

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.

1. Start by creating a summary table with formatted labels; then highlight it and...
 - 2a. In Office 2007, use "Insert" menu; then, "Layout" menu (under "Chart Tools").
Note: To put chart on a separate page, right click on it and select "Move Chart".
 - 2b. In previous versions of Excel, use Chart Wizard.
3. Formatting Charts.

Excel Tutorials on the web:

http://www.uncw.edu/itsd/documents/Intro_to_Excel_2007.pdf

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

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