

# How to use Quick Analysis in Excel

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Want to quickly and easily **analyze data in a spreadsheet** ? Let's learn how to use **Quick Analysis in Excel** together .



**The Quick Analysis tool in Excel** allows you to quickly analyze and visualize data in a spreadsheet. It gives you access to common data analysis features, without the need for complicated formulas or functions.

By selecting the data you want to analyze, you can access the Quick Analysis tool by clicking its icon in the lower right corner of the selection or right-clicking and choosing Quick Analysis from the context menu.

## Options in Excel's Quick Analysis tool

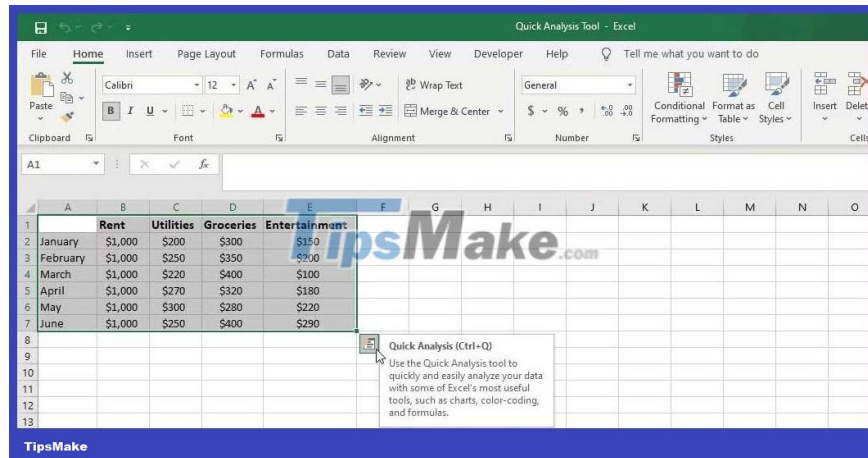
The Quick Analysis tool provides 5 categories with different analysis options.

1. **Formatting** provides data bars, color scales, and icon sets. You can apply conditional formatting rules to highlight cells based on specific criteria.
2. **Charts** allows you to create a variety of chart types, including line, pie, group, and more.
3. **Totals** offers the option of calculating data statistics, like total, average, count, min, max, percentage...
4. **Tables** provides options for handling tables in Excel.
5. **Sparklines** allow you to create sparklines that show trends, data models.

## Some examples of how to use Quick Analysis in Excel

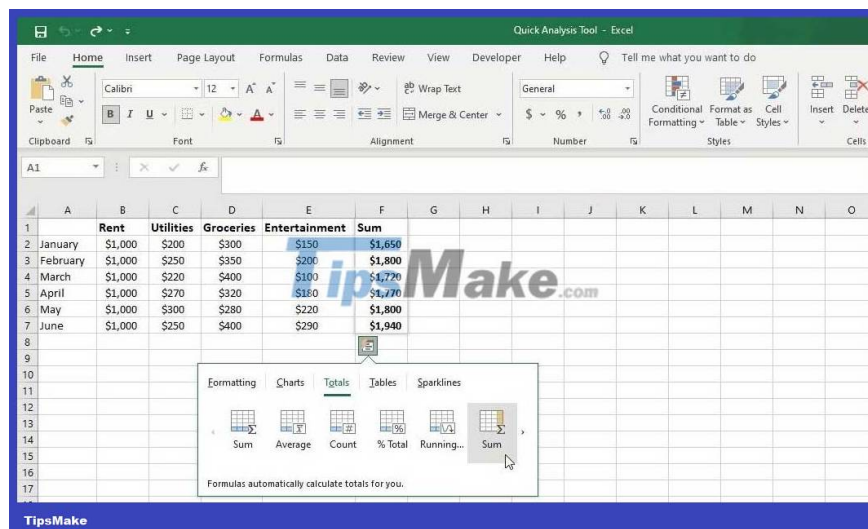
## Sum multiple columns or rows

Let's say you have a budget spreadsheet with different spending categories like rent, utilities, groceries, and entertainment. Each category has a different monthly spend value. To get the total spend for each category, do the following:



1. Select the entire range of cells.
2. Click the **Quick Analysis** icon in the lower right corner of the selected range.
3. In the **Quick Analysis** menu, go to the **Totals** tab.
4. Select the first **Sum** (in blue). A new row will be added and will show the total spend for each item.
5. To calculate total spending by month, select **Second Sum** (yellow).

