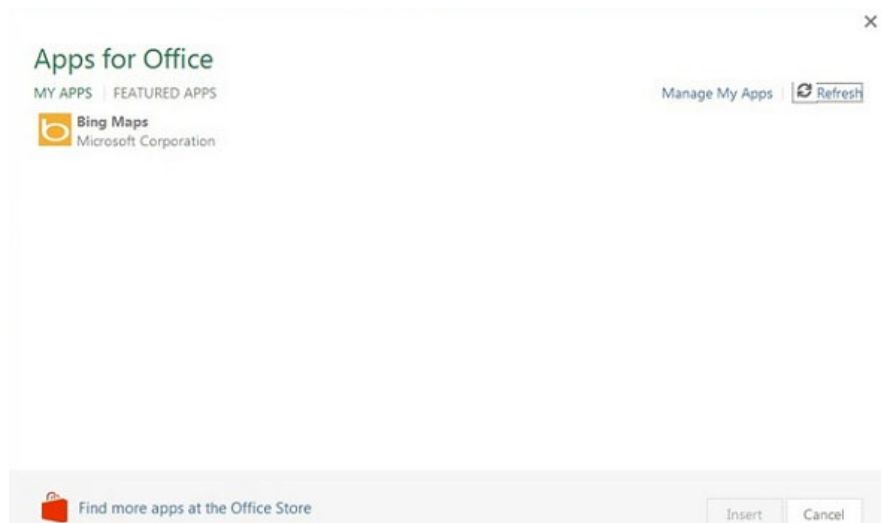


## Data Model and Relationships

Excel 2013 supports data integration models and relationships between tables. Such features as: Create PivotTable reports based on multiple tables; create one-to-one or one-to-many relationships between tables; Easily connect to Odata, Windows Azure DataMarket and SharePoint; Create PivotTable and PivotChart details.

## Apps for Office

This new feature gives you quick access to programs in the Office Store. To install an application, click the **Insert** tab and then click **Apps for office** in the Apps group. You will need to have a Microsoft account to login and download the application. The following figure shows the Bing Maps application as an installed application.



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