

# Excel Workshop 1

Spring 2015

# Overview of Spreadsheet Basics

- Start with Sheet 1
- [Worksheets vs Workbooks](#)
- [Saving a Workbook](#)
- [Naming a Worksheet](#)
- Find more ways of managing worksheets on the [Worksheet Basics Tutorial Page](#)

# Make some calculations

- [Series Fill](#)
- Calculations always begin with '=' (to tell Excel to do the calculation)
- Multiple X & Y
- Multiply X by 50 (2 methods)
  - Absolute vs. Relative referencing
- [Calculate percentages](#)
- Calculate the [average](#) of X
- [Find functions](#) in Excel

Go to spreadsheet “VotingData”

Familiarize yourself with the data.

Look at the headers, rows, and columns.

Ask yourself the following:

1. What are the variables?
2. What measures are being used (percent, number, response scale, etc.)?
3. Where is the data from? Is it a reliable source?

# Line graphs

Line graphs are useful for seeing changes over time.

- a. Select the data for the graph.
- b. 'Insert' tab, 'Line' drop-down box, select the 4th (2 crossing lines with points) or click [here](#).
- c. You can [select data](#) by right clicking on the chart and choosing 'Select data...'. Now we can add the years to the x-axis.

# Format the chart.

Formatting the chart makes the information clear.

1. Format the horizontal and vertical axes.
2. Add chart title and axis titles.
3. Change chart size.
4. Format the legend and plot area.
5. Format the data series.

# Scatter Plot

Scatter plots are useful for looking at the relationship between two variables.

For example, do the variables increase together or decrease together?

- a. 'Insert' tab, 'Scatter' drop-down box, select the 1st (a bunch of dots).
- b. You need to [select data](#) by right clicking on the chart and choosing 'Select data...'. Which variable goes on the x-axis?
- c. Don't forget to format the chart!

# Copying & Pasting into Word

- Copying and pasting your charts into a Word document.
- Select the chart. Copy (CTRL C) & paste (CTRL V) it. Double check the formatting of your chart.
- DID THE FORMATTING CHANGE?
- Paste it as a picture in word. Right click on the Word document and under 'Paste Options' select 'Picture'.