

2. Cell properties

In this lesson you will learn how to format an Excel 2013 sheet and how to work with quick analysis.

Setting cell properties

Recreate the table below:

Figure 2.1 Sponsored run

	A	B	C	D
1	Opbrengst			
2				
3				
4	Naam	dag 1	dag 2	dag 3
5	Marian Boersma	314	187	147
6	Joris Jans	258	145	241
7	Jelle Ploeg	147	254	159
8	Henk Ham	123	135	213
9	Hans Poel	165	147	128
10	Dirk Pietersen	258	132	198
11	<u>Tina Kronenburg</u>	468	147	157

Make sure the Home tab is selected

Figure 2.2 Home tab

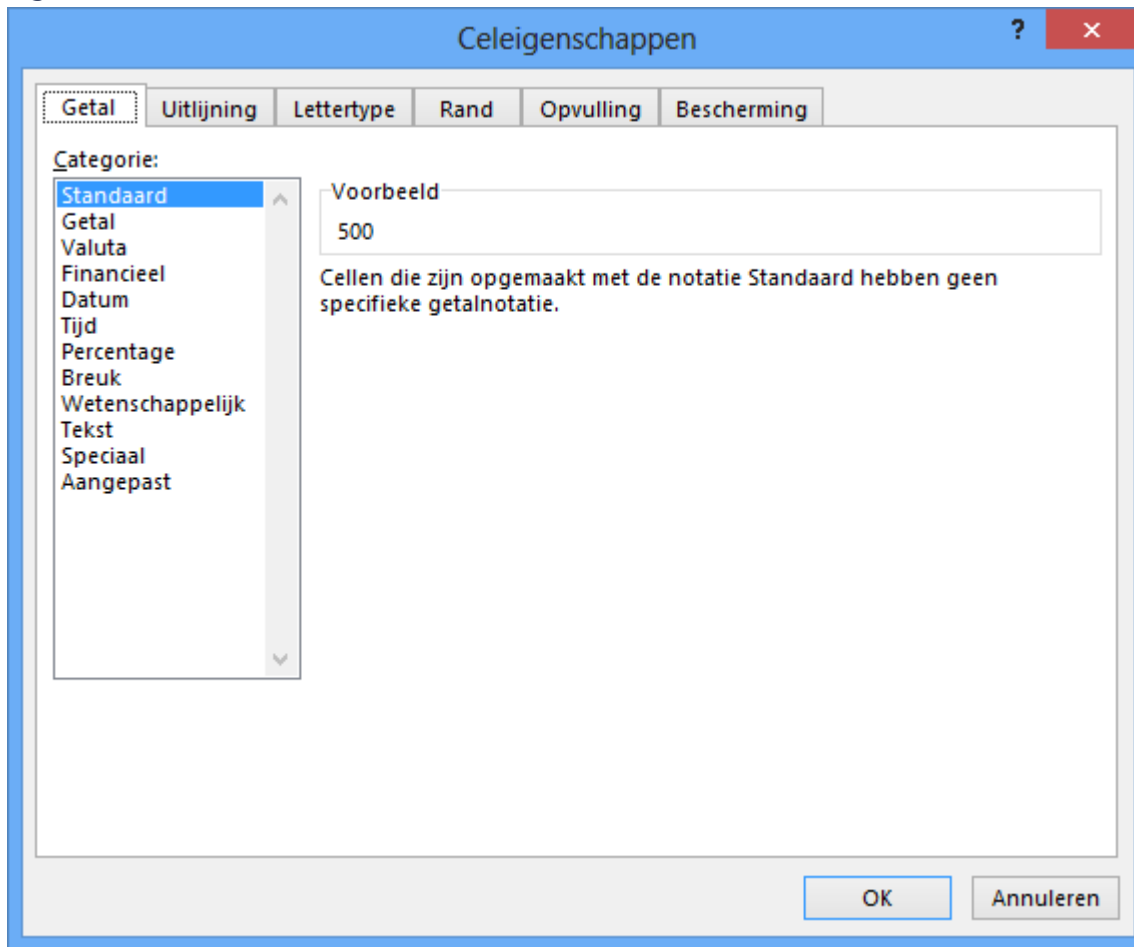


Select cells B5 to D11

Click the arrow  behind the menu  Getal 

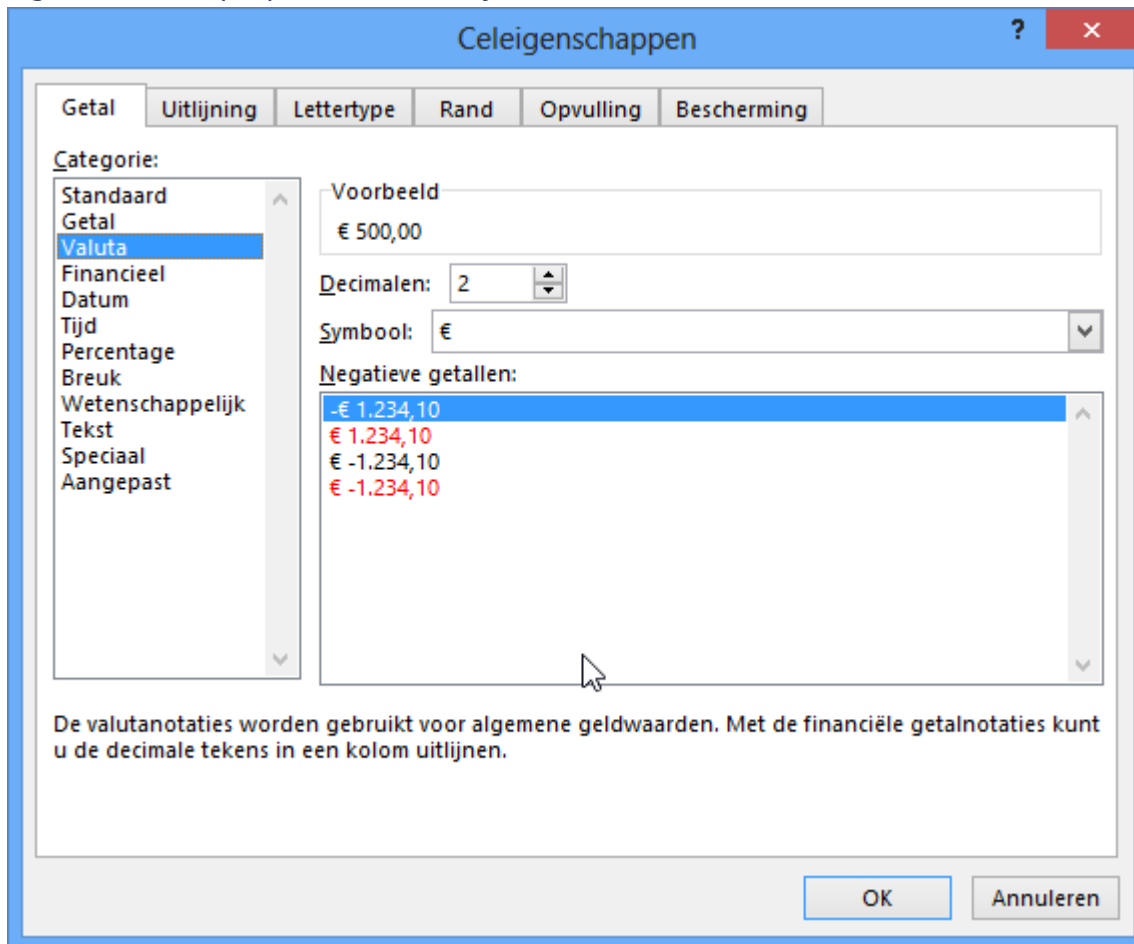
The Format Cells menu opens.

Figure 2.3 Format Cells



Select the Currency category

Figure 2.4 Cell properties currency



Make sure the euro symbol is selected and that the amount is displayed with 2 decimal places.

Type Total in A12

