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