



Coop/Exper Ed - Soc Sci/Hum 2000
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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).
- **Function:** used to calculate and analyze numerical data using mean, median, standard deviation, addition, subtraction, and other forms of arithmetic
- **Charts:** used to visualize data with bar charts, scatter plots, and other formats

Instructions

Basic Functions:

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

Sorting Data:

- Select your dataset.
- Select "Sort" under the "Data" tab. Once you click, a pop-up window will appear.
- Choose which column you would like to sort values by, and how you would like to order the values. The entire dataset will be sorted accordingly.
- If your list has headers (column titles) make sure to tick the right-upper box. Otherwise, Excel will automatically sort the column labels or titles as well.

Data Validation:

- Highlight the cells to which you want to apply the data validation
- Select "Data Validation" under the "Data" tab and change "Allow" from "Any value" to "List" in the drop-down menu
- In the box, type the responses you want to allow in your selected cells. The values must be

Slides and handouts available at <https://bit.ly/fa22-doherty-excel>

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separated by commas.

- When applying data validation to filled-in cells, Excel will automatically overwrite the cell content. You can avoid this by creating new columns to apply data validation to.

Conditional Formatting:

- Highlight the cells to which you want to apply the conditional formatting
- Select “Conditional Formatting” under the “Home” tab and choose from a range of options
- The formatting will change when you edit, add, or delete values

Tables:

- Select all the cells that you want included in your table. Under the “Insert” tab, select “Table”
- You can customize the appearance of your table under the “Table” tab
- You can still modify your data once it is in a table; although tables make your data look more presentable, they are not a “finished” form

Charts:

- Select the columns and variables you would like to include in your Chart.
- Go to “Insert” and then “Charts”. Choose the chart type you want.