ECON 1291 Development Economics
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Introduction to Excel for Statistics

About

This handout will provide Excel vocabulary and basic instructions.

Important Vocabulary

- **Workbook**: The overall Excel file that you are creating
- **Sheet**: Excel workbooks can consist of multiple sheets (add at the bottom of the program) that you can rename
- **Row**: numerical (horizontal)
- **Column**: alphabetical (vertical)
- **Cell**: each box is called a cell and has an ID based on its row and column placement (A1, A2, A3, etc).
- **Pivot Tables**: Analyze and calculate numerical data using mean, median, standard deviation, addition, subtraction, and other forms of arithmetic
- **Function**: similar to a pivot table, is able to calculate and analyze numerical data
- **Charts**: Visualize data with bar charts, scatter plots, and other types of visualizations

Instructions

Basic Functions:

- In an empty cell, begin by typing in the equal sign (**=**). This is how Excel know you are writing a function
- Write the proper function name. As an example: to add is =SUM(_____)
- Either select or manually input the data inside the function's parentheses. Your function will now read =SUM(B1:B12).

Pivot Tables and Charts:

- Select the data you want to turn into a visualization or analyze in a pivot table
- Choose "Insert" then "Recommended Pivot Table" or "Recommended Chart"
- Choose to insert in a new or current sheet; creating a new sheet helps to organize and separate your data from your analysis
- Customize your pivot table and chart using the customizer

LINEST Excel Syntax for regression models:

LINEST(y_values range, x_values range, constant, additional_statistics)
Example: =Linest(**A1:A12**, **B1:B12**, **TRUE**,**TRUE**)

Questions? Contact us!
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Link to online materials: http://bit.ly/dti-dev-econ-fall2019