# Public-Facing Documentation

## Introduction to Excel for Statistics

This module will introduce students to Excel for statistical analysis.

## Individual Class Info

ECON 1291 Development Economics

Fall 2020

1:35-3:15pm, 3:30-5:10pm

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## Summary of Module

This module is an introduction to using Excel, including basic terminology, navigating the software, basic functions, and forms of data analysis like pivot tables and charts. This module also introduces some more advanced techniques, like creating a regression model using Excel’s LINEST function.

## Learning Goals

* Understand the basic terminology and anatomy of Excel
* Learn how to use basic Excel functions, such as =ADD and =SUM
* Understand how data can be analyzed using pivot tables and charts
* Learn more advanced calculations like regression models

## Learning Objectives

* Use several different functions on a sample data structure
* Create charts, pivot tables, and model calculations in Excel

## Materials for Module

Handout

Slides

Data

(An Excel sheet provided by Silvia Prina with which students can practice Excel functions)

# Internal Documentation

## What should go in each module:

**Documentation**

Basic documentation about the module. Pretty much, this entire template will be filled out for each module

**Handouts**

The handouts that will be passed around the class, which students can use as a reference as they learn the digital proficiency on their own.

* Name of course, digital proficiency, and module
* Important vocabulary
* Step-by-step process of a specific tool or skill
* Discussion questions with space for students to write/take notes
* Contact information

**Slides/Jupyter Notebook**

The actual thing that will be used during the class presentation. This may be a Google Slide, a Jupyter Notebook, or other modes of presenting. This will be also provided for the students. These presentations should include:

* Learning objectives
* Basic summary of what the workshop/module will cover
* Important vocabulary
* Step-by-step process of specific tool or skill
* Activities to engage students

**Data and Data Documentation**

If there is data being used for the module, the data must be stored in its own file and follow naming conventions. Naming conventions should be made clear to students and documentation about how data was collected should be made available in some way.

**Helpful Resources**

This will probably be links in the “handouts” but just in case, here’s a section for it.

## Workflow

Cara did all this

## Notes