

Excel Workshop 1

ECON 2012, Fall 2013

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'.