CUSTOMIZING THE EXTENSIONS OF FILES

1. It is convenient to see the extensions of the files, because some times there are two files with the same name, but different extensions. To customize that, perform the **sequence**:

   Organizar (At the left, in the top part of the screen)

   Opciones de Carpeta (Roughly at the center)

   Ver (At the center, at the top)

   Unselect Ocultar extensiones . . . (Fifth line starting from the bottom)

   Click on **Aceptar**

WORKING WITH EXCEL

1. To change the edition language to **English**, perform the **sequence**:

   Archivo (At the left, in the top part of the screen)

   Opciones (At the bottom, in left panel)

   Idioma (Roughly at the center, in left panel)

   Move **English** to the first position in the **three** displays at the center of the screen

   Click on **Aceptar**, and **Restart** EXCEL

2. Once again with EXCEL, perform the **sequence**:

   File (At the left, in the top part of the screen)

   Options (At the bottom, in left panel)

   Add-Ins (At the bottom, in left panel)

   Manage Excel Add-Ins (At the bottom, in center panel). Click there on **Go**

   Select the two **Data Analysis Tools**

   Click on browse, and select the **RealStats.xlam** file, that should be stored in **Documentos** first

   Accept

3. A **Data Analysis** label will appear at the top right part of the screen when you click on **Data**. The should be also a label called **Real Statistics** when you click on **Add-Ins**.

4. Data Analysis and Real Statistics contain **macros** and **tools** for computing the usual summary statistics. Select one, and follow the instructions there. Results will appear in a new spreadsheet.

5. Working with the editor, copying, fonts, colors, ..., etc follows **standard rules**.

MATRICES WITH EXCEL

1. For working with **matrix functions** with **matrix outputs**, the basic rule is to select appropriate input and output ranges, click **simultaneously** Control + Shift, and then **Enter**.