In B12, you enter a formula to calculate the total

Select cells B5 to B11

Figure 2.5 Selecting

	A	B	C	D
1	Opbrengst			
2				
3				
4	Naam	dag 1	dag 2	dag 3
5	Marian Boersma	314	187	147
6	Joris Jans	258	145	241
7	Jelle Ploeg	147	254	159
8	Henk Ham	123	135	213
9	Hans Poel	165	147	128
10	Dirk Pietersen	258	132	198
11	Tina Kronenburg	468	147	157
12	Totaal	=SOM(B5:B11)		
13		SOM(getal1; [getal2]; ...)		
14				
15				

Click the SUM button

If you select cell B12 you can view the formula.

Calculate the totals for the other classes in the same way.

Figure 2.6 The totals in row 12

	A	B	C	D
1	Opbrengst			
2				
3				
4	Naam	dag 1	dag 2	dag 3
5	Marian Boersma	314	187	147
6	Joris Jans	258	145	241
7	Jelle Ploeg	147	254	159
8	Henk Ham	123	135	213
9	Hans Poel	165	147	128
10	Dirk Pietersen	258	132	198
11	Tina Kronenburg	468	147	157
12	Totaal	1733	1147	1243

Quick Analysis

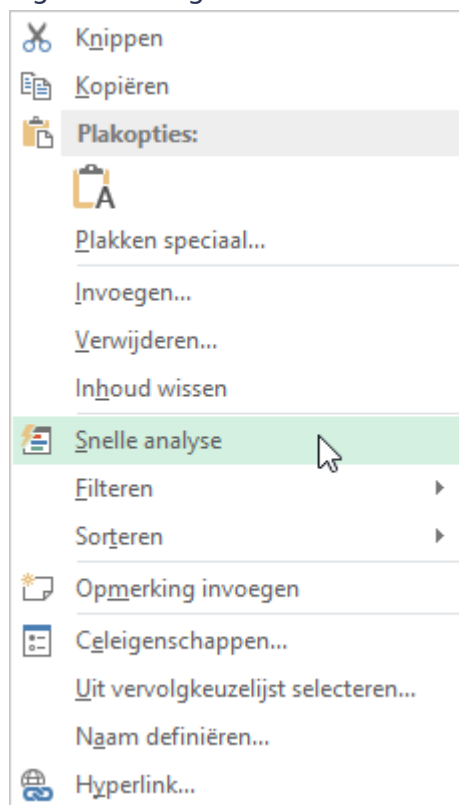
Select cells A4 to D11.

