EESH: Professional Development for Co-op
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Introduction to Excel

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

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

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- In the box, type the responses you want to allow in your selected cells. The values must be 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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