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**Coop/Exper Ed - Soc Sci/Hum 2000**  
**Lisa Doherty**  
**Professional Development for Co-op**

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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:

- Highlight the column you want to sort
- Select "Sort & Filter" under the "Home" tab. On the drop-down menu, select how you want to sort the values
- Once you click, a pop-up window will appear. Select "Expand the selection" in order to maintain the integrity of your rows. Otherwise, Excel will only rearrange the cells in the column you have selected

#### 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/32uofgV>

**Developed by:** Jonathan Sullivan, DITI Fellow

**Questions? Contact us:** [nulab@northeastern.edu](mailto:nulab@northeastern.edu)



separated by commas.

#### 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

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