Intro to excel

- Keyboard commands

- References

- Autofill

- Tidying

- Functions (if we have time)

Keyboard commands

- Part of this class is making you efficient

- If you want to speed up dramatically, learn to use the keyboard shortcuts

  - Alt + tab: switches between applications

  - Ctrl + X, C, V: cut, copy, paste

  - Ctrl + Z: undo

Download excel training worksheet off website

Work through the keyboarding exercises

References

- Can reference another cell in a formula

- =A1

- This looks like an absolute reference, but it's really relative - it's storing an offset from the current cell (try copying and pasting)

- Use =A$1 =$A1 =A1 for absolute references

Your turn

- Have a look at the absolute vs relative references sheet

- What happens if you make a circular reference?

- Experiment with moving different types of references

- Look up named references in help

Autofill

- Click and drag

- Right-click and drag

- Double click

- What sort of series does it recognise?

- What does holding down modifier keys do?

Sheet formatting

- Excel is primarily an intermediate format

  - between collection and analysis

  - you will normally get it after data collection has taken place

- Want to optimise it for analysis

Why?

- The more time you spend now, the more time you save later on

- But beware that data often changes, so automate and train

  - (we'll talk more about automation later)

Data tidying

- Fill in all the blanks

- Give variables descriptive, but short, names

  - Don't use any special characters, stick with numbers and letters

- Minimum of formatting