

Stat Support Activity: Introduction to Excel

Opening Files and Blank Spreadsheets, Highlighting, Copy, Paste, Adjusting Heights and Widths

Notes

- **Open Existing Excel Spreadsheet:** To open an existing Excel spreadsheet with data, click on “File”, then “Open”, then “Browse”. Find the excel file you want to open and then click “Open”.
- **Open Blank Excel Spreadsheet:** To open a new Excel spreadsheet, click on “File”, then “New”, then “Blank Workbook”.
- **Column Width:** To make a column of data wider or narrower, place cursor to the right of the column. For example, if you want to widen column A put your cursor at the top in between column A and column B. The cursor will turn into a cross symbol \pm . Double left click will automatically make the column have the perfect width to see all of your data and title. (You can also left click and drag to width you want.)
- **Row Height:** To make a row of data taller or shorter, place cursor to the left of the row. For example, if you want to make row 1 taller, put your cursor in between row 1 and row 2. The cursor will turn into a cross symbol \pm . Double left click will automatically make the row have the perfect height to see all of your data and titles. (You can also left click and drag to height you want.)
- **Highlight a Column:** To highlight an entire column of data, hold your cursor above the column until you see downward arrow \downarrow , then left click. (This is much better than clicking and dragging.)
- **Highlight a Row:** To highlight an entire row of data, hold your cursor to the left of the row until you see right arrow \rightarrow , then left click. (This is much better than clicking and dragging.)
- **Copy a Row or Column:** To copy a row or column of data, highlight the row or column you want to copy, then hold the control key down and press “C” on the keyboard (“Control – C”). You can also right click and then press copy.
- **Paste a Row or Column:** To paste a row or column of data, first copy the row or column. Then go to a blank workbook and click on the top cell in the column you want to paste in or the far left cell you want to paste the row into. Then hold the control key down and press “V” on the keyboard. (Control – V) You can also right click and then paste.

Problems

1. Go to www.matt-teachout.org. Click on “statistics” and then “data sets”. Open the bear data in Excel.
 - a) Practice changing the width of the columns to better see the titles.
 - b) Open a new Excel spread sheet. Copy and paste the columns for bear sex and overall length next to each other into the new Excel spread sheet.
 - c) Open a new Excel spread sheet. Copy and paste the columns for month bear measured and weight of the bears next to each other into the new Excel spread sheet.

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2. Go to www.matt-teachout.org. Click on “statistics” and then “data sets”. Open the health data in Excel.

a) Practice changing the width of the columns to better see the titles.

b) Open a new Excel spread sheet. Copy and paste the columns for sex assigned at birth and pulse rate next to each other into the new Excel spread sheet.

c) Open a new Excel spread sheet. Copy and paste the columns for women’s systolic blood pressure and men’s systolic blood pressure next to each other into the new Excel spread sheet.

3. Go to www.matt-teachout.org. Click on “statistics” and then “data sets”. Open the “Math 075 Fall 2015 Survey data in Excel.

a) Practice changing the width of the columns to better see the titles.

b) Open a new Excel spread sheet. Copy and paste the columns for campus and height next to each other into the new Excel spread sheet. Make sure campus is in the left column and height is in the right column.

c) Open a new Excel spread sheet. Copy and paste the columns for type of transportation and cell phone bill next to each other into the new Excel spread sheet. Make sure transportation is in the left column and cell phone bill is in the right column.