Name: _____ Date: _____

Microsoft® Excel

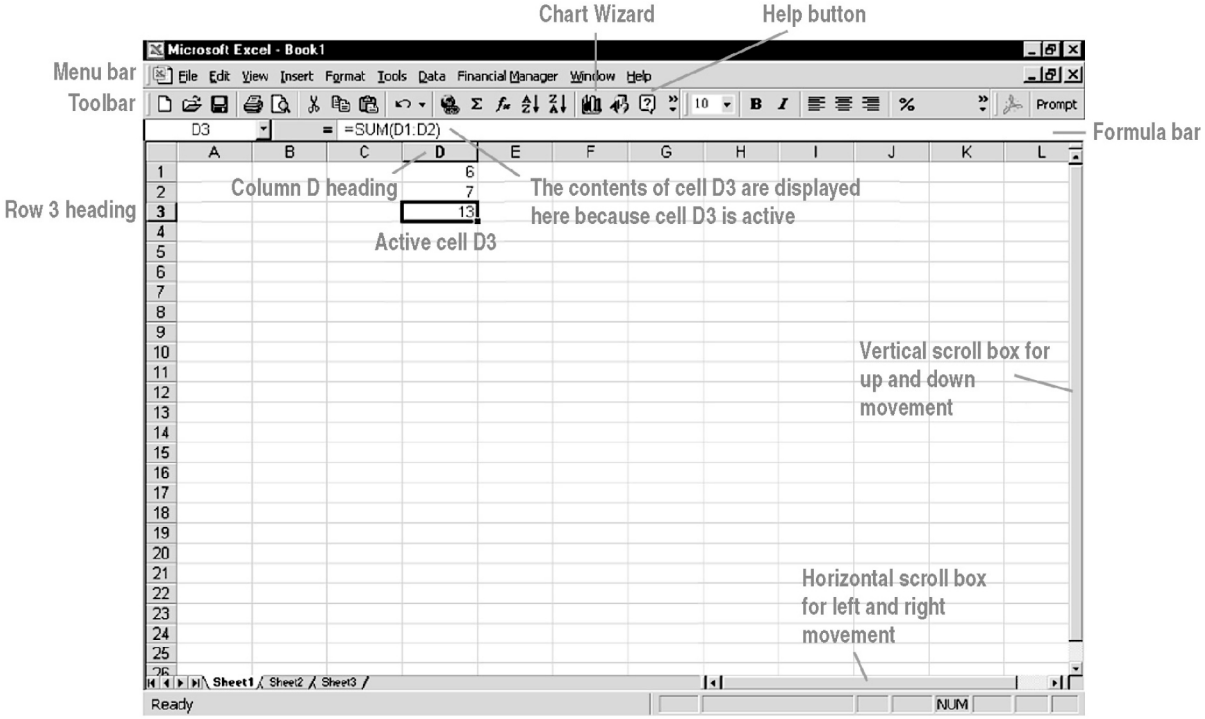
Open

Access Microsoft® *Excel* from the **Start** menu or directly from a desktop icon.

The Basics

The Microsoft® *Excel* spreadsheet screen is called a worksheet.

- Each cell has a cell address. For example, the address of the active cell shown is D3 (column D, row 3).
- The toolbar contains the most commonly used functions from the menus, such as **Save**, **Print**, **Copy**, and **Paste**.
- The formula bar displays the address and the contents of the cell in which you are currently working.
- The Chart Wizard takes you through the steps of creating a chart (graph) that displays the data in the spreadsheet.



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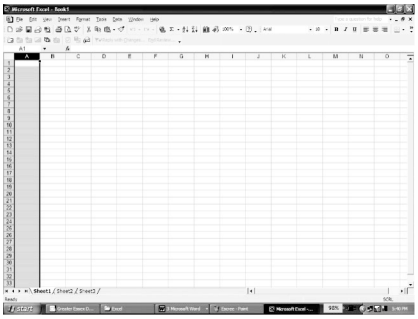
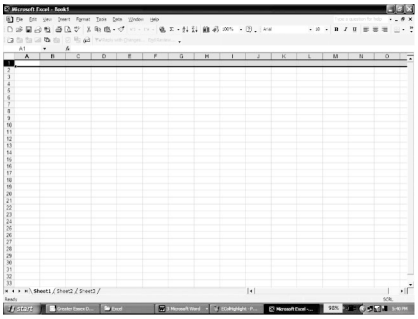
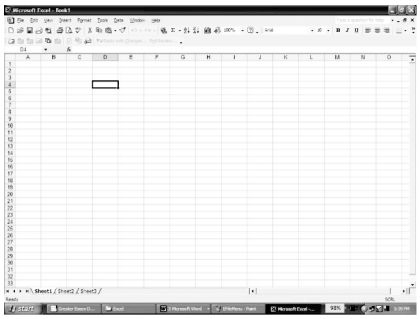
To highlight an entire column, click the column letter.



