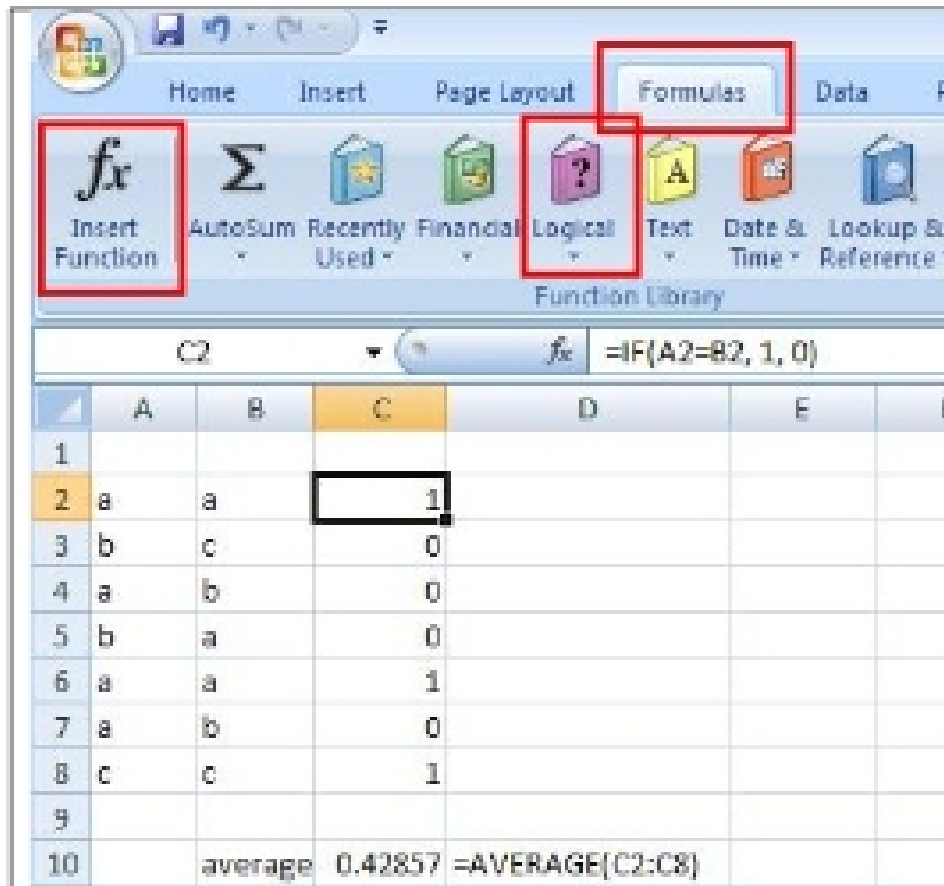


Basic Excel functions

Formulas



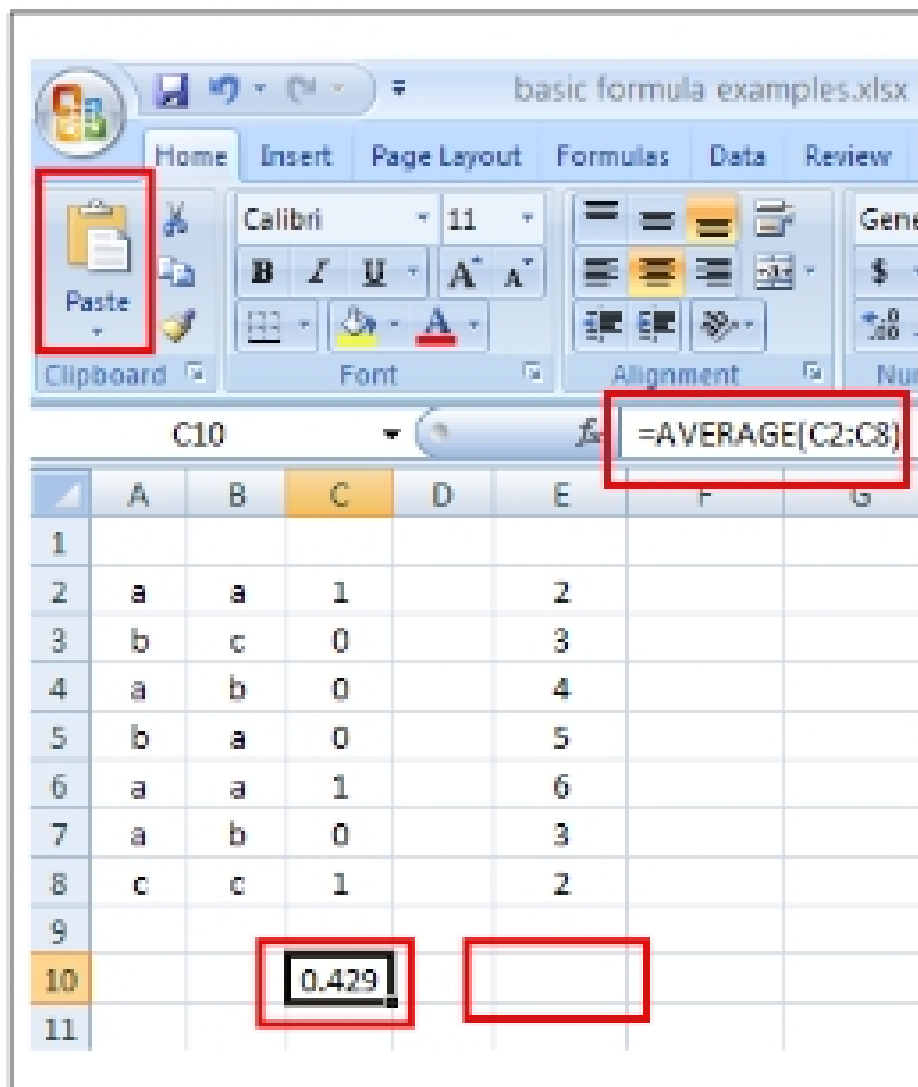
Select Formulas tab
Click Insert Function, you'll find many useful functions such as =sum(), =average(), =stdev()

Logical functions (e.g., if_then) is very useful.

The example shows that if cell A2 and B2 is equal, return 1, otherwise 0.

You can type functions directly on a cell (e.g., =average ())

Copy & paste



