

# Microsoft Excel Workshop (Elementary)

## Some Basic Information

Course Date and Time:

Every Monday from 14-10-2024 to 15-11-2024, 19:00-21:00

Venue: TBA

Instructor: Kelvin Fung Kai Ki

## Why does this workshop exist?

To teach you how to use Microsoft (MS) Excel wisely. As I know, instead of using those pre-implemented tools already provided by Excel, some people are keen on using calculators to analyze data even when using Excel. Learning so can effectively save your time and effort on analyzing data.

And no, I am not going to talk about how it works. I am only teaching you how to make use of the tools.

## What can I learn in this workshop?

- Properly inserting data
- Importing data
- Data managing
- Formula (like =sum)
- Chart and presentation
- Making use of functions provided by MS Excel
- Data export
- Macros

No, we are not going to go through the VBA stuffs, as it has nothing to do with data analyzing.

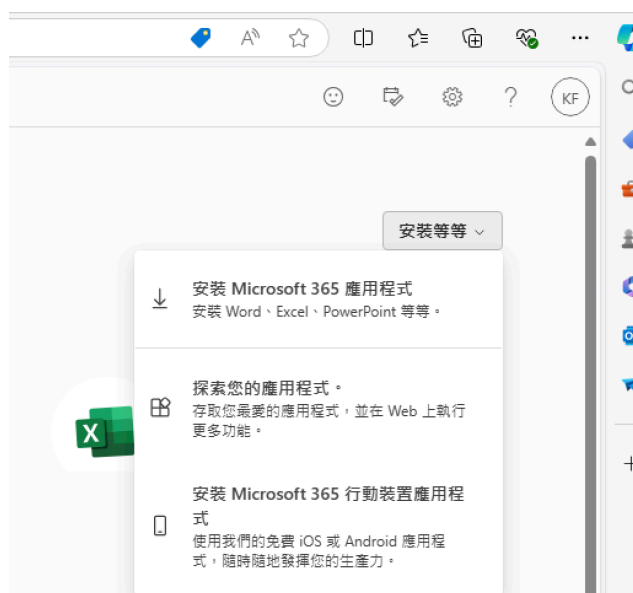
## Appendix – How to install MS Office Suite

CUHK provides free MS Office suite for all students and staffs. Literally everyone should make use of this.

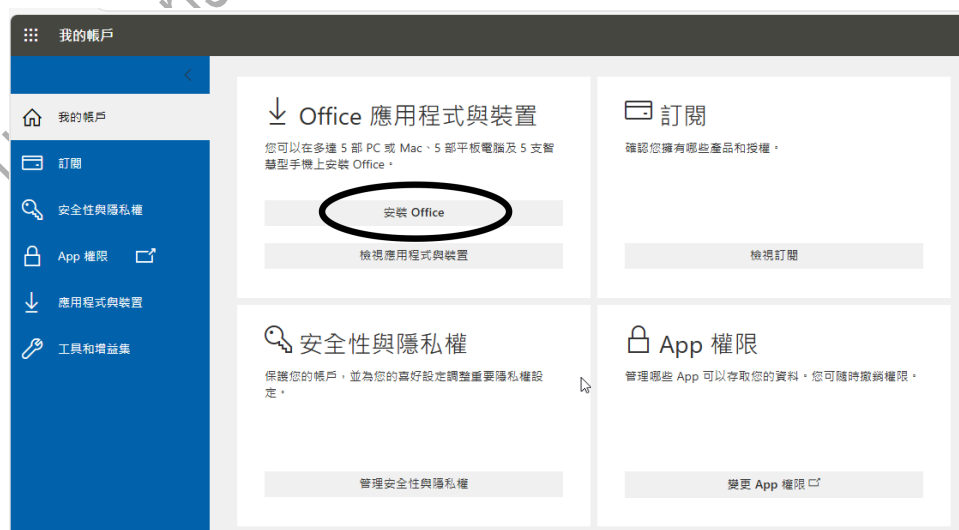
### Windows

Step 1: Head to <https://www.cuhk.edu.hk/o365> and log in with your OnePass information and Duo.

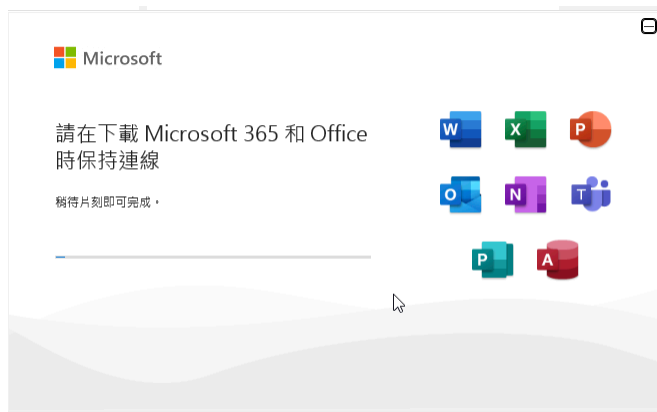
Step 2: You are now in the homepage of the web version of Office 365. Find the **install** or **more** button in the top-right corner of the page. Click **Install MS.....** to proceed.



