INTRODUCTORY EXCEL TUTORIAL

This handout was designed for the Introductory Excel workshop, held early in each semester at the DoJo. For a schedule of upcoming workshops, check the Academic Support website (here), or sign up for workshop alerts via this link. If you'd like to request a workshop for you and your friends, or would like one-on-one help with Excel, please contact Emily at esuvada@reed.edu, or book a coaching session at http://esuvada.youcanbook.me

If you want to learn more on your own, a simple google search will bring you to many sites with step-by-step guides to almost any calculation. Excel has been around for many years and has an enormous user base. Just remember to include the version and platform information (i.e. Excel 2011 for Mac, Excel 2016 for Windows, etc).

TOPIC 1 - ENTERING

Okay, now our data is a little easier to take in. However, the numbers are long and hard to read. We want to change these number formats.

Change number formats quickly by selecting the cells with numbers you want to

Excel. Before exporting data to a CSV file, it's a good idea to first save your spreadsheet as a XLSX file, to ensure that you don't lose any of your work.

A note on formatting data for compatibility

SKILL: USE FUNCTIONS IN EXCEL

A function in Excel performs a fixed operation on a given set of inputs. Functions are distinguished by their all-caps names. The AVERAGE function returns the arithmetic mean of a set of inputs. The SUM function calculates the sum. To continue our land area example, let's do the following,

1. Select C9, and type "=SUM("

2. Select the range of cells whose values you would like to average. You can do this with your mouse (using the rules in the previous section), by navigating and holding shift, or by using Excel's formula syntax to enter the data range by keyboard. For a beginner, I recommend using your mouse first, but paying attention to the way that Excel represents 6 (u) rl -4 7 (e)2 ((x) 4 (c) 1 (l) (w) - 8 (t)(, (t) 1 (l) 8 (

Some useful tools are listed below, but not covered extensively here. More information can be found online, but the best way to learn these tools is by using them yourself.

Freeze the top row or column: Choose the Layout menu from the ribbon near the top of your screen. Near the far right of the Layout toolbar, select "Freeze Panes."

Use the Text to Columns tool: Data -> "Text to Columns". This tool can be helpful to create several columns from a single column of text. For example, you could take a column of names presented in the format "Obama, Barack" and split it at the comma, resulting in a column of last names and a separate column of first names.

Sorting data: Sort data by following steps:

- Select the data you would like to sort.
- Click on "Sort..." from the Data menu.
- If your data has a header row, make sure that "My list has headers" is checked in the .88 767.88 re W n /Cs1 cs 0 0 0 sc q 0.24 0 0 0.24 95.05959 528.72cm BT 45 0 0 45 0 0 T 122

To show all data (turn off filters), again choose Filter from the Data menu.