Filling empty cells using Flash Fill

The first new feature we’re going to explore here in Excel 2013 is a huge timesaver. It’s called Flash Fill and it will help you to fill in empty cells in a spreadsheet based on patterns that already exist. To use Flash Fill, enter a couple of examples of the output you’d like to see, keep the active cell in the column you want filled in, and click the Flash Fill button.

The Excel will pick up the pattern automatically. There is a little icon next to the cell, the Flash Fill options button. If you don’t like the results, we can undo the Flash Fill or maybe we don’t want it to automatically pick up the pattern. If you like everything, you can click Accept Suggestions. And if you wanted to, you can reformat all of those cells by using the Select all, changed cells.
What a huge timesaver that can be, if you have spreadsheets where you’re going to be filling an empty cells based on existing patterns in the spreadsheet.

Filtering records using a Timeline

Excel 2013 provides a filter for your PivotTable (and only PivotTable’s this time) on a specific period with the new tool, timeline. With your PivotTable selected, on the ANALYZE ribbon tab, select the option Insert Timeline

A new dialog box shows only the fields corresponding to a date format. In our table only one field has data in date format. Dates stored as text will not be recognized for timelines.

A new box is now inserted in your spreadsheet. This is a timeline control.
When you select a range of time only these values are displayed in your PivotTable.

You can also change the date split by clicking on the arrow next to the default value Month.

We selected DAYS this time.
Previewing with Quick Analysis

This next new feature in Excel 2013 is called Quick Analysis. It allow us to highlight or select data and quickly analyze it using a number of different options. Once you select the data, there is an icon in the bottom right-hand corner. It's our Quick Analysis icon.

Ctrl+Q is the keyboard shortcut to get all of the options available. Or just click the Quick Analysis icon to see all the categories including Formatting, Charts, Totals, Tables and Sparklines. Depending on your data, there are different data analysis tools for each categories.
WHAT'S NEW IN MS EXCEL 2013

Using Chart Advisor recommendations
When you select data, Microsoft is going to help you pick the right chart for the type of data you've selected. The new feature is called Recommended Charts. You don't have to use the recommended charts, you can go to All Charts and select the chart you like best.

Finding errors and issues with Power view
The next new feature in Excel 2013 is actually an add-in. It's called Power View, and it's a great tool for taking existing data that might exist in a sheet and manipulate that data in a safe place where you can play with it and use visualizations to look at your data differently. Power View is actually a separate sheet.

Go to Insert tab > Power View Reports
if you have never used this you will be prompted to enable it. Click Enable and you’re ready to go. The other thing you’ll need is Silverlight, and that’s to take advantage of the visualizations. If you don’t have Silverlight installed, again, you’ll be prompted to that as well.

In the left-hand side, it is actually just a table without grid lines going up and down, left and right, rows and columns. On the right-hand side, Power View Fields list all the columns unchecked. Click the checkbox to add the column to Fields.
WHAT'S NEW IN MS EXCEL 2013

Under the Power View tab, there are some options for Fitting to Window, Field List and Filtering. Under Design tab, we can switch to different visualization.

Converting roman numerals into Arabic numbers

If you ever need to work with Roman numerals and Arabic numbers, this next new feature in Excel 2013 might be of interest to you. It's the ability to not only convert to Roman numerals, but also to convert Roman Numerals back to Arabic numbers.

In the formula tab use the following formulas:

- Convert to Roman from Arabic Numerals:

  $=\text{ROMAN}([@\text{Room}])$

- Convert to Arabic from Roman Numerals:

  $=\text{ARABIC}(\text{Table_House}[@\text{ROMAN}])$

Protecting data in a shared spreadsheet

Range Protection is the new feature to allow us to password protect the worksheet in one workbook, or to protect a part of the worksheet. Go to Review tab and see Protection Options. Protect Sheet which allows us to password protect the specific sheet in one workbook.
In order to allow users to edit certain part of the protected sheet, there is the new feature Allow Users to Edit Ranges. Click the option, Allow Users to Edit Ranges window will pop up. Click New button to set the new ranges.

Give the title first, the range itself, we could have selected it ahead of time and it would appear here in the Refer to cells field. If not, click the button off to the right to choose the range. And then give the Range password. You’ll be prompted to type it in again, to make sure you got it right and click OK. We can add as many ranges as we like.

Click OK and you will go back to Allow Users to Edit Ranges window. When you click Apply button, it gets applied to the range and now you have to actually protect the sheet.
Click the Protect Sheet, the pop up window will ask the password as illustrated below. Select locked cells, Select unlocked cells, is checked off by default, so is Protect worksheet and contents of locked cells, unless they know the Password.