You'll see a new column showing monthly spending.

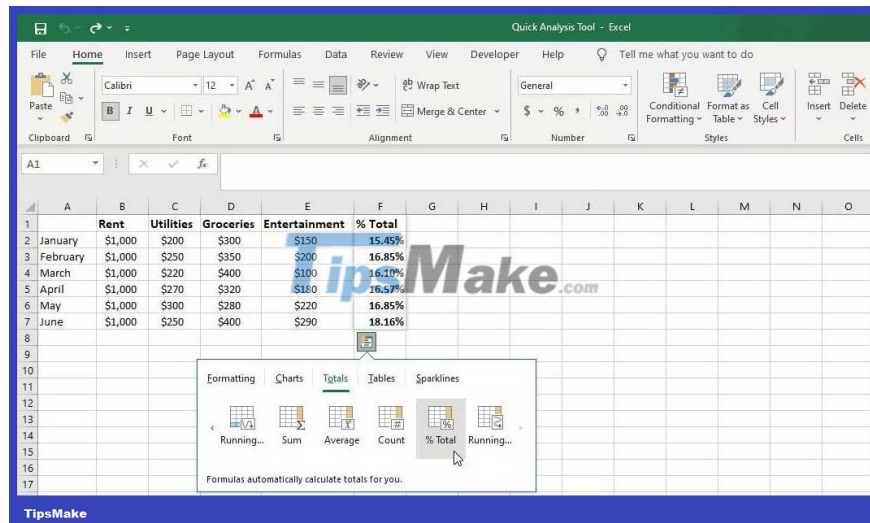


## Calculate percentage sum for row/column

Using the budget spreadsheet from the example above, let's say you want to calculate the total percentage for each spending item. Follow these steps:

1. Select **dataset**.

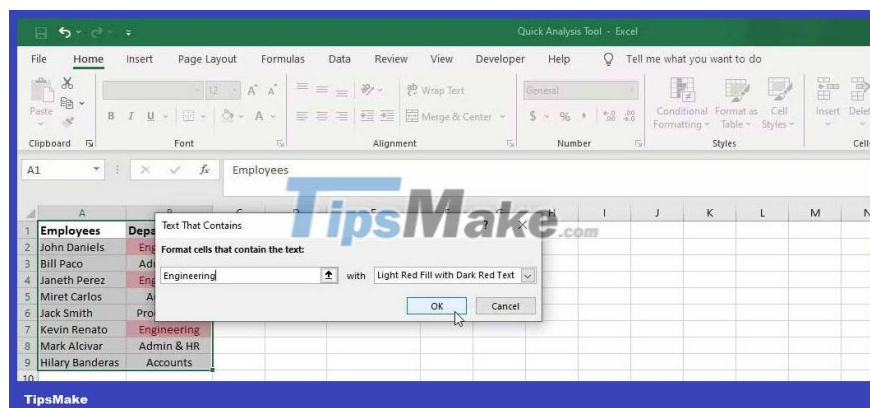
2. Click the **Quick Analysis** icon .
3. **Go to the Totals** tab and select the first **% Total** .
4. To calculate a percentage of the total for each month, select **% Total** (yellow).



## Format cells containing specific text

Suppose you have a dataset containing a list of employees and their respective departments. You want to use the Quick Analysis tool to identify employees in the Engineering department.

1. Select the range of cells you want to analyze.
2. Click the **Quick Analysis** icon or press **Ctrl+Q** on your keyboard.
3. In Formatting format, select **Text Contains** .
4. In the dialog box that appears, type **Engineering** , and then click **OK** .

