# How to Do:

# **Basics with Excel**

Brief instruction:

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| This Excel crash course will include the raw basics and an introduction on how to create and use charts. Excel and other spreadsheet based programs do have a lot in common and work a lot with icons and graphical support. They are built to be user-friendly while offering a wide variety of tools to analyse and display your data. For questions and further material please go to the official support sites or community based help-forums.  Note: if you do not have Excel yourself, you can get it based on a Campus License from the University of Potsdam. See [here](https://www.uni-potsdam.de/de/zim/angebote-loesungen/software-campuslizenzen/microsoft-campuslizenz) for instructions. |

Basics – Cell Formatting

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| 1. | There are several ways you can select data:  -Click on the first cell and drag to last or press “shift”, click on the last cell  -Click on the numbers on the right or letters at top to select entire row / column  Deselect cells by holding “ctrl” and clicking respective cells  Note: selected cells a darker then non selected cells |  |
| 2. | Once selection you can e.g. color your data, or select border sizes |  |

Basics – Basic Functions

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| 1. | Excel has several functions that can be used to calculate given data. Choose an empty cell, click on the to see function Excel offers |  |
| 2. | Search for a specific function by either description or operations |  |
| 3. | (example) Calculate the average. Search for average (2.) and choose the cells you want to know the average from by clicking on the arrow |  |
| 4. | (example) observe that if you change a value in chosen cells the average is updated |  |
| 5. | You can also specify your own functions/ sequence of operations. Here you click on a cell and type in “=” |  |
| 6. | Whenever you are in a cell that starts with “=” you can click on other cells to select that value for operations. Note: you can also select ranges of cells (click and drag) |  |

Charts

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| 1. | Click on the “Insert” tab at the top of the window |  |
| 2. | Go to „Charts“ and choose a chart category and a specific plot |  |
| 3. | Click on „Select Data“ to choose the data you want to add (Note that Excel may assume which data and how you want to plot this – this does not necessarily be the best or even right option, as shown here) |  |
| 4. | (optional) To format the chart, click on “Add Chart Element” and choose the wanted element (Note: you can individually edit every added chart element) |  |
| 5. | To export charts or plots to Word or PowerPoint click on the item and copy/paste | This was copy/pasted! |