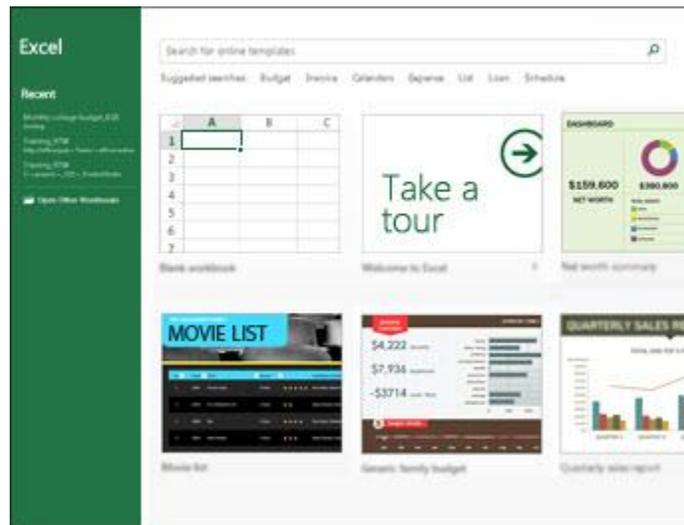


## What's New in Excel 2013

The first thing you'll see when you open Excel is a brand-new look. It's cleaner and designed to help you get professional-looking results quickly.

### New Templates

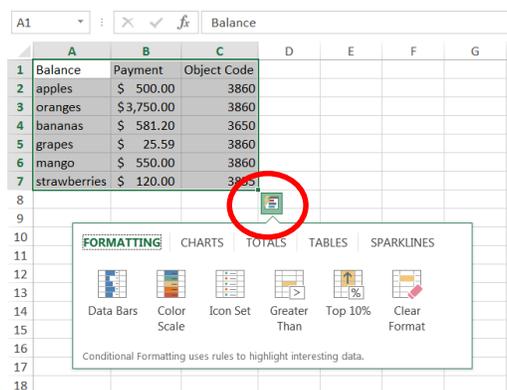
Templates do most of the set-up and design work for you, so you can focus on your data. When you open Excel 2013, you'll see templates for budgets, calendars, forms, reports, and more.



### Quick Analysis

The new **Quick Analysis** tool lets you convert your data into a chart or table in two steps or less. Preview your data with conditional formatting, sparklines (miniature graphs), or charts, and make your choice stick in just one click.

Highlight your data and click on the **Quick Analysis** button.



## Flash Fill

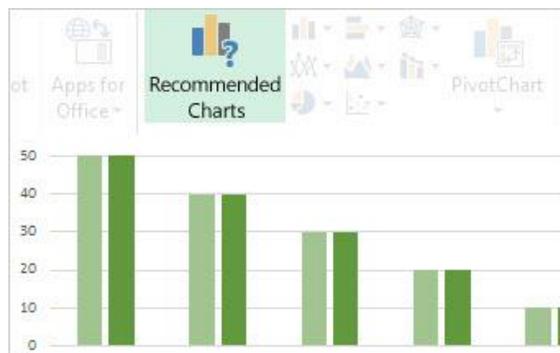
**Flash Fill** is like a data assistant that finishes your work for you. As soon as it detects what you want to do, Flash Fill enters the rest of your data in one fell swoop, following the pattern it recognizes in your data. This is helpful when you need to separate first and last names.

	A	B	C	D
1	Annik Stahl	Annik		
2	Harry Miller	Harry		
3	Josh Barnhill	Josh		
4	Jonathan Foster	Jonathan		
5	Doug Thomas	Doug		
6	Ron Owens	Ron		
7	Colin Wilcox	Colin		
8				

## Recommended Charts

With **Chart Recommendations**, Excel recommends the most suitable charts for your data. Get a quick peek to see how your data looks in the different charts, and then simply pick the one that shows the insights you want to present.

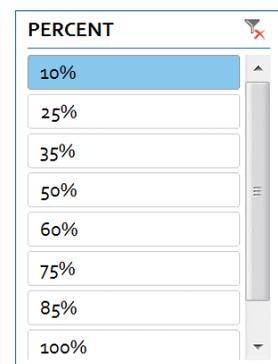
- 1) Highlight your data
- 2) Click on the **Insert** tab
- 3) Click on **Recommended Charts**



## Slicers

**Slicers** can now filter data in Excel tables. Use Slicers to filter your data visually.

- 1) Highlight your data
- 2) Click **Format As Table** on the **Home** tab
- 3) Click on a **Table Design**
- 4) Click **Design** under the **Table Tools** tab
- 5) Click on **Insert Slicer** in the **Tools** group
- 6) Select the columns you want to create slicers for (each slicer filters a single column of data)



## One Workbook - One Window

In Excel 2013 each workbook has in its own window, making it easier to work on two workbooks at once. It also makes life easier when you're working on two monitors.



## New Functions

You'll find several new functions in the math and trigonometry, statistical, engineering, date and time, lookup and reference, logical, and text function categories. Click [here](#) for a list of new functions.

## Improved Chart Tools

When a chart is selected in previous versions of Excel, the **Chart Tools** tab revealed three additional tabs: Design, Layout, and Format. The interface is simpler in Excel 2013, with only the **Design** and **Format** tabs to choose from. In addition, a set of icons appears outside the top right edge of a chart when it is selected. Click any of these buttons to reveal additional chart formatting options.