Figure 2.7 Selecting

	A	B	C	D
1	Opbrengst			
2				
3				
4	Naam	dag 1	dag 2	dag 3
5	Marian Boersma	314	187	147
6	Joris Jans	258	145	241
7	Jelle Ploeg	147	254	159
8	Henk Ham	123	135	213
9	Hans Poel	165	147	128
10	Dirk Pietersen	258	132	198
11	Tina Kronenburg	468	147	157
12	Totaal	1733	1147	1243

Right-click and choose Quick Analysis.

Figure 2.8 Right mouse button



Click the Data Bars button.

Figure 2.9 Quick Analysis



Voorwaardelijke opmaak gebruikt regels om interessante gegevens te markeren.

Who brought in the most revenue?

Select A4 to D11 again.

Figure 2.10 Selecting

	A	B	C	D
1	Opbrengst			
2				
3				
4	Naam	dag 1	dag 2	dag 3
5	Marian Boersma	314	187	147
6	Joris Jans	258	145	241
7	Jelle Ploeg	147	254	159
8	Henk Ham	123	135	213
9	Hans Poel	165	147	128
10	Dirk Pietersen	258	132	198
11	Tina Kronenburg	468	147	157
12	Totaal	1733	1147	1243

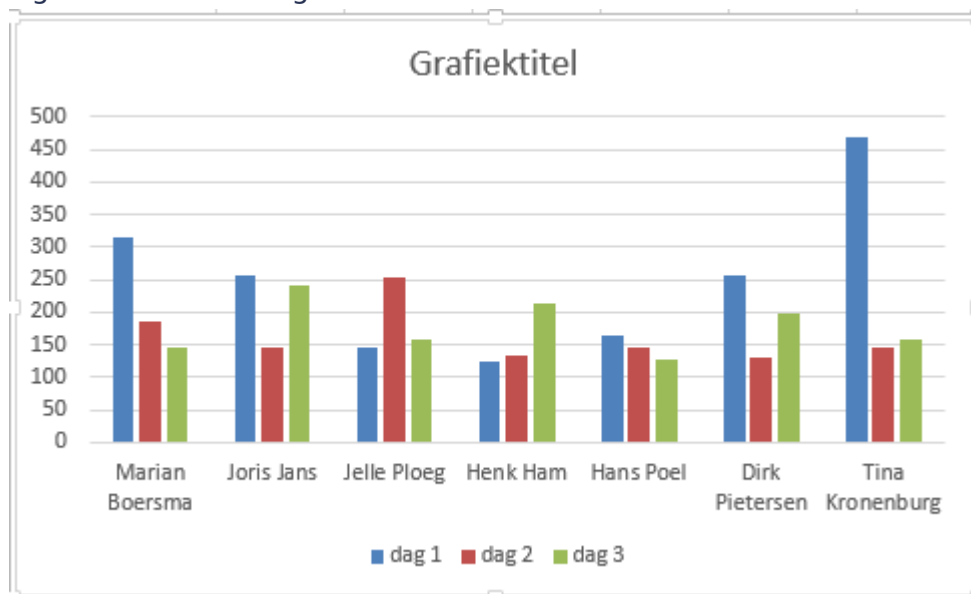
Click the right mouse button again for Quick Analysis.

Figure 2.11 Chart



Choose a chart. In this example, a column chart has been chosen.

Figure 2.12 Resulting chart



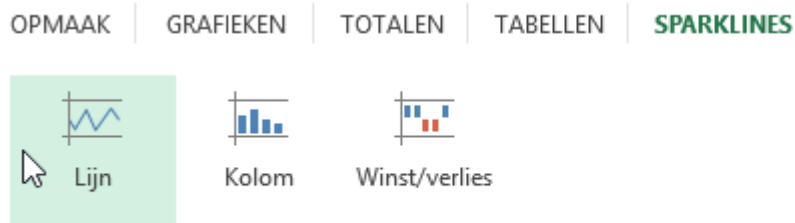
Quick Analysis gives you several ways to make data insightful. Besides charts, you can also add Sparklines.

Make sure the data A4 to D11 is selected.

Again, use the right mouse button to choose Quick Analysis.

Now choose Sparklines; in this example, line has been selected.

Figure 2.13 Quick Analysis Sparkline



Sparklines zijn minigrafieken die in afzonderlijke cellen zijn geplaatst.

Figure 2.14 Result

