

## **PSY 410L – Cognitive Psychology Lab. J. P. Toth**

### **Excel Tutorial**

#### **A. Excel Basics.**

1. Standard Microsoft menus and toolbars.
2. Workbooks (title bar) and Worksheets (sheet tabs).
3. Rows, columns, and cells.
4. Name box (current cell reference) and formula bar.
5. Selecting ("highlighting") rows, columns, and cells.
6. Inserting rows, columns, and cells.
7. Entering data; Importing data; Text-to-Columns.
8. Automatically filling cells: The Handle.
9. Formatting text and numbers.
10. Resizing and auto-resizing rows and columns.
11. Cutting, Copying, and Pasting.
12. Paste Special [Paste Special: Values; Transpose].

#### **B. Formulas.**

1. Formulas always start with "=" in the cell.
2. Simple reference (pointing to another cell).
3. Basic Math (+ - \* / ^).
4. Common Functions.
  - a. =SUM(*range*)
  - b. =AVERAGE(*range*)
  - c. =MIN(*range*) and =MAX(*range*)
  - d. =COUNT (text not counted) and =COUNTA (text counted).
  - e. =IF(*condition, value-if-true, value-if-false*)
  - f. =STDEV(*range*)
  - g. =TTEST(*range1, range2, tails, type*)
  - h. =PEARSON(*range1, range2*)
5. Function Wizard.

#### **C. Charts.**

Start by creating a table of your data, including labels for the rows & columns. Then highlight the entire table (including the labels, but not any extra rows or columns), go to the "Insert" menu and choose a graph type in the "Charts" panel. After the graph is created, you can put it on a separate page by selecting (clicking on) it and selecting "Move Chart". To edit & format your graph, use the menus under "Chart Tools".

#### **Excel Tutorials on the web:**

[http://www.uncw.edu/itsd/documents/Intro\\_to\\_Excel\\_2007.pdf](http://www.uncw.edu/itsd/documents/Intro_to_Excel_2007.pdf)

<http://www.usd.edu/trio/tut/excel/>

<http://www.baycongroup.com/el0.htm>