To copy and paste an array of cells, just select them, and copy and paste (short-cut keys: ctrl+c, ctrl+p).

Try to copy C10 (=average(c2:c8)) and paste it directly on E10.

What did you get?

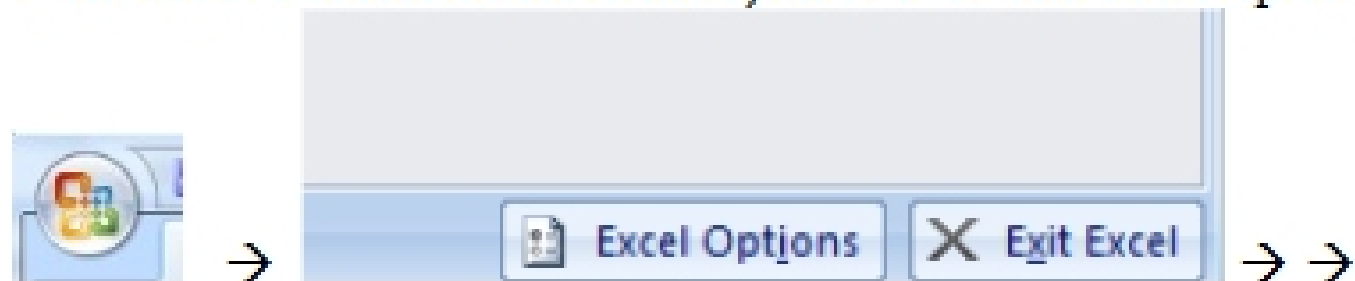
Sort

a	b	0	4
a	b	0	3
a	a	1	2
a	a	1	6
b	c	0	3
b	a	0	5
c	c	1	2
		0.429	3.57143

To sort an array, select the data array, go to Data / Sort, and specify the columns you want to sort. The example shows sort by Column A first then Column B.