To highlight an entire row, click the row number.

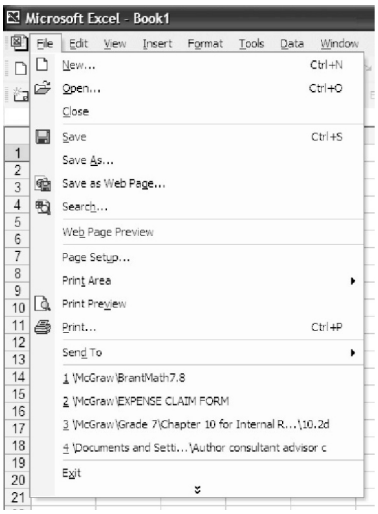
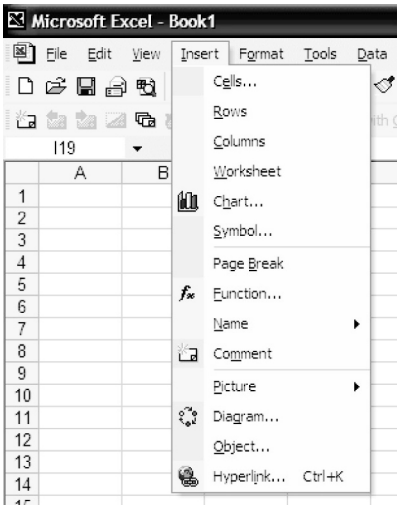


To select the cell into which you wish to enter data, click the cell.



Menus

To display a menu, click on the menu name in the menu bar.

File	Edit	Options
		
Use this menu to **Save** your file, to **Print** your file, or to **Open** an existing file.	Use this menu to **Copy** or **Cut** highlighted data, to **Paste** data previously copied, or to **Fill** a selected row or column.	Use this menu to create a graph by clicking the **Chart…** menu command.

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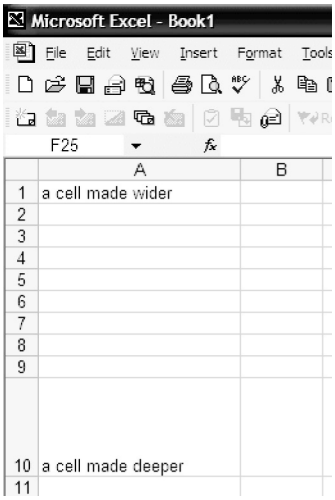
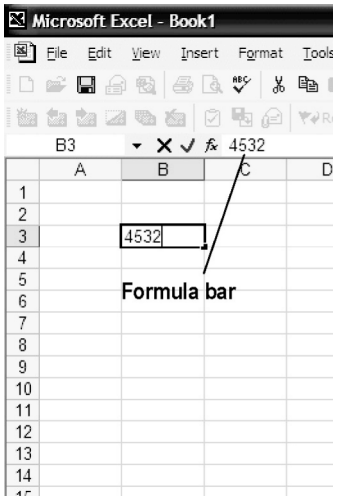
Cell Sizing

To adjust cell size, click on the edge of the cell column heading (A, B, …), and drag to widen or click on the bottom of the cell row heading (1, 2, …), and drag to deepen.



Entering Data

Click on the cell in which you wish to enter data (in this case B3), and type in your data. The data can be numeric, alphabetic, or alphanumeric. You may deepen/widen the row/column as necessary to hold the data. To edit existing data, click the cell, then click the formula bar.



Creating a Scatter Plot and Line or Curve of Best Fit

Enter the data in columns A and B. Then, draw a scatter plot and a line or curve of best fit.

