

Introductory Excel

Carleton University data boot camp - June 24-26, 2015

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In this introductory session, we learn how to navigate an Excel (or OpenOffice) spreadsheet, enter text or numbers, and understand how to refer to cells by their column letters and row numbers. **A1** or **B17**.

* Sorting the table of data based on alphabetical or numeric order. Select **Sort** from the pull-down **Data** menu. Choose which column to sort and in which order -- ascending or descending. Remember to specify if your table of data has column headers.

- Writing formulae to perform basic math on two cells.
- To add two the values in cells next to each other. **=A1 + B1**
- To multiply the values in two cells. **=A1*B1**
- To divide the values in one cell by another, **=A1/B1**

* Copying and pasting these formulae to a range of other cells.

* Using the SUM function to total the values in an range or array of cells. **=SUM(A1:A10)** . Note the use of the colon : to indicate a range a range of cells.

* Calculating averages for a range of numbers. **=AVERAGE(A1:A10)**

* Calculating the percentages. **=(A1/B1)*100** where A1 is cell with the number you want to turn into a percentage and B1 is cell with the total value.

* Calculating the percentage change between two numbers. **=(A1-B1)/B1 * 100** where A1 is the new number and B1 is the old number.

* Find the rank of a value in a cell in a group of cells. **=RANK(A4,A\$1:A\$10)** where A4 is the cell with the value you want to rank and A\$1:A\$10 is the range of cells you want to compare it to. Note the use of the \$ sign to anchor the range of cells.

* Calculate the day of the week from a date field **=WEEKDAY(A1)**, which returns a number from 1 to 7, where 1 is Sunday and 7 is Saturday.

* Use **PivotTables** to summarize and sort data.