

C&NS Spring '07 Software Training

Microsoft Excel 2003: Summarizing and Analyzing Data

Part 2: ***The Basics of Analyzing Data***



Session Breakdown

- *Handouts*
- *The Parts*
 - *Analyzing Primer*
 - *Sorting Data*
 - *Filtering Data*
 - *Subtotals*
 - *Creating and Manipulating Charts*
 - *Adding Trendlines*
- *Review*



Analyzing Primer

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



Sorting Data

- A **Sort** is a method of viewing the data that arranges all the data into a specific order.
- **2 types of sort:**
 1. *Single level, uses one condition.*
 - Using the sort ascending and descending buttons in the standard toolbar.
 2. *Multiple level, uses multiple conditions.*
 - Use Data>Sort



Filtering Data

- A **filter** is a method of viewing data that shows only the data that meets a criterion.
- **3 types of filter**
 - **Autofilter.** *Data>Filter>Autofilter.*
 - *Select from the drop-down lists to select criteria.*
 - **Custom Autofilter.**
 - *Using Autofilter. Data>Filter>Autofilter.*
 - *Select (Custom) from the drop-down lists to enter criteria.*
 - **Advance Autofilter**
 - *You need to search for data not a part of the pre-set list.*
 - *Data>Filter>Advanced Filter*



Adding Trendlines

- A **trendline** is a graphical display of trends in a chart.
- There are six different types of trendlines:
 - Linear
 - Logarithmic
 - Polynomial
 - Power
 - Exponential
 - Moving Average
- Trend lines can only be applied to line, scatter, and stock charts.
- **Chart>Add Trendline.**



The Basics of Analyzing Data

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- *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!!

