

Excel

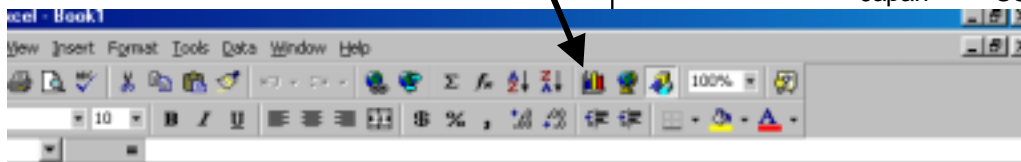
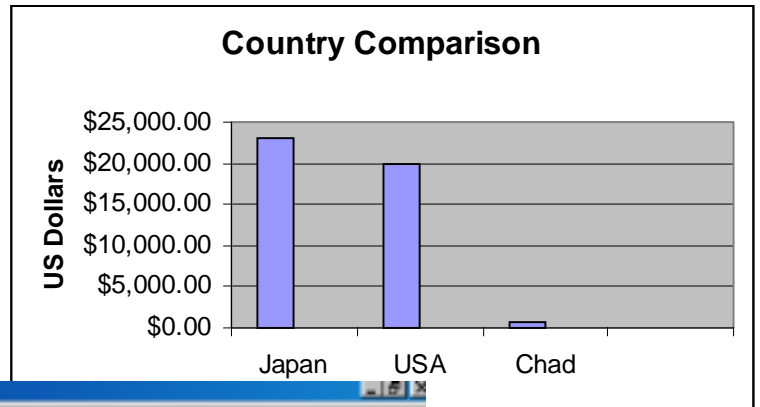
Part 1: Charts / Graphs:

Put data in columns:

Country Comparison

<u>Name</u>	<u>GDP per capita</u>
Japan	\$23,000.00
USA	\$20,000.00
Chad	\$700.00

Highlight information that you want graphed and select the "Chart Wizard" icon on the tool bar. Follow Directions.



Part 2: Calculations:

<u>My Grades</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>Average</u>
Math	80	89	90	86.33
Soc. St.	78	98	87	87.67
Language Arts	78	98	97	91.00
Science	67	87	76	76.67

When you need a calculation done in a cell, **select the cell, press the "="** symbol (that is the standard symbol on a spreadsheet that tell the computer a formula is to follow). Now, if you know the syntax for the formula, you can type it in. If it is a simple calculation like cell b3 times cell c7 it looks like this **=b3*c7** (Note the * is the multiply symbol), an average of cells b3 thru b10 would look like this **=average(b3:b10)**

If you don't know the formula, select the cell where you want it to go, then **Insert ->Function** for help.

Part 3: Lists and filters:

<u>Names (list)</u>	Platt	Windsor
Armstrong	Reading	
Atkinson	York	
Carroll	ED Tech	
Carter	Windsor	
Dyer	Windsor	
Griffin	Windsor	
Hamelanian	Esol	
Kammann	Computer	
Legage	York	
MacLean	Windsor	
Michaud	York	
Morgenstein	Computer	

To sort:

1. **Highlight the column** you want to sort on,
2. Choose **Data -> Sort** (follow directions)

To Search or Filter (or find a subset of your list):

1. **select any cell in the column you want to search,**
2. Choose **Data ->Filter ->Autofilter.**
3. **Arrows will appear at top of the columns**
4. **Click the down arrow on the column you want to search, and choose your parameters.**