

C&NS Spring '07 Software Training

Microsoft Excel 2003: Summarizing and Analyzing Data

Part 1: The Basics of Summarizing Data



Session Breakdown

- Handouts
- The Parts
 - Summarizing Primer
 - Working with Ranges
 - Calculating across Worksheets
 - Excel Workspaces
 - Consolidating Data
 - Linking Cells
- Review

Summarizing Primer

- Navigating
- Selecting Cells and Worksheets
- Formula Basics
- Inserting Functions

Working with Ranges

- Using Ranges
- Creating a Range Name
- Calculating with Named Ranges

=SUM(bird_cost,cat_cost,dog_cost) or

=SUM(Birds!D7:D20,Cats!D7:D20,Dogs!D7:D20)

- Deleting Names of Ranges

Calculating Across Worksheets

- Working with multiple Worksheets:
 - Three-dimensional (3-D) cell reference

=SUM(Birds:Dogs!E7:E20)

↑
Function

↑
Start

↑
End

↑
Cell Reference

Excel Workspaces

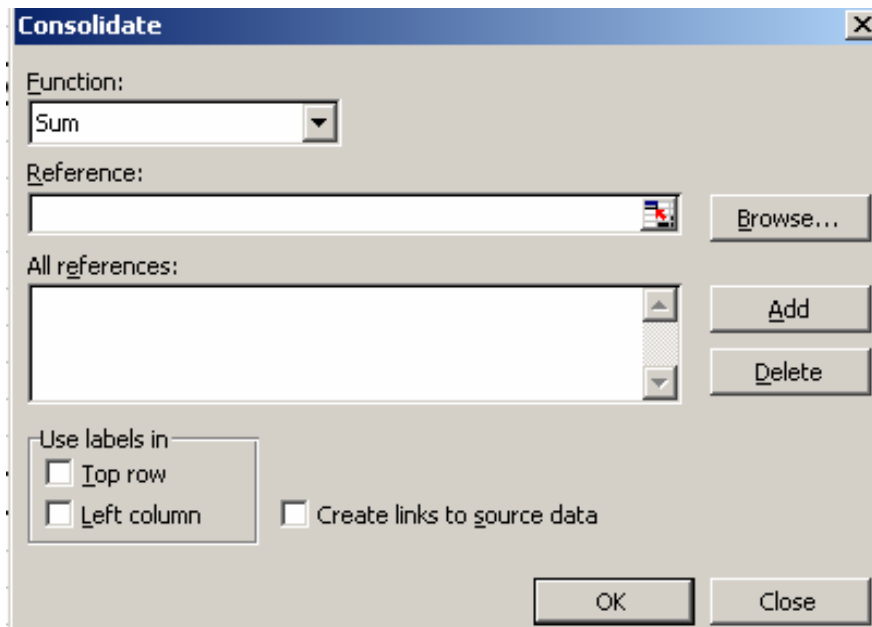
- Working with multiple Workbooks:
 - Creating a Workspace

The screenshot displays three Excel workbooks side-by-side, each containing a table of employee data. The workbooks are titled 'Employee_Location', 'Employee_Benefits', and 'Employee_Personal'. Each table has a header row and 31 data rows. The data is consistent across all three workbooks, representing the same set of employees with different attributes highlighted in each view.