	A	B
1	Area of Deck (ft^2)	Cost to Paint ($)
2	100	320
3	110	335
4	120	350
5	150	375
6	144	380
7	180	420
8	225	465
9	400	700

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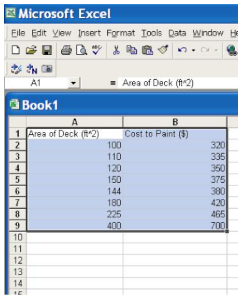
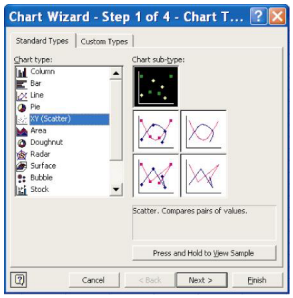
Construct a Scatter Plot

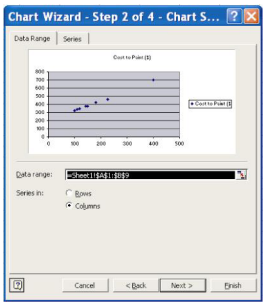
Highlight the cells containing the data. Click and hold the left mouse button at Cell A1, and drag the highlighted region to cell B9. Release the mouse button.



Click on **Insert** and select **Chart**. The **Chart Wizard** pop-up window appears. Select **XY (Scatter)** from the Chart Type. options. Click on **Next**.

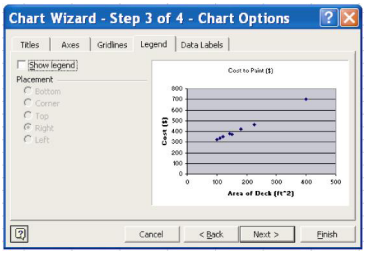


Click on **Next**.

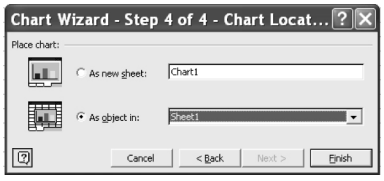


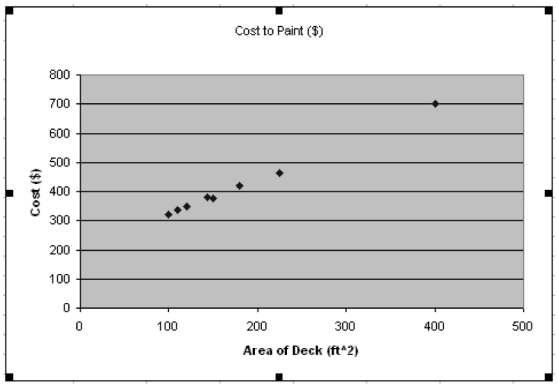
Enter the titles for the axes. Click in the box for *x* and type, "**Area of Deck (ft^2)**". Click in the box for *y* and type, "**Cost ($)**". The graph automatically applies the axis titles to the graph.

Click on the **Legend** tab. Click on the **Show Legend** check box to turn off the legend. It is not necessary for this graph. Click on **Next**.



Click on **Finish**.





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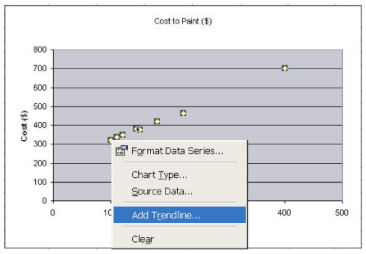
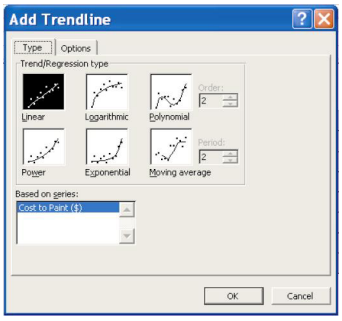
Construct a Line of Best Fit

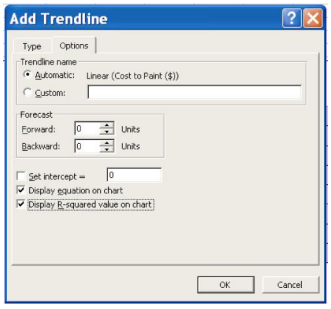
Right-click on one of the points, and select **Add Trendline**.



The default trendline is linear. If the data appear to be quadratic, choose **Polynomial** fit and use the default order of 2. Click on the **Options** tab.



Click on the **Display equation on chart** check box. Click on the **Display R-squared value on chart** check box. Click **OK**.



The graph now has a line of best fit with the equation and R-squared (Co-efficient of Determination) displayed.