# Tutorial: Microsoft Office Excel Basics (2007 and 2010)

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## **Equations**

MS Excel is capable of making calculations automatically once the cells have been properly programmed. This feature can be used to make a single calculation, like in a calculator, or can be done on an entire row or column of data using the same formula. Any equation starts by typing "=" into the cell; this tells Excel that you want to calculate something, this is best demonstrated through an example:

EXAMPLE 1: Calculating the Area of a circle with a radius of 5. The formula for calculating the area of a circle is = 2. We can do this calculation in Excel by setting up a spreadsheet, like the one shown in Figure 1, below.



#### Figure 1: Calculating the Area of a Cirlce

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In this example, Cell B2 was set to the value of Pi, and Cell C2 was set to the radius, so the equation required in Cell A2 was B2 multiplied by C2 squared.

Almost any equation can be made by clicking on the cells that you want to use, with the correct mathematical operators (multiply, divide, add, subtract, etc). Excel automatically places the cell you click while in equation mode into the equation.

Common mathematical operators are:

- + Addition
- - Subtraction
- \*Multiply
- / Divide
  - $\circ$   $\,$  the numerator goes on the left of the "/" and the denominator goes on the right
  - $\circ$  e.g. 3/8 is the Excel equation for three divided by eight
- ^ Raise to the power of
  - $\circ$  x<sup>y</sup>, the number x is raised to the power of y, this would appear in a mathematics textbook as
  - In Example 1, above, the radius (cell C2) is squared, or raised to the power of 2, therefore the radius squared is C2^2
- Parentheses
  - o (Open Parentheses
  - ) Closed Parentheses
  - Just like in "normal" mathematics, parentheses can be used to determine the order of operations in an equation. Excel uses the standard order of operations taught in mathematics textbooks. See Figure 1Figure 2, below, for the an example how the use of parentheses works in Excel.

Operation	Formula	Result
3+2/5	=3+2/5	3.4
(3+2)/5	=(3+2)/5	1

Figure 2: Use of Parentheses in Equations

### Absolute and Relative Cells

As mentioned above, Excel can do calculations on a set of data versus just a single point using the same formula, this is achieved by using what are called "relative cell references". By clicking in the corner of an equation cell, and dragging in the direction of the data, Excel automatically changes the cells used in the formula; see Figure 3 and Figure 4, below for an example.

	A2	• (=	f <sub>x</sub>	=B2
	А	В	С	
1	Area	Pi	Radius	
2	78.53981634	3.1415927	5	
3		~	6	
4			7	
5	•		8	
6	***************************************	5		

Figure 3: Cell Corner Click and Drag

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	А	В	С	
1	Area	Pi	Radius	
2	=B2*(C2^2)	3.1415927	5	
3	=B3*(C3^2)	(	6	
4	=B4*(C4^2)		7	
5	=B5*(C5^2)		8	
-				

Figure 4: Equation Changes from Click and Drag

As you can see, both the B column and C column numbers increase with each row, resulting in Figure 5.

- I.
IS
5
6
7
8

#### Figure 5: Results of Changing Cells

So what happened? Cells B3, B4, and B5 are blank, and Excel reads these as zeroes: when Excel calculates  $B3^{*}(C3^{2})$ ,  $B4^{*}(C4^{2})$ , and  $B5^{*}(C5^{2})$ , it is multiplying by zero. We can fix this two ways:

1. a simple fix which involves filling in the blank cells (Figure 6), or

	А	B	С
1	Area	Pi	Radius
2	78.53981634	3.1415927	5
3	113.0973355	3.1415927	6
4	153.93804	3.1415927	7
5	201.0619298	3.1415927	8

Figure 6: Fill in the Blank Cells to Fix the Equation

2. a simpler fix which involves setting a cell as constant using the "absolute cell reference".

We can set parts of a cell, or the entire cell to stay constant when it is used in an equation by adding dollar signs (\$) in front of the cell reference in the equation, as shown in Figure 7.

	А	В	С	
1	Area	Pi	Radius	
2	=\$B\$2*(C2^2)	3.1415927	5	5
3	=\$B\$2*(C3^2)		. (	5
4	=\$B\$2*(C4^2)			1
5	=\$B\$2*(C5^2)		8	3
~				Τ.

**Figure 7: Absolute Cell References** 

You will notice that as we click and drag the equation down, once we have the dollar signs in front of B and 2, neither of them will change, this is particularly useful for referencing one cell over and over. If you only want to lock in the column position, you could type \$B2, whereas if you wish to only lock in row, you could type B\$2.

