Getting Started on Excel

The next two pages are a brief summary on how to get started on Excel.

There is also an excellent set of guides to using Excel at:

Economics 101 Summary Sheets for Excel

1. To Open File
   - Click File from the heading, then click Open.
   - Choose Drive A: from the Drive Menu, then choose the appropriate file and click O.K.

2. To Save File
   - Click File from the heading, then click Save
   - To save file as different name, click Save File As and follow the instruction. Under the heading file name, enter the name you want. Under the heading Save File as Type, scroll through and look for Microsoft Excel Workbook. For those without version 5.0 and would like to work at home, save file as appropriate format.
      ( Whenever asked about saving File as Excel 5 format, click Yes unless you prefer an older version. )

3. To Exit Excel, click File from heading and choose Exit.

Working with Excel
   -- Excel is a spreadsheet with columns designated by A, B, C, D, etc and rows numbered 1 to 16,000. Each cell in Excel has a designated name.
   For example, Cell A2 is in column A and row 2. A2 is called a cell reference and most of the work done in Excel uses references.

1. To insert a blank column, highlight the entire column that you wish a blank column to be entered. For example, if you want to enter an empty column in column D and column D already contains information, do as follow: Highlight the entire column D by pressing on the D heading on top. Afterwards, click Insert from the heading, and click Column from the Insert Menu. Then, an empty column will be placed in column D. The information originally contained in column D is moved to column E.
   To delete column: highlight column, click Edit and choose Delete.

2. To type words into Excel, simply click the cell you wish to enter data and type. Press Enter when finished.

3. To enter formulas into Excel, always begin with an equal sign.
   Suppose you have GDP (YNQ) in column A and Consumption (CNQ) in column B and you want a ratio of consumption to GDP (CNQ/YNQ) and you want the ratio to be in Column C.
   First click onto cell C2 (assuming row 1 is used for column headings). Type in cell C2
   =B2/A2

   B2 and A2 refers to cells B2 and A2. What Excel does is that it takes the data from those cells and computes the quotient for you. Remember, when using formulas, enter cell references, not the values in the cells.
   To compute means, variances, and standard deviations, use the following formulas:
   =AVERAGE(A1: A100)
   =VARIANCE(A1: A100)
   =STDEV(A1: A100)
   cells references A1 and A100 refers to the first cell in the column you want to compute the statistic for and the last cell in the column you want to compute the statistic for. In my example, I’m computing statistics only for column A. You will probably be doing it for other columns.

4. Since you only computed the ratio in cell C2, what if you want to compute ratios for all the
data for columns A and B. Instead of entering a formula in each cell C3, C4, etc., just move the cursor until the thick cross turns into a thin cross. To do this, place the cross at the small square in the lower right side of the cell. Once the cross turns into the thinner cross, drag the information down as many cells as needed (to drag, click the left mouse button after the thick cross turns into a thin cross and move downward and let go after you reached the range you wanted; remember, you do not have to do a few cells at a time, the dragging gives you the ability to go up and down until you reached the ranged you want).

5. To make graphs, highlight data that you want graphed. If data is not continuous, press down the control button and highlight needed data and release control afterwards. Then click Insert from heading, choose Chart and choose As New Sheet. Simply follow the Chart Wizard instructions and finish the graph.

For line graphs, highlight the columns of data needed, click Insert from heading, choose Chart, and choose As New Sheet. After finishing line graphs, you can edit them. To edit line graphs, simply double click on the area you want to change. For example, you would want a white background instead of the gray which is the default. Simple double click on the gray area, and an edit box will appear. Simply choose None under the heading of Area on the box. Then click O.K. If you want to change the range of either the X-axis or Y-axis, simply double click on the number on the appropriate axis. Afterwards, a menu box will appear with tabs on top. Choose the tab labeled Scale and change the range (usually just the minimum and maximum is all that needs to be changed). To change graph labels, just click on the graph label and a box around the label will appear. At each corner of the box is a small black square which enables you to change the size of the label by simply putting the cursor on the black square until you see arrows. Then click the left button mouse and move the label size and let go of the button when done. To change contents of label, click the label until you get the box, then click inside the box and you'll get a cursor line inside the label. You may proceed in changing the labeling. For Pie Charts, only one data can accompany each heading. For example, Homework 1 asks for a pie chart of the means of the ratios of national accounting identities. There is only one data for each national accounting identity (that is there is only one mean for the consumption ratio, etc.). Make sure all label headings (i.e. Consumption Ratio or C/NQ/YNQ, etc) is on the top row. Then place the appropriate corresponding data underneath heading. Highlight all appropriate data (highlight by clicking the upper left corner of the intended data set and move across entire data; remember unlike dragging, highlighting only requires that you have the thick cross and you just have to be in the center of the cell; highlighting will give you a black surrounding for each cell). Afterwards, click Insert, choose Chart, and choose As New Sheet follow instructions.

6. To move computed data from one sheet to another. For example, if you wanted to move the computed means, standard deviations, etc to another sheet so that you don't have to print out all the data, just the computed data.

First highlight the data you want to move, then click Edit from the heading and choose Copy. Then click Insert from the heading and choose Worksheet. Then click Edit from the heading and choose Paste Special. From the menu box, click Values under the paste heading and click OK.

7. To delete sheet, go to that sheet by clicking the tab at the bottom of the screen with the name of the sheet. Click Edit from heading, choose Delete Sheet. To change the name of the sheet, click Format from the heading, choose Sheet and choose Rename. The new name is reflected in the tab at the bottom of the screen.

Remember to refer to the handouts given by Professor Hoover in for other instructions and carefully read all instructions to make sure you fully answer the question or fully completed the task.