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 (added 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**: used to filter, analyze, and calculate numerical data, and present different results based on functions and data chosen
- **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 know 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).

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**)