**Using Excel**

## What are the rules for naming your variables across the top row (when using wide-format data)?

## How do you sort values? (Including the importance of selecting all data to keep each participant’s data together)

## How do you insert new columns or delete columns or rows?

## How do you save your data as a .csv or a .xlsx and what is the difference?

## How do you calculate a mean?

## How do you get the median?

## How do you create a useful Pivot table?

## How do you create and edit an APA-style frequency graph?

## Additional notes/examples?