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