

# What's New in Excel 2013

- \* Review the document called **What's New in Office 2013 – Shared Features** to see an explanation of the new shared features found in Office 2013 applications (Word, Excel and PowerPoint), in addition to this document which covers only new features found in Excel 2013.

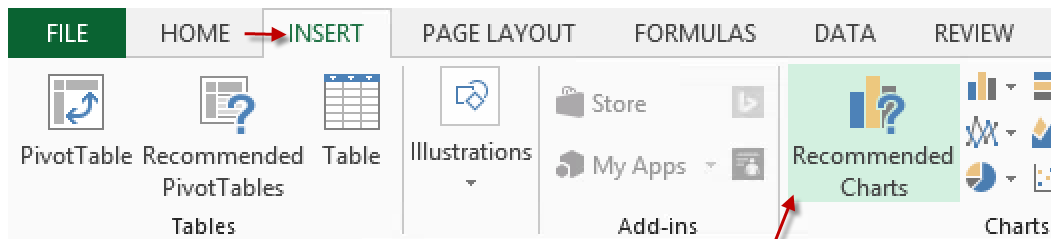
## Overall Enhancements

- A new feature called **Flash Fill** is now available which gives you the ability to split your data entered into separate columns using only a few keystrokes. You no longer have to write complicated formulas or use the Text to Columns wizard to split your data. The best example for this is splitting a full name into just part of a name. In the example below the following steps were followed:

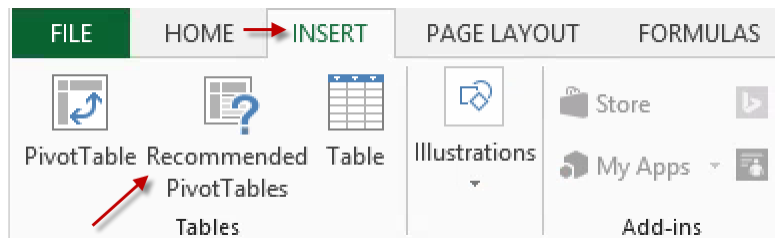
	A	B	C
1			
2		Holly French	Holly
3		Tom Jones	Tom
4		Mary Smith	Mary
5		Ann Test	Ann
6			

1. Type in the list of names in Column B.
2. Type in the first partial name in Column C (Holly).
3. Press the Enter key to get down to next cell.
4. Type in the first letter of the next entry (T).
5. The rest of the names automatically appear. Just press Enter to accept.

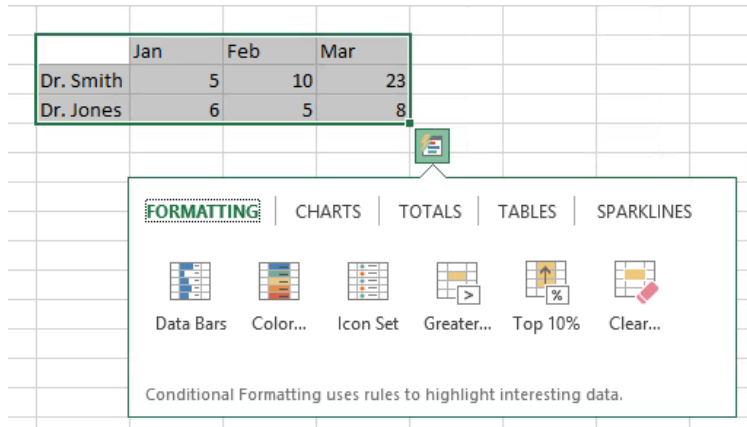
- You can now insert a **Recommended Chart** based on your data (Insert tab).



- You can now insert a **Recommended Pivot Table** based on your data (Insert tab).



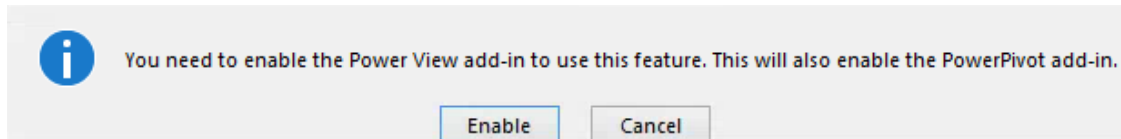
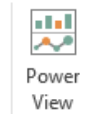
- A **Quick Analysis** button is now available and automatically appears in the bottom right of a selected range. This feature gives you quick access to Formatting, Charts, Totals, Tables and Sparklines.



- New engineering and trigonometry functions have been added (i.e. ACOT, ACOTH, BASE, etc.) for advanced formula users.
- **Power Pivot** and **Power View** is now available for data analysis reporting. **PowerPivot** is an add-in that lets you gather, store, model and analyze large amounts of data in Excel. **Power View** provides intuitive data visualization of PowerPivot models. In Excel 2013, PowerPivot and Power View are no longer separate add-ins that need to be downloaded and installed. These add-ins are natively included. PowerPivot in Excel 2013 is functionally very similar to the PowerPivot add-in for Excel 2010. Likewise, the version of Power View in Excel 2013 provides similar capabilities to the version of Power View available for Microsoft SharePoint 2013 or SharePoint 2010.

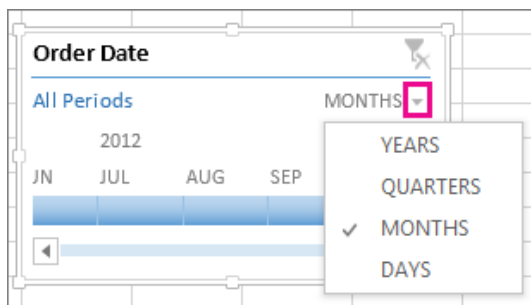
To enable the PowerPivot and Power View options:

1. Click the **Power View** button on the Insert tab
2. You will receive a message similar to the following:



3. Click **Enable** to enable both Power View and PowerPivot.
4. You should then notice the **Power View** and the **PowerPivot** tabs on the ribbon AND a new worksheet called Power View1.
5. If you are not quite ready to create a Power View report, you can delete this new Power View1 sheet. You will then only see the PowerPivot tab. You can insert a Power View report again later when you are ready.

- In addition to slicers, you can now insert a **timeline** into your pivot table that allows you to filter by dates easier and faster. This new button is available on the Insert tab and the Pivot table tab.



## Changes to the Ribbon

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- As mentioned above, **Insert** tab now has Recommended Pivot Tables, Recommended Charts and PowerView and also added a PivotChart button and a timeline button.
- A **Relationships** button has been added to the Data tab to help create and edit relationships between tables. You must create at least 2 tables (Insert – Table) in your workbook to be able to use this new feature.
- There's a new **Show Ink** button on the Review tab which shows ink annotations but is only available on tablet PCs. It enables users to write notes with a stylus on the screen. On a desktop this is only useful if you receive a file that has been ink annotated on a Tablet PC.