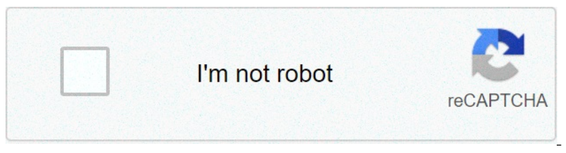

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Excel calculation tutorial pdf

A spreadsheet is a software program that is used to easily run mathematical calculations on statistical data and for a total of long columns of numbers or determining percentages and averages. And if any of the raw numbers put in your spreadsheet should change one as if you get definitive data to replace preliminary ones for example, a spreadsheet will update all the youÃ ¢ VE calculations performed on the basis of the new numbers. You can also use a spreadsheet to generate data views as charts to view you ¢ ve compiled statistical information on a website. This tutorial will concentrate on the use of the free Google Spreadsheets application. To use Google Spreadsheets, you need to register for a Google Free account ,. There are other spreadsheet software you can buy, LIKEA Microsoft Excel. While this tutorial will focus mainly on Google Spreadsheet, most of its lessons will be applicable to any spreadsheet software, including Excel. Layout spreadsheet To create a new spreadsheet in Google Spreadsheet, sign in consideration yououra Google Drive. Then click the Thea Newa button at the top left and Select Google sheets. A basic spreadsheet will appear on the screen, divided into rows and columns numbered by letters. The rows and columns intersect to create small boxes, which are called cells. Each cell is identified with the letter of the column and line number. So the first cell in the upper left corner is called A1. Just below A1 is A2. Only for the right of A1 is B1. Just below B1 is B2, and so on. In the image below, for example, D9 cell is highlighted. Setting options View You can select some settings to change the display of the spreadsheet toolbars or frequent use display, such as the one for inserting formulas to make calculations. For this purpose, in the top menu click View and make sure thereÃÃ ¢ s a check mark next to show formula bar (to display a box to enter the formulas). Entering information In a cell you enter information in a spreadsheet by typing in each of the cells. You can enter three different types of information in a cell: numbers such as you can then perform mathematical calculations on them. A text to identify which numbers in the columns and lines represent, usually by typing items at the top of the columns or on the left edge of the formulas rows to perform calculations on the numbers of a column or a cell line. To enter information in a cell, simply click on the cell and type the information. When youÃ ¢ game is done, you can press theea to enter / return button, which will take you to the next cell, or tab button that advanced to the right cell. Each time you type the information in a cell, youÃ ¢ Note The information is also displayed in the formula bar, the box just above the rows and columns. For example, if you click on the cell: b3 and type the number: 100 youÃ ¢ ll See the number 100 displayed in the formula bar above. Text headers to enter text headers for the various columns and rows to identify them, follow the same procedure as you would with the insertion of the numbers. Click the cell, type the name of a title and press the / return key to enter. It is also possible a freezeÃ ¢ this header line, so that it remains in the same place, even if it flows along a spreadsheet. To do this, grab the small bar in the corner of the sheet area, and drag down a row. Importing data into a Many spreadsheet Government and private organizations provide data on your own websites in a spreadsheet or other format that you can download to your computer. To import a spreadsheet, .csv or another file YouÃ ¢ Ve downloaded on your computer in a Google Spreadsheets, first to create a new spreadsheet in Google Docs. Then in the top menu click a file | Import and Thena Browseã, and select the downloaded file. Importing sample data Let s Download some data to demonstrate how to import in a Google Docs calculation sheet, and e To give us some sample data to use to show how to make calculations and use other functionality of a spreadsheet. The FBI collects national crime statistics, including data on the types of weapons used in the murders. These data are found in a Spreadsheet Excel file (.xls) which can be downloaded from the FBI website and then imported into a Google Doc spreadsheet. To download the file go to this FBI web page: Expanded Homicida Date Table 8 (2010-2014) Click on the top to: Download Excel the file will be downloaded to your computer. (If for some reason you have difficulty downloading this file, you can click here to download the file from our website) to import the file into a Google Docs spreadsheet, create a new spreadsheet and in the top click menu On: File | AIMPORT Click on the Browse button "and browse to the downloaded FBI file that is named EXPANSED_HOMICIDA_DATA_TABLE_8_MURDER_VICTIMS_BY_WEAPON_2010-2014.XLS. Google Spreadsheet also allows you to import data from your Google Drive. It may give you an option to replace existing data or create a new sheet . Choose the best option for your situation. After a few seconds you should see a Google Docs spreadsheet that resembles this: this spreadsheet shows the number of victims of the murder in each year from 2004 to 2008 in five columns , with columns labeled by year in B4 to F4 cells. Under that the spreadsheet shows the weapon used in the murders in 18 data files, with