

Excel Workshop 2

Econ 2012, Fall 2013

Copying Worksheets

- To [copy a Worksheet](#):
 - Right click on the worksheet tab
 - Check the 'Create a copy' box- by default Excel does NOT make a copy
 - Select where to move the new sheet
 - "OK"

Formulas-Recap

- [Find functions](#) in Excel
- A list of some of the common formulas you might use:
 - =Average(set of numbers) → average of set
 - =Sum(set of numbers) → sum of set
 - =Max(set of numbers) → maximum number in set
 - =Min(set of numbers) → minimum number in set
 - =Median(set of numbers) → median of set
 - =Exp(number) → exponent of number
 - =Ln(number) → natural log of number

Formulas-Cont

- Be aware of blank cells
- Notice the explanation of the function to understand how it treats characters/text and other formulas
 - The 'explanation' occurs when you've typed the function name, but before you've typed '(' .
- Formatting Text & Borders

If-Then statements

- If-Then statements are logical statements
 - If(something is true), then(something happens)
 - If the subway train (stops at your stop), then (you get off)
 - If you (order your meal), then (the server will bring it to you)
 - If you (are required to attend an Excel workshop), then (you sign up & show up)

If-Then in Excel

- Really: if-then-else
 - If (something is true) then (do something) else (do something else, or nothing)
 - =if(logic statement, output for true, output for false)
 - If current year shows an increase in percent voting from previous year...

Pasting Options

- Series Fill
- Paste transpose of a column/row
- Paste values of a formula

Charts

- “[Select Data](#)” further unpacked
- Adding multiple series to scatterplots
- Adding a secondary axis- “Format Data Series”
- Inserting a 45 degree line
- Adding gridlines- right click on axis