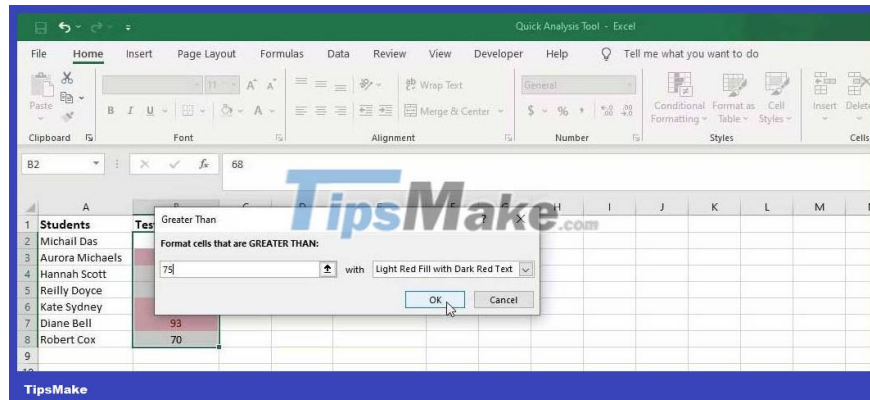


Cells containing **Engineering** text will now be highlighted in a predefined format.

## Identify cells that contain values ??greater than a specific value

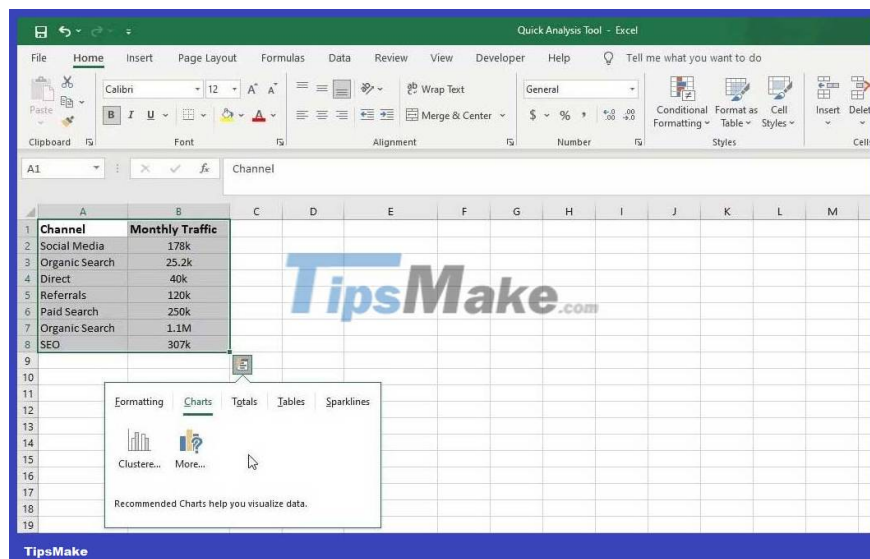
Suppose you have a list of students with their respective test scores. You want to identify and highlight students with scores above 75. Follow the instructions below:

1. Select the range of cells that contain the checkpoint.
2. Click the **Quick Analysis** icon or press **Ctrl+Q** on your keyboard to open the **Quick Analysis** tool .
3. Click the **Formatting** tab and select **Greater Than** .
4. In the dialog box that appears, enter a threshold value (eg 75) and specify the format.
5. Click **OK** to apply the format. This action will highlight all cells containing scores above 75.



## Insert chart

For example, you have data containing the number of monthly web visitors in different marketing channels. You can use the Quick Analysis tool to quickly create graphs that illustrate web traffic trends over time. Do the following:



1. Select the range of cells you want to chart.
2. Click the **Quick Analysis** icon .
3. **Go to the Charts** tab . You'll see chart suggestions for the data.

4. Select **More Charts** to see all available charts.
5. Preview the chart and when satisfied, click **OK** to add the selected chart.

Above is **how to use the Quick Analysis tool in Excel** . Hope the article is useful to you.

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