Excel Workshop 2

Econ 2012, Fall 2013
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