Play around with the position of the dollar sign in your cell references and how they change with clicking and dragging your equations to get a good feel for absolute cell referencing.

## **Searching for Functions**

Excel comes equipped with a great many functions, many more than the average user will ever have need of. Excel's vast library of functions comes with a handy tool for searching for the best function for what you want to do. To search for functions, click on the cell you want to add the function to, go to the "Formulas" tab, and select "Insert Function", as illustrated in Figure 8.

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J Ins Fund	Ex Σ Au Sert ction D Fir	toSum ▼ cently Used nancial ▼	É Logica ▼ 🔏 Text ▼ É Date 8	l ▼	Name Manage	ि Define fr <sup>®</sup> Use in I r ा Create 1	Name 👻 Formula 🗸 from Selection	}⊅ Trac ≪} Trac ♀, Ren	e Precedents e Dependen nove Arrows	; <u>\$%</u> ts *∲ * * @	Watch Window	Calculation Difference	
		Function	Library			Defined Na	ames		Formula	Auditing		Calculation	
	A2	•	. (	$f_{x}$									~
	А	В	С	D	E	F	G	Н	L.	J	K	L	
1													
2													
3													
4													
5													
6													

#### **Figure 8: Navigating to Search for Functions Tool**

In the window that pops up, type what you want to do, and click "Go". Excel will search through its database of functions and suggest several to you, look through them, select the function whose description best matches what you wish to do, and click "OK" to insert the function into the cell you selected, pictured in Figure 9.

Insert Function	?	×
Search for a function:		
Type a brief description of what you want to do and then click Go	<u> </u>	<u>3</u> 0
Or select a <u>c</u> ategory: Most Recently Used		
Select a functio <u>n</u> :		
PI SUM AVERAGE IF HYPERLINK COUNT MAX		* III +
PI() Returns the value of Pi, 3.14159265358979, accurate to 15 digits.		
Help on this function OK	Ca	ncel

#### **Figure 9: Function Search Tool Interface**

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## **Several Useful Functions**

### Sum

As its name suggests, the SUM function adds all the selected cells together. See Figure 10 for an example of how to use the SUM function.

1	А	B
1	1	
2	2	
3	3	
4	4	
5		
6	=SUM(A1:	A4)

**Figure 10: The SUM Function** 

### Average

The AVERAGE function in effect adds the values of the selected cells and divides by the number of cells selected. This function is the same thing as finding the Mean of the data. See Figure 11 for an example of how to use the AVERAGE function.

	А	В
1	1	
2	2	
3	3	
4	4	
5		
6	=AVERAGE	(A1:A4)

**Figure 11: The AVERAGE Function** 

### **Standard Deviation**

The Standard Deviation of a set of data is a statistical measure of how widely the data varies, for example a very similar set of numbers would have a small standard deviation, whereas a very diverse set of numbers would have a large standard deviation. To highlight how important the standard deviation is, statistics are often reported as the average and the standard deviation. While the technical definition of standard deviation is somewhat complicated, it can easily be found in any Statistics textbook.

Excel uses the shortened form of Standard Deviation, STDEV, as a function. See Figure 12 for an example of how to use the STDEV function.

	А	В	
1	1		
2	2		
3	3		
4	4		
5			
6	=STDEV(A	1:A4)	
Figur	e 12: The ST	- DEV Fur	iction

## **Sorting**

Among the more useful tools that Excel offers is the ability to sort a set a data based on several criteria. As above, it is best to illustrate the use of sorting by example.

EXAMPLE 2: Sorting Temperature Data, First by Temperature, then by Year

First we must select the data we wish to sort, including the data headers (they help to keep the sorting criteria straight), as shown in Figure 13.