Employee_Location	Employee_Benefits	Employee_Personal									
Last Name	First Name	Department	Office Loc	Last Name	First Name	Department	Health	Last Name	First Name	Home Address	City
Barry	Angela	Accounting	3g	Barry	Angela	Accounting	Yes	Barry	Angela	81 Main St	Spencerport
Boller	Mary	Development	8d	Boller	Mary	Development	Yes	Boller	Mary	32 Ash Ln	Brockport
Carol	Elizabeth	Engineering	1a	Carol	Elizabeth	Engineering	Yes	Carol	Elizabeth	82 East Ave	Fairport
Chaffee	Adam	Accounting	10a	Chaffee	Adam	Accounting	Yes	Chaffee	Adam	128 Kimberly Dr	Pittsford
Chase	Fred	Human Resources	8b	Chase	Fred	Human Resources	Yes	Chase	Fred	12 West Ave	Holley
Chu	Laurie	Human Resources	2d	Chu	Laurie	Human Resources	Yes	Chu	Laurie	218 Spricetree Ln	Holley
Chung	Bob	Development	8e	Chung	Bob	Development	Yes	Chung	Bob	81 Lakeside Dr	Penfield
Clark	Anna	Engineering	11c	Clark	Anna	Engineering	Yes	Clark	Anna	450 Madison Dr	Holley
Clark	John	Development	2c	Clark	John	Development	Yes	Clark	John	81 Pleasing Ln	Hamlin
Clarke	Joe	Engineering	11d	Clarke	Joe	Engineering	Yes	Clarke	Joe	51 Offert Ave	Holley
Cole	Daniel	Accounting	4c	Cole	Daniel	Accounting	No	Cole	Daniel	51 Stony Ln	Webster
Comuntzis	Mark	Executive	6a	Comuntzis	Mark	Executive	Yes	Comuntzis	Mark	50 Houston St	Fairport
Decker	Erica	Accounting	9e	Decker	Erica	Accounting	Yes	Decker	Erica	14 Maple Ln	Brockport
DeSiato	Barbara	Tech. Support	2e	DeSiato	Barbara	Tech. Support	Yes	DeSiato	Barbara	14 Court St	Pittsford
Donnell	Susan	Accounting	3d	Donnell	Susan	Accounting	Yes	Donnell	Susan	127 Ford Ave	Fairport
Ellis	Janet	Customer Service	2f	Ellis	Janet	Customer Service	Yes	Ellis	Janet	52 Cypress Ave	Spencerport
Fern	Elizabeth	Accounting	10b	Fern	Elizabeth	Accounting	No	Fern	Elizabeth	50 Smart Dr	Penfield
Ferris	Jim	Human Resources	3c	Ferris	Jim	Human Resources	No	Ferris	Jim	61 Granger Rd	Brockport
Filosa	Alexandra	Facilities	6b	Filosa	Alexandra	Facilities	No	Filosa	Alexandra	145 Elmwood Ave	Fairport
Flanders	Sabrina	Development	12d	Flanders	Sabrina	Development	Yes	Flanders	Sabrina	145 Elmwood Ave	Hamlin
Francis	Cheryl	Development	4b	Francis	Cheryl	Development	Yes	Francis	Cheryl	188 Linestone Ln	Webster
Gordon	Hayes	Development	6d	Gordon	Hayes	Development	Yes	Gordon	Hayes	21 N. Highland St	Spencerport
Guya	Amy	Engineering	1c	Guya	Amy	Engineering	Yes	Guya	Amy	3325 Canal St	Penfield
Hanley	Joseph	Accounting	6c	Hanley	Joseph	Accounting	Yes	Hanley	Joseph	4302 Trimmer Rd	Brockport
Hayes	David	Customer Service	3g	Hayes	David	Customer Service	Yes	Hayes	David	516 Main St	Brockport
Hernandez	Natalie	Executive	2g	Hernandez	Natalie	Executive	Yes	Hernandez	Natalie	254 Park St	Fairport
Hernandez	Thomas	Customer Service	7d	Hernandez	Thomas	Customer Service	Yes	Hernandez	Thomas	24887 Joint Hghwy	Webster
Hurley	Chrissa	Accounting	9d	Hurley	Chrissa	Accounting	Yes	Hurley	Chrissa	52 State St	Pittsford
Jackson	Brenda	Human Resources	8a	Jackson	Brenda	Human Resources	No	Jackson	Brenda	323 Monroe Ave.	Spencerport

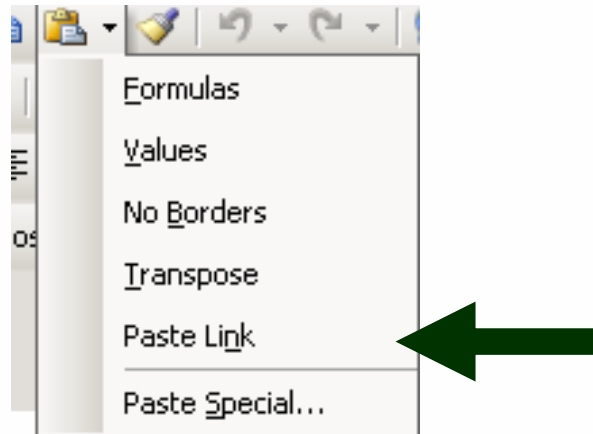
Consolidating Data

- Working with Multiple Workbooks:
 - The Consolidate function



Linking Cells

- Working with Worksheets or Workbooks:
 - Creating Links



The Basics of Summarizing Data

- Questions??
- Please fill out the Training Survey!
<http://data.fairfield.edu/cns/workshop/>
- www.fairfield.edu/cnstraining for reference materials.
- cnstraining@mail.fairfield.edu for comments and questions.

Thank You!!