# 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 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
* Marcos

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.  
一張含有 文字, 螢幕擷取畫面, 軟體, 電腦圖示 的圖片

自動產生的描述

Step 3: Click Install Office  
一張含有 文字, 軟體, 螢幕擷取畫面, 字型 的圖片

自動產生的描述

Step 4: A file called OfficeSetup.exe will be downloaded. Execute the file and let it cook.  
一張含有 文字, 螢幕擷取畫面, 軟體, 電腦圖示 的圖片

自動產生的描述

Step 5: After installation, open any of the applications in the Office suite (like word). Press Continue and log in with your OnePass information  
([115xxxxxxx@link.cuhk.edu.hk](mailto:115xxxxxxx@link.cuhk.edu.hk)) and follow the on-screen instructions.  
一張含有 文字, 軟體, 作業系統, 電腦圖示 的圖片

自動產生的描述

Congratulations! You successfully installed MS Office suite into your computer!  
一張含有 文字, 螢幕擷取畫面, 字型, 圖形 的圖片

自動產生的描述

### Mac OS

Step 1: In the App Store, search for Microsoft 365 and download what you want in the suite.  
一張含有 文字, 螢幕擷取畫面, 軟體, 電腦圖示 的圖片

自動產生的描述

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.  
 一張含有 文字, 螢幕擷取畫面, 軟體, 電腦圖示 的圖片

自動產生的描述

Congratulations! You successfully installed MS Office into your MacBook!

### Linux

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