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1	This sprea	dsheet was	s made	using d	ata fron	n the USH	CN Monthly	/ Ave	erage Te	mperature	from the E	Jurlington VT	weather	station	
3	nttp.//cula	c.om.gowc	:gi-bin/b	rokerr	FRUG	KAIN-prog.	cimsite_n	Ionur	iiy.saso	SERVICE	-uelaulto	10-431001			
4	Average W	/inter Temp	erature												
5	Year	Temp (C)		The Ur	nited St	ates Histo	rical Clima	te N	etwork	was starte	d collabor	atively			
6	1896	-5.20		betwe	en the	National (	Dceanican	d At	mosphe	eric Admini	stration's	(NOAA)			
8	1898	-4.59		Nation	nal Clim	natic Data C	enterand	the	Depart	ment of En	ergy's Car	bon			
9	1899	-4.94		Dioxid	le Infor	mation An	alysis Cent	ter (C	CDIAC) i	n the 1980s	5. The USH	ICN			
10	1900	-3.65		collec	ts daily	observatio	ons from 1	218 r	monitor	ring sites ar	ound the	48			
11	1901	-6.35		sites	ious or	iited State	s, and com	ipile	smonu	ny data iro	meachor	tnese			
12	1902	-5.39	<u></u>	Sites.											
14	1903	-9.06	5												
15	1905	-8.39	)												
16	1906	-2.54													
17	1907	-9.65						_							
10	1908	-6.65	1					_							
20	1910	-7.06	5												
21	1911	-8.56	5												
22	1912	-7.67	1												
23	1913	-4.31						_							
24	1914	-0.13													
26	1916	-6.09	)												
27	1917	-8.63	8												
28	1918	-11.04						_							
29	1919	-4.80	1												
31	1920	-10.30	7												
32	1922	-7.33	3												
33	1923	-9.17	1												
34	1924	-5.57	(												
36	1925	-6.00													
37	1927	-6.85	5												
38	1928	-5.28	8												
39	1929	-5.28	3												
40	1930	-6.33	3					_							
41	1931	-0.63	5					_							+-
43	1932	-2.52	2												
44	1934	-10.56	5												
45	1935	-9.26	6												
46	1936	-9.11 rlington M	/inter T	empera	turo /	Closing Da	tes / Clin	nate	Modele						
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**Figure 13: Data Selection for Sorting** 

Once the data to be sorted has been selected, navigate to the "Home" tab, click "Sort & Filter", then drag down to "Custom Sort...", as shown in Figure 14.

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A	B C	DE	F	G H I	J	K 🐺	C <u>u</u> stom Sort			
1 This spreadshe	et was made using	g data from the USH	CN Monthly Av	erage Temperature from th	e Burlington VT wea	athe	Filter			
2 http://cdiac.orn	.gov/cgi-bin/broker	?_PROGRAM=prog.	.climsite_mont	hly.sas&_SERVICE=defau	lt&id=431081		<u>r</u> incer			
3						- K	<u>C</u> lear			
4 Average Winter	Temperature					- F	Reapply			
5 Year Ten 6 1896	5         Year         Temp (C)           6         1896         -5.20									

Figure 14: Navigate to Custom Sort

In the window which pops up, make sure the "My data has headers" box is checked (otherwise the header names will not appear in the "Sort by" field). Select the criteria you want you data sorted by, then select the options you would like, as shown in Figure 15.

Sort			? ×
Q <sub>A</sub> 1 ∀	Level X Delete Level	Copy Level	IS My data has <u>h</u> eaders
Column		Sort On	Order
Sort by	Temp (C) 💌	Values 🔹	Smallest to Largest 🔍
	Year Temp (C)	Values Cell Color Font Color Cell Icon	Smallest to Largest Largest to Smallest Custom List
			OK Cancel

### **Figure 15: Sort Criteria Selection**

If we stopped here, the data would only be sorted by Temperature, however we also want to sort it by Year if there are similar temperature entries for different years. Click "Add Level" and select the sort criteria for the next step of sorting, as shown in Figure 16.

Sort						? x
P <sup>A</sup> ≩I <u>A</u> dd	Level X Delete	Level	Copy Level	Options	📝 My dat	a has <u>h</u> eaders
Column		Sort	On		Order	
Sort by	Temp (C)	👻 Valu	ies	-	Smallest to Largest	-
Then by	Year	👻 Valu	ies	-	Smallest to Largest	-
						Grand
					OK	Cancel

Figure 16: Adding Levels of Sorting

Once you have added all of the sorting levels you wish, click "OK". Our data has now been sorted by Temperature, and then by Year, as shown in Figure 17. Compare Figure 13 and Figure 17 to see the "Before and After" of sorting.

