

Excel Exercise

Introduction to Statistics
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 (Sheet 1 - Original)

1. How to **enter data**. (Click check mark, hit enter key, click somewhere else, move arrow keys)
2. How to **format cells**.
 - a. Change column width or row height.
 - b. Merge and Center to get title or wrap text.
 - c. Given \$ sign or reduce decimal places.
3. How to **do calculation**.
 - a. Always select a location to store answer first.
 - b. If addition, subtraction, multiplication, and division are needed, hit “=” sign first.
 - c. Excel has installed some formula into function icon. Click function icon and choose a right function to do it. A new window may need to be moved to a side and identify the cells which function is applied to. Finally, hit “OK”.
 - d. Hold Ctrl with ~ key to see the hidden formula.
4. How to **copy formula** to right or below. (Watch the special corner.)
 Move your mouse around **right bottom corner** of the cell that has formula until you get a thin cross sign. Click and drag your thin cross sign to right or drag down.
5. **Sort Data**: Pull down menu way or short cut way.

Smart-Up Exercise						
ITEM	NUMBER OF UNITS SOLD	Material COST PER UNIT	SALE PRICE PER UNIT	TOTAL Material COST	TOTAL SALE PRICE	PROFIT
BINDER	500	\$4	\$7			
BOOKBAG	350	\$5	\$10			
CALENDAR	300	\$3	\$8			
NOTEBOOK	800	\$1	\$2			
SCHEDULE	876	\$1	\$2			
SHIRT	800	\$4	\$6			
		Grand Total				

(Sheet 2 – Descriptive Statistics)

Smart-Up Exercise						
ITEM	NUMBER OF UNITS SOLD	Material COST PER UNIT	SALE PRICE PER UNIT	TOTAL Material COST	TOTAL SALE PRICE	PROFIT
BINDER	500	\$4	\$7			
BOOKBAG	350	\$5	\$10			
CALENDAR	300	\$3	\$8			
NOTEBOOK	800	\$1	\$2			
SCHEDULE	876	\$1	\$2			
SHIRT	800	\$4	\$6			
Mean						
Median						
Mode						
Standard Deviation						
Maximum						
Minimum						
Range						

(Sheet 3 – Standard Deviation)

	X	Deviation x-average	Square of deviation
	500		
	350		
	300		
	800		
	876		
	800		
Average		$s = \sqrt{\frac{\sum_{i=1}^n (X_i - \bar{X})^2}{n - 1}}$	
Sum of Square of Deviations			
Variance			
Std. Dev.			

Absolute Address:

When a formula is copied to the next cell, you can insert a '\$' in front of a column name or a row number to fix a column or a row.

Relative Address:

When you drag a formula down, the row number will be automatic increase. When you drag a formula to right, the column name will be automatic increase.