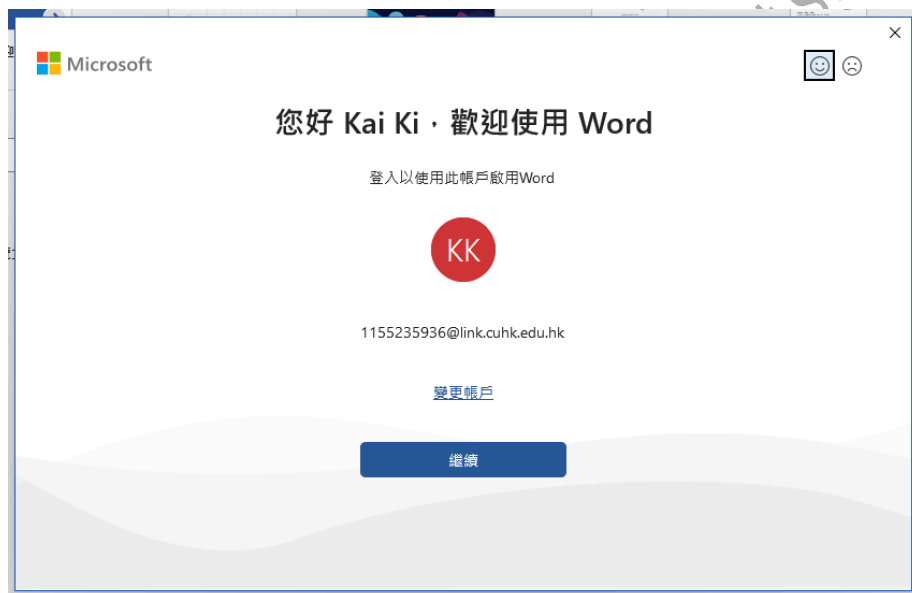
Step 3: Click **Install Office**



Step 4: A file called **OfficeSetup.exe** will be downloaded. Execute the file and let it cook.



Step 5: After installation, open any of the applications in the Office suite (like word). Press **Continue** and log in with your OnePass information ([115xxxxxx@link.cuhk.edu.hk](mailto:115xxxxxx@link.cuhk.edu.hk)) and follow the on-screen instructions.

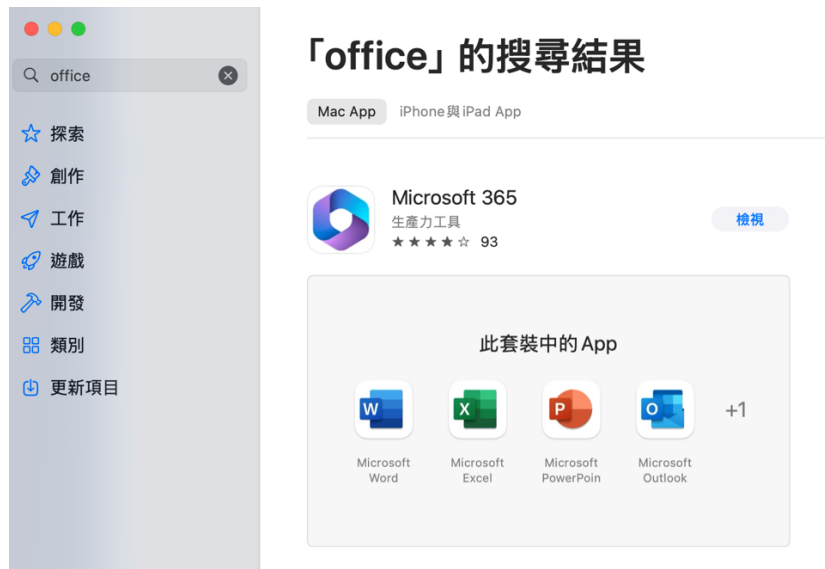


Congratulations! You successfully installed MS Office suite into your computer!

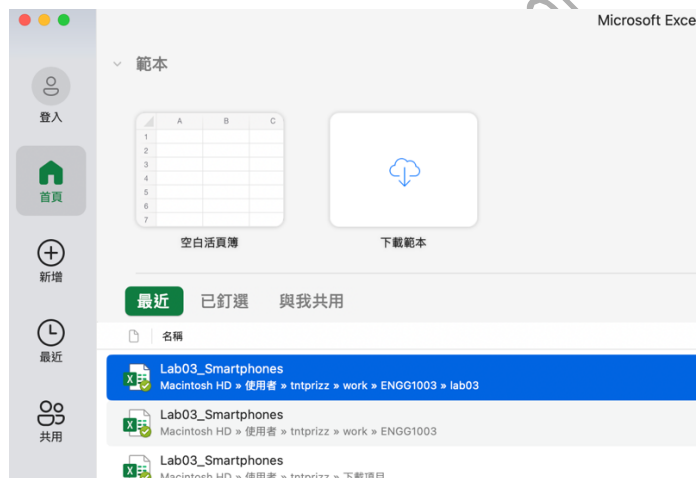


## Mac OS

Step 1: In the App Store, search for **Microsoft 365** and download what you want in the suite.



Step 2: Open one of the apps and click **Login**. Log in with your OnePass account ([115xxxxxxx@link.cuhk.edu.hk](mailto:115xxxxxxx@link.cuhk.edu.hk)) and then follow the on-screen instructions.



Congratulations! You successfully installed MS Office into your MacBook!

## Linux

Uhm, good luck. I believe that you can solve this.