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	А	В	С		D	E	F		G	H		J	K	L		F
1	This sprea	dsheet was	s made	using d	lata fror	m the USH	CN Monthly	/ Ave	erage Te	mperature	from the E	Burlington VT	weather	station		-
2	nttp://cdiad	c.om.gov/c	<u>cgi-biri/b</u>	oroker?	PRUG	KAIVI-prog	ciimsite_n	ionitr	ily.saso		-delauito	<u>10-431001</u>				-
4	Average W	/inter Temp	erature													
5	Year	Temp (C)		The U	nited St	tates Histo	rical Clima	te N	etwork	was starte	d collabo	ratively				-
5	1918	-11.04		betwe	een the	National (	Dceanican	d At	mosphe	eric Admini	stration's	(NOAA)				-
8	1970	-10.54		Natio	nal Clin	natic Data (	enterand	the	Depart	ment of En	ergy's Car	bon				-
9	1920	-10.30	)	Dioxic	te Infor	mation An	alysis Cent	ter (0	CDIAC) I	n the 1980s	5. The USH	ICN				=
10	1907	-9.65	2	contie	ious Ur	nited State	s. and com	pile	smonth	nlv data fro	m each of	these				-
12	1959	-9.61		sites.	,		-,			,						-
13	1968	-9.46	5													
14	1935	-9.26	5					_								-
15	1948	-9.19	7													-
17	1936	-9.11														
18	1978	-9.07	1													
19	1904	-9.06	6					_								
21	1963	-9.00	)													
22	1961	-8.98	3													
23	1977	-8.91						_								
24	1917	-0.03	5													
26	1945	-8.56	6													
27	1905	-8.39	9					_								
28	1979	-8.35	2													
30	1914	-8.13	3													
31	1940	-8.09	9													
32	2003	-8.02	2					_								
34	1969	-7.98	3													
35	2004	-7.98	3													
36	1962	-7.94	2					_								
38	1946	-7.69	)													
39	1912	-7.67	7													
40	1976	-7.44	1					_								
41	1986	-7.41	7					_								
43	1922	-7.33	3													
44	1981	-7.26	6													
45	1941	-7.19	5					_								-
40	► N Bu	rlington W	Vinter T	empera	ature	Closing Da	tes / Clir	nate	Models							1
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**Figure 17: Sorted Temperature Data** 

# **Paste Special**

You may find as you use excel, that if you copy and paste cells with equations and formulas in them, that they do show the values you may have expected. Figure 18 shows a simple copy and paste of a standard deviation calculation, and Figure 19 shows how the cell references have changed.

	А	В	С	D	E	F	G
1	34	93	89				
2	85	73	76				
3	93	30	90				
4	23	50	98				
5							
6	35.3683	27.38004	9.105859		#DIV/0!	#DIV/0!	#DIV/0!

Figure 18: "Regular" Copy and Paste

	A	В	С	D	E	F	G
1	34	93	89				T T
2	85	73	76				
3	93	30	90				
4	23	50	98				
5							
6	35.3683	27.38004	9.105859		=STDEV(E1:E4)	=STDEV(F1:F4)	=STDEV(G1:G4)

Figure 19: Changing Cell References in "Regular" Copy and Paste

Most times, when a person performs a copy and paste, they only want the results of the calculation, and not the calculation itself, this is where the "Paste Special" tool comes in. To access the Paste Special tool, select and copy the cells you want, then right click in the cell you want to copy to, and scroll down to "Paste Special…" in the pop up menu, as shown in Figure 20.

	А	В	С	D	E	F	G	Н	
1	34	93	89						
2	85	73	76						
3	93	30	90		Calib	ri - 11 -	A A \$	% , 📑	Ŀ
4	23	50	98		P	$r \equiv \Lambda_{*}$	Δ		
5					<b>B</b> .			.00 ->.0 🗸	_
6	35.3683	27.38004	9.105859		V	Cut			
7					~	cui			
8					43	Copy			
9						Paste Options:			
10									
11						Paste Special			-

Figure 20: Navigating to the Paste Special Tool

In the window that pops up, select the format you want the copied cells in, as seen in Figure 21, then click "OK". Figure 22 shows the copied cells with the values only.

Paste Special	5 ×
Paste	
○ All	All using Source theme
Eormulas	All except borders
Values	Column widths
Formats	Formulas and number formats
© <u>C</u> omments	Values and number formats
Validation	<ul> <li>All merging conditional formats</li> </ul>
Operation	
None	Multiply
⊚ A <u>d</u> d	🔘 Dįvide
Subtract	
Skip <u>b</u> lanks	Transpos <u>e</u>
Paste Link	OK Cancel

### Figure 21: Paste Special Menu

	Α	В	С	D	E	F	G
1	34	93	89				
2	85	73	76				
3	93	30	90				
4	23	50	98				
5							
6	35.3683	27.38004	9.105859		35.3683	27.38004	9.105859

Figure 22: Results of Paste Special

## **Find and Replace**

Excel can search a spreadsheet and find specific entries, it can also replace those entries it finds with something else. To use this tool, press "control" and "f" on the keyboard at the same time. Figure 23 shows the pop up menu for the find and replace tool.