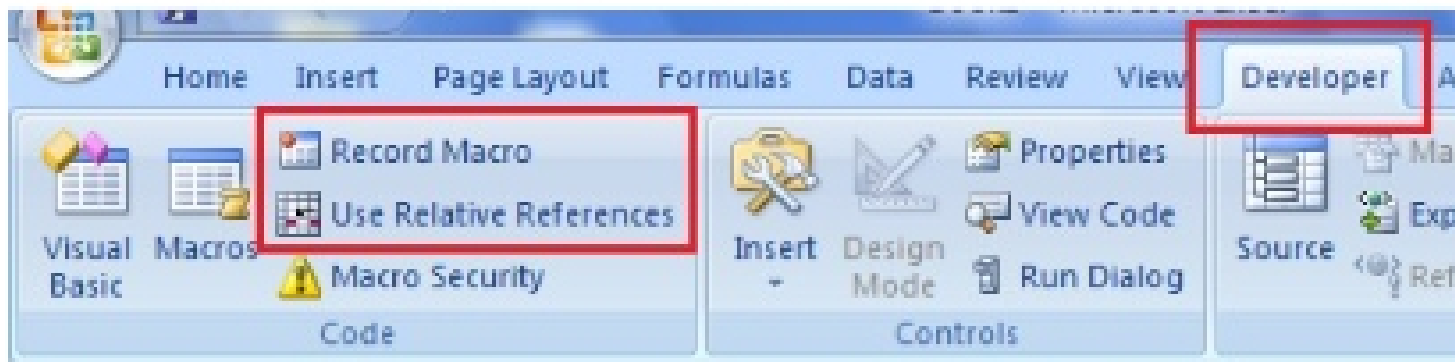
How to use Excel Macro (Excel 2007)

If the Developer tab is not available, do the following to display it:
Click the Microsoft Office Button , and then click Excel Options.



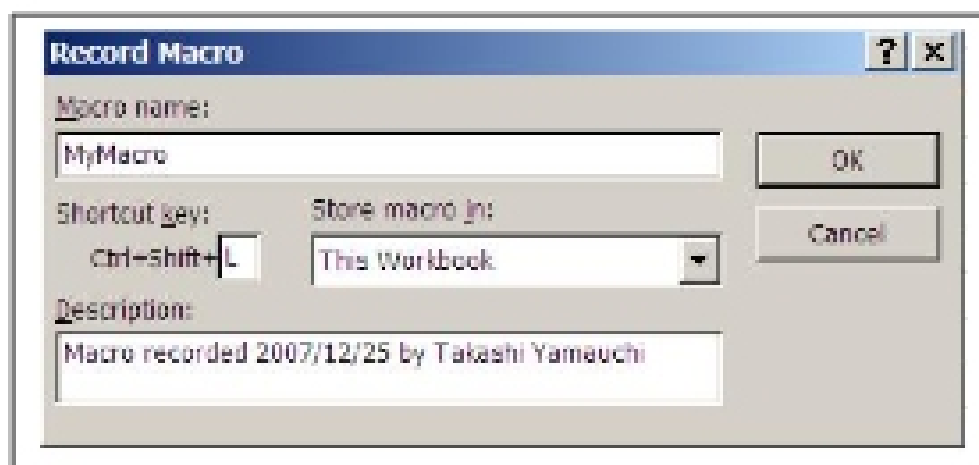
Record a macro

Select Developer / Record macro



If you want to make your macro “relative cell references,” click “Use Relative References.”

Name your own macro



Record operations

Just do what you want to do (e.g., select, copy, and paste)

Stop the macro

Click “Stop Recording”



Start your own macro

Press the shortcut key you defined

Or select Developer tab and press the macro icon