Using Context Menu (Right Click) Functions

Important Points about the Context Menu (Right Click)

- After an embedded query is refreshed for a workbook, the **Context Menu** may be accessed via the right mouse click within an active cell or a column heading of the results.

- The **options listed on the Context Menu may vary** based on whether you right mouse click on a value or a column heading, and may vary by the type of embedded query as applicable.

- The Context Menu function is also available when using the Design Panel as outlined in the previous section of the guide.

- If you right mouse click in a native Excel cell (outside of the embedded query results), the Context Menu will display only the Excel functions versus the Analysis functions.

- Refer to the *Analyzing and Formatting* sections of this guide for examples of how to use the Context Menu functions – note that the functions can be used in any order needed.

- There are other methods to do the same functions as available with the right click functions by using the Design Panel to drag and drop and some buttons on the Analysis toolbar, so use the method you prefer.
1. **Right click** on any column header or on a cell with an actual value to display and use the Context Menu.

2. Select the desired functions to analyze or format the data.

   *Note: Detailed steps for functions are covered in the Analysis and Formatting sections later in this guide.*