	А	В	С	D	E	F	
1	34	93	89				
2	90	73	76				
3	93	30	90				
4	23	50	98				
5							
6	36.6697	27.38004	9.105859				
7	Eind an	d Replace				? 🗙	2
8						-	=
9	Fin	d Replace	-				
10	-						
11	Find	what: 90					411
12	Repla	ace with: 80				•	
13						Options >>	11
14							2
15	Rep	ace All	Replace	Find A	Find Next	Close	
16							

Figure 23: Find and Replace Pop Up Menu

Fill in the "Find What:" field with the entry you are looking to find, and if you want to replace it with something, also fill in the "Replace With:" field, then click "Find All" and "Replace All" to automatically find and replace all entries, or click "Find Next" and "Replace Next" to find and replace entries one by one.

## **Graphing and Linear Regression**

Excel can generate Graphs, Charts, Histograms, and other graphical representations of data. While only one chart type is shown here, the basic steps are the same for every chart. The "XY Scatter plot" is the example that will be shown here.

To create an XY Scatter plot, go to the "Insert" Tab, and click on the small box in the bottom right of the "Charts" section, this opens the "Insert Chart" Tool, as seen in Figure 24.

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F	ile Hor	ne Insert	Page Layout For	mulas Data i	Review V	'iew			\$	O = 0     O	a 23
Pivo	tTable Table	e Picture	Shapes ×	Column → Bar → Charts	A▼ ☆▼ Sparklir ▼	nes Slicer Filter	Kyperlink Links	A Text Box 8	Header K Footer	Ω Symbols	
	E9	•									~
	А	В	C D	E F	G	Н	I	J	К	L	-
1		- (-)	Insert Chart					-	? x		
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7	1940	-7.20556	Pie		E	5					
8	1950	-5.78333	Bar								
9	1960	-7.69815									
10	1970	-7.77778	Area						=		
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12	1990	-5.35185	<u>íii</u> Stock								
13	2000	-5.25556	Surface								
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18				e . 0 e . 0 e . 0 e		0.0.8			-		
19			Manage Templates	Set as Default Cha	rt		Ok		Cancel		
20											

Figure 24: The Insert Chart Tool

On the left, select "X Y (Scatter)", then select the first option (a small text box reading "Scatter with only markers" appears as you scroll over it), and then click "OK". A blank graph will appear near your data. In the "Chart Tools", "Design" tab, click "Select Data". The "Select Data Source" Tool window will pop up. Click on "Add", as shown in Figure 25.

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6	1930	-6.36667												
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33			_	_	_	-	_	_	_					

Figure 25: The Select Data Source Tool

Type a name for your data in the "Series Name:" text box, then click on the right sides of the "Series X values:" and "Series Y values:" text boxes to select the data for each. , then click "OK", illustrated in Figure 26.



Figure 26: Selecting Data for X and Y Axis

Your data will now show up in the "Select Data Source" Tool, as shown in Figure 27. If you want to put more data on the same graph, you may click "Add" again on the "Select Data Source" Tool, otherwise click "OK". Your graph will now be made.

Select Data Source		? X
Chart data range: =Sheet3!\$A\$3:\$B\$13		
Switch	Row/Column	
Legend Entries (Series)	Horizontal (Category) Axis Labels	
Add ZEdit X Remove	Edi <u>t</u>	
Temperature	1900	*
	1910	=
	1920	
	1930	
	1940	-
Hidden and Empty Cells	ОК	Cancel



Many times data are graphed to determine whether there is some relation between the X and Y variables. To determine the relation mathematically and come up with an equation to model it, Linear Regression, or drawing a "Best Fit" line through the data points can be done. To perform a linear regression on your data, left click on one of your data points to select the dataset, then right click in the same spot to bring up a menu as illustrated in Figure 28.



Figure 28: Navigating to "Add Trendline..."

Tutorial prepared for the Project-Based Global Climate Change Education Project, funded by NASA GCCE Copyright © 2011, Office of Educational Partnerships, Clarkson University, Potsdam NY http://www.clarkson.edu/highschool/Climate Change Education/index.html On the menu, select "Add Trendline..." to open the "Format Trendline" Tool, shown in Figure 29. Click the "Linear" button, and the box next to "Display Equation on chart". Figure 30 shows the resulting graph, with best fit line and equation.

