**Using Excel, including Tips and Shortcuts**

The instructions here will vary depending upon what version you have and if you are on a Mac or a PC. The general ideas should apply broadly. Google and looking for videos on Youtube are good options for problem solving!

**Files types and Excel features**

Excel can open many different types of data files. Common data file types are .csv and .txt. If you open one of these file types and plan to keep working in Excel, it’s important to save the file as an Excel file after you open it. These other file types will not save information such as formulas or graphs.

**Convert data into columns**

.txt data typically comes in as all one column. The data will need to be adjusted to be appropriately distributed across different columns. There are a few approaches:

You can do that when you open the file into Excel. To convert from txt to Excel format, you need to makes sure you have that column highlighted, then go to ‘Text to Columns’ under the Data tab in Excel. In the new window, you should be able to click through as the default settings often works. You should be able to see the data in columns if you scroll down in that window, before you close it. If the data is not organized into separate columns, as indicated by the lines, then you should go back and try some different options for how the data might be separated.

**Make a scatter plot**

To do this, click on an empty cell that is at least a column away from your data. from the “Insert” menu, choose the first option under “Scatter.” Right click the plot/rectangle that shows up and choose “Select Data.” Remove any data that was automatically entered (if any shows up; if a blank white rectangle shows up that is ok too). To do this highlight each entry in the white box on the left and click “Remove.” To add data, choose “Add” or the Plus sign. Click on the “Series X values” box and then highlight the data you want to use on the spreadsheet. Do not highlight any text/words, just numbers. Next, click on the “Series Y values” box and then highlight the corresponding air temperature data on the spreadsheet. Click “ok.” Then click “ok” again.

**Shortcut: Selecting a column of data**

This is particularly helpful when you are making a graph and need to select a long column of data. Click on the first cell you would like to include. Control-Shift-Down-arrow will select the full column on a PC, or Command-Shift-Down-arrow on a Mac.

**Add a trend line to a scatter plot**

To do this, right-click on a data point on the plot (clicking on any point will work) and select “Add Trendline.”

You have options associated with this. You can select the type of relationship (linear, logarithmic). You can also ask to show the equation of the line, and also the R2 value.

**Shortcut: Copying a formula down a column**

Select the cell with the formula. Hover over the lower right corner of the cell until the cursor is a black solid plus sign. Double-click. It should autofill the formula down the column to the last row of data.