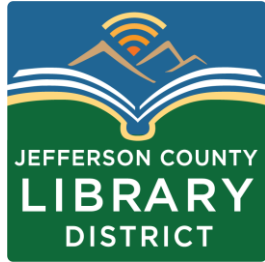


Introduction to Microsoft Excel

Analyzing Data

Presenter: Jamie Pena



Upcoming Events

- 10/8, 3–4:30 pm
Tech Tuesday: Your Google Account

Walk through the signup process for Google, then examine features such as Gmail, Google Calendar, Google Drive for online storage, and the Google Docs word processor.

Upcoming Events

- 10/9, 6:00 – 7:30 pm (registration required)

Huntingford Humanities Lecture: When Your Grandpa Is a Bot: AI, Death, and Digital Doppelgangers

After his father passed away, Muhammad Aurangzeb Ahmad brought him back—digitally. In this talk, Ahmad uses his experience to explore how artificial intelligence will transform our society, culture, and relationships.

He is a research scientist at the University of Washington's Harborview Medical Center and an affiliate assistant professor in the Department of Computer Science at the University of Washington, Bothell.

Upcoming Events

- 10/23, 2:30 – 3:30 pm

Citizen Science: Migratory Shorebird Count at Irondale Beach County Park

Help scientists count local migratory shorebirds on our coasts! Join volunteers of the Admiralty Audubon Society and fellow Citizen Scientists to count migratory shorebirds this fall.

Phone apps eBird and Merlin are required. Please plan to arrive at Irondale Beach County Park by 2:00 pm if you need assistance downloading the eBird and Merlin apps.

Note about Excel

- Please note that in these classes we will be learning how to use Microsoft Excel 2019.
- If you are using another version, features may appear differently.

Learning Objectives

- Find the average of numbers in a group of cells.
- How to write a formula
- How to express a range of cells.
- How to sort data.

Vocabulary

- Average - Add a group of numbers and divide them by the number of items.
- Formula - a math equation you can use to calculate numbers.
- Range - a group of cells.
- Sort - Organize cells into a certain order.

Warm Up

Which test did the class perform better on?

	A	B	C	D
1	Student	1st test	2nd test	3rd test
2	Mai	92	83	85
3	Sujin	71	77	78
4	Claudio	72	84	83
5	Safiya	94	89	88
6	Patrick	81	82	83
7				

Average formula

To find the average of the 1st test scores:

Type B7: **=average**

	A	B
1	Student	1st test
2	Mai	92
3	Sujin	71
4	Claudio	72
5	Safiya	94
6	Patrick	81
7	Averages	=average
8		




Average formula

Now add the range of cells:

`=average(B2:B6)`

Press **Enter** on your keyboard.


	A	B	C
1	Student	1st test	2nd te
2	Mai	92	
3	Sujin	71	
4	Claudio	72	
5	Safiya	94	
6	Patrick		
7	Averages	<code>=average(B2:B6)</code>	
8			



Average formula

The average score for the 1st test now appears in B7.

	A	B
1	Student	1st test
2	Mai	92
3	Sujin	71
4	Claudio	72
5	Safiya	94
6	Patrick	81
7	Averages	82
8		



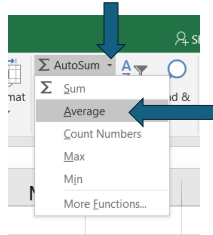
Auto-Average

- To Auto-Average a group of cells:
- Select the range of cells you want calculated including a final blank cell.
- The blank cell is where the average will appear.

	A	B
1	Student	1st test
2	Mai	92
3	Sujin	71
4	Claudio	72
5	Safiya	94
6	Patrick	81
7	Averages	

Auto-Average

- Click the arrow next to Autosum.
- Click Average.



Auto-Average

- The average now appears in cell B7.

	A	B
1	Student	1st test
2	Mai	92
3	Sujin	71
4	Claudio	72
5	Safiya	94
6	Patrick	81
7	Averages	82

Sorting by Alphabet

To sort alphabetically:

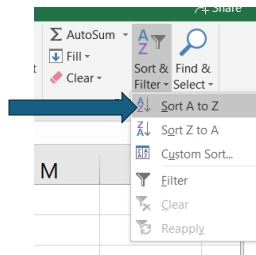
Click a name in the Student Column.

	A	B	C	D
1	Student	1st test	2nd test	3rd test
2	Melissa	96	90	87
3	Kim	83	81	85
4	Jack	73	83	84
5	Travis	94	84	82
6	Jane	74	76	79
7				

Sorting by Alphabet

On the ribbon, under the Home tab:

Click on **Sort & Filter, Sort A to Z**.



Sorting by Alphabet

	A	B	C	D
1	Student	1st test	2nd test	3rd test
2	Jack	73	83	84
3	Jane	74	76	79
4	Kim	83	81	85
5	Melissa	96	90	87
6	Travis	94	84	82
7				

The names of the students are now arranged alphabetically A to Z.

Sorting by Number

To sort by number:

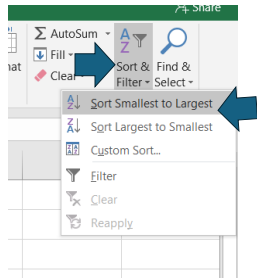
Select a cell in the test column you want the data sorted by.

	A	B	C	D
1	Student	1st test	2nd test	3rd test
2	Melissa	96	90	87
3	Kim	83	81	85
4	Jack	73	83	84
5	Travis	94	84	82
6	Jane	74	76	79
7				

Sorting by Number

Go to the **Home** Tab on the **Ribbon**.

Click **Sort & Filter**, then **Sort Smallest to Largest**.



Sorting by Number

	A	B	C	D
1	Student	1st test	2nd test	3rd test
2	Jack	73	83	84
3	Jane	74	76	79
4	Kim	83	81	85
5	Travis	94	84	82
6	Melissa	96	90	87
7				

• The students are now arranged by their score on the 1st test.

Next Class

- Title: Formulas
- Date: 10/11
- Time: 2 – 3:30 pm



This lesson will teach you to write formulas in the formula bar. You will practice using the Fill feature to copy formulas and quickly calculate multiple equations. You will also learn to use AutoSum to add up a group of numbers.

For assistance, please contact the Jefferson County Library at **360-385-6544** or information@jclibrary.info to set up a **One-on-One Tech Help** appointment.