Format Trendline	? ×
Format Trendline Trendline Options Line Color Line Style Shadow Glow and Soft Edges	Trendline Options Trend/Regression Type Exponential inear Inear
	Image: Cogaritation         Image: Cogaritati
	<u>A</u> utomatic :  Linear (Temperature) <u>C</u> ustom:     Forecast <u>E</u> orward:   0.0 <u>Backward:</u> 0.0
	Image: Close

**Figure 29: Format Trendline Tool** 



Figure 30: Completed Graph with Line and Equation

# Importing ".csv" and ".txt" files

- 1. Open Microsoft Excel
- 2. Click the "Office Button" on the top left
- 3. Click **"Open"** on the menu
- 4. To be able to find your file, you will likely need to change the **"Files of type"** field from "All Excel Files" to **"All Files"**.

Open					(	?×
Look in:	🛅 Lake Champlain	<b>~</b> (	) - ک	21>	< 💼	•
My Recent Documents Desktop My Documents My Computer My Network Places	Data Project Folder Satellite Images Late_Champlain_Data_File_0713RC.visx Late_Champlain_Data_File_0714RC.visx Late_Champlain_Data_File_0714RC.visx					
	File name:			~		
	Files of type: All Excel Files (*.xl*; *.xlsx; *.xlsm; *.xlsb; *.xlam; *.xltx; *.xltr; *.xltr; *.kltr; *.htrr; *	*.html;	*.mht;	*		
Tools 🔹			<u>O</u> pen	•	Car	icel

Figure 31: Selecting File Types



Figure 32: Looking at All Files in a Folder

- 5. Select your file and press "Open"
- 6. In the "Text Import Wizard" which pops up, select "Delimited" and then click "Next"

Text Import Wizard - Step 1 of 3	? 🗙
The Text Wizard has determined that your data is Fixed Width.	
If this is correct, choose Next, or choose the data type that best describes your data.	
<ul> <li>Original data type</li> </ul>	
Choose the file type that best describes your data:	
<ul> <li>Delimited - Characters such as commas or tabs separate each field.</li> <li>Eixed width - Eielde are aligned in columns with spaces between each field</li> </ul>	
Crixeu wuur - rielus are aligned in columns with spaces between each rield.	
Start import at row: 1 🗘 File origin: 437 : OEM United States	~
Preview of file E-MASA GCCE)Lake Cham Juser1026, Vermont, Seasonal-DJE, tavo, 1961, 2099, byt	
	_
1 Year Region Time_Resolution A1_(oC) B1_(oC) 2 1961 Vermont Seasonal-DJR -8 047 -8 047	
3 1962 Vermont Seasonal-DJF -8.364 -8.364	
4 1963 Vermont Seasonal-DJF -7.548 -7.548	
<	>
Cancel < Back Next >	Finish

Figure 33: The Text Import Wizard

7. Nearly all modern text files are delimited with a space, a tab, or a comma, and all ".csv" files are comma delimited. When Excel recognizes a delimiter, it inserts a line between columns in the preview pane at the bottom of the "Text Import Wizard". Try the different options to see what works best for your file.

Text Import Wizard - Step 2 of 3
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
Space       Qther:   Data greview
Year Region Time_Resolution A1_(oC) B1_(oC)           1961 Wermont Seasonal-DJF -8.047 -8.047           1962 Wermont Seasonal-DJF -8.364           1963 Wermont Seasonal-DJF -7.548 -7.548           1964 Wermont Seasonal-DJF -7.549           1964 Wermont Seasonal-DJF -7.797
Cancel < <u>B</u> ack <u>Next</u> > <u>E</u> inish

Figure 34: Preview of Text Data with No Delimiters

Text Import Wize	ard - Step 2 of 3	? 🛛
This screen lets you : below.	set the delimiters your data contains. You can see how your text is affected in the	preview
Delimiters		
Semicolon	✓ Treat consecutive delimiters as one	
Comma ✓ Space	Text gualifier:	
Other:	]	
Data preview		
	he was he can be can	
1961 Vermont	Seasonal-DJF -8.047 -8.047	
1962 Vermont	Seasonal-DJF -8.364 -8.364	
1963 Vermont	Seasonal-DJF -7.548 -7.548	
1964 Vermont	Seasonal-DJF -7.797 -7.797	~
<		>
	Cancel < Back Next >	Finish

Figure 35: Preview of Text Data with Selected Delimiters

8. When you are satisfied that you have chosen the correct delimiter, you may specify the format for your data in each row by pressing "Next", or you may allow Excel to determine the format automatically by pressing "Finish" (Selecting "Finish" is suggested)