lines labeled by weapon type in A5 cells (which is total total For all weapons) to A22. Resizing the columns or lines it is possible to improve data visualization in a spreadsheet by increasing or decreasing the larger Ghezza of a column or height of a row. To change the width of the column, in the gray bar at the top of the spreadsheet in which the column letters are displayed, move the mouse cursor to the edge between two columns. Note for Excel: Ã, if you reduce the width of a column that displays too much a number, you will see a series of pound signs displayed in the cell: ### this does not mean that you lost no data Ã ¢ â,¬ "" you have As soon as it rendered the width of the column too tight to adapt some of the numbers in the cells in that column. You can also accelerate the reduction of the columns and avoid making them too tight by moving the mouse cursor to the edge that separates two columns in the gray bar at the top and double-click on the edge. This will automatically resize the column to the left, making it wide enough to adapt to the longest item on any line in that column. Elimination or addition of columns or rows It is possible to delete unwanted data or other information by deleting rows or columns. For example, in our weapons sample spreadsheet used in the murders, we may want to free ourselves from the row 23, which is only a far-note note that stating that a murder in which the victim was pushed to his death It was included in Ã ¢ â,¬ List of weapons Ã "Personal" List of Riga 14. To eliminate a row, circumvent the mouse cursor on a line number in the gray area on the left, in this case line 23. Right-click and in the pop-up menu select Delete Riga. Use the same procedure to delete a column. Switch the mouse cursor over a column letter in the gray area at the top, right-click Mouse and in the pop-up menu Select Delete column (you can also click on the tiny arrow facing down to get this pop-up menu). If you want to add a column or a row, summarize the mouse cursor on the column or the appropriate row In the G area Row above or to the left, click with the Right and in the pop-up menu select one of the insertion options. Learn to work with data in a spreadsheet and create charts of involvement, maps and graphs in the visualization of Berkeley Advanced Media Institute data for the narrative laboratory. Formulas Ã ¢ â,¬ "Adding, subtracting, multiplying and dividing with a spreadsheet it is possible to insert a formula that will instantly add, subtract, subtract, multiply or divide the numbers into columns or rows. To do what one is selected. Cell in a new column or row and then type a formula. A one Start with an equal sign (=) indicating the spreadsheet you want to perform a calculation. A formula is thus a symbol for which type of calculation you want to perform (add, subtract, multiply, divide, etc.). The symbols Use a spreadsheet for calculations are: Plus sign (+) to add a number to another minus sign (-) to subtract one number from another asterisk (*) to multiply a number by a backslash character (/) to divide a number another then type the letters / numbers for the cells (A1, A2, B1, B2, etc.). to which you want to apply the calculation, separated by the symbol for the type of calculation. Adding numbers in columns Write a formula for adding together a series of numbers. In the spreadsheet for the types of weapons used in the killings that we downloaded from the FBI's Web site, the spreadsheet has already included the total number of murders in which any type of firearm was used every year since 2004 at 2008. these numbers are in line 6. But what happens if these totals did not include in the original data, and you had to calculate them by just using the spreadsheet (or if you wanted to use the spreadsheet to recheck the calculations FBI). What it would require a total of each year the column of numbers for the five types of weapon in the spreadsheet: guns Ã ¢ ¬ "Row 7 rifles Ã ¢ ¬" Row 8 Shotguns Ã ¢ ¬ "Row 9 others guns Ã ¢ ¬ "Row 10 firearms, type no stated Ã ¢ ¬" Row 11 to do so, we have to insert a formula to add a series of numbers in a column. we start doing this for doing this' 2004. Click cell: B23 which is in the column showing the numbers for the weapons used in 2004. in that cell, type: = B7 + B8 + B9 + B10 + B11 (Note: the letters are not case. so, for example, so you can type B7 or B7) tells the spreadsheet to add up the number of homicides committed with guns (B7), rifles (B8), shotguns (B9) Other guns (B10) and firearms, undeclared type (B11) for the year 2004. you must type the letters / mobile numbers into a formula rather than the actual numbers. that way if the numbers ca mbiano ever (for example, if the FBI has released the weapon statistics of murders updated for 2008), you do not re-enter the new numbers in the formula. Instead, type the numbers updated in the appropriate cells and the spreadsheet will apply the existing formula to new numbers in those cells. Application of a more cells formula If now we wanted to calculate the total number of homicides related to the gun for the other four years, we may repeat the process of typing of an adding formula in each cell in the rest of the line 23. But a spreadsheet It has a spreadsheet. Very quickest way to achieve this - "allowing you to simply copy the formula of one or more of the other cells in the same row. To do so, click the cell: B23 where we entered our formula added = B7 + B8 + B9 + B10 + B11 move the mouse cursor to the bottom right of the cell B23 and notice the cursor changes from an arrow pointer to a pointer crosshairs arrow. Click on the crosshairs, hold down the mouse button and drag the mouse right above the rest of the cells in row 23. An outline will appear around the cells you selected. Continue to drag the mouse © as long as you get to the cell: F23 release the mouse button and the total number of homicides involving firearms for each year from 2010 to 2014 will appear in row 23, which again confirmed the total on the original FBI spreadsheet row 6. the spreadsheet has calculated these totals for you by applying the formula you entered for the first time in cell B23 to the rest of the cells in row 23. The spreadsheet keeps the formula (added) the same, but shifts the of cell as it applies the formula to the other cells to the right (so the formula in cell C23 is ¢ = C7 + C8 + C9 + C10 + C11, the formula in cell - D23 is ¢ = D7 + D8 + D9 + D10 + D11, and so on). Changing a formula When typing a formula in a cell and then press the ENTER / RETURN key, the formula disappear, replaced by a number the of the calculation. So how can you change the formula? There are two ways: you can double-click on the cell to view the formula in the cell and then change or restore it. Or you can click on a cell and use the formula bar to change it. If you click once on a cell that has a formula hidden in it (replaced by a number that is the result of the calculation), the formula you originally typed will appear in the formula bar, above the columns and the rows. To change the formula you can click on the formula bar where the formula is displayed for this cell. Then change the existing formula or type a new one in the formula bar, press the ENTER / RETURN button and the new formula will be applied and the numbers will be recalculated in the cell. Understanding cellular format cells can view your data in many different ways. For example, you can format a cell to view data as currency, such as date, scientific notation or other other formats. You can adjust this highlighting a cell and modifying its format under the format menu -> Number. This sometimes can be counter-intuitive because the cell can appear differently than the data that actually in the cell. For example, in the case of a currency format, cell data may have several decimal points. But when the currency is formatted, a dollar symbol will be displayed and the cell will only show the penny place (2 decimal points), even if the actual data in the cell is more precise and has decimal points. The way to understand what current data is in a cell is watching the formula bar. This sometimes will show you the raw data. The cellular format is generally used for man more readable. But sometimes this can be the cause of consternation, especially when using formulas. This could be particularly complicated when you use dates. Percentage of changes and multiplying and dividing this next section describe how to calculate a percentage change between two numbers. A percentage change is calculated by finding the difference between the two numbers and comparing that difference for the first number. In our sheet of computing on murder weapons, we can calculate how much every weapon has increased or decreased from 2010 to 2014. First do click on the color G5 to to the right of our existing data. Type the following formula: + (F5-B5) / B5 We now make the percentage calculation, starting from the percentage variation in the total number of murders (line 5). First click on the H5 cell on the right. And type the following formula: = (F5-B5) / B5 * 100 This is the formula for calculating the percentage variation between two numbers. This formula tells the spreadsheet to find the difference in murders by subtracting total murders in 2014 since 2010. After that, divides the results to the original value. The backslash (Ã ¢ / Ã ¢) is the symbol to divide, while the asterisk ¢ (Ã ¢ * ¢ ¢) is the symbol to multiply. (Note: The brackets in this formula are also important to define the correct order of the operations.) Now press the ENTER / RETURN key to see the final result of the percentage formula in Cell G5: -0.09138559708 The total number of murders by All types of arms rejected by 9.1% since 2010 to 2014. But to arrive in a more readable format, we can change the format of cell data in percentage. It will now be displayed as: -9.14% apply to the rest of the cells now this percentage modification formula apply to the rest of the homicide-by-weapon numbers. Click on the cell: G5 Move the mouse over the lower right corner of the cell until the cursor changes from thin crosshars. Click and drag the mouse cursor on the rest of the cells into the H column. The mouse button when you arrive at the cell: G22 Percentage changes for all different types of weapons used in the murders will appear on the screen. Ã, brackets in a formula in the formula for the percentage change that we used in the previous section, the parentheses () were included in the formula: = (F5-B5) / B5 brackets in in Formula are very important. These say the spreadsheet to subtract the number of murders in 2010 (B5) from the number of murders in 2014 (F5) one before, and then divide this amount for the number of murders in 2010 (B5). If you don't dide ¢ t include brackets and had just entered INA = F5-B5 / B5, the first spreadsheet would divide B5 from B5 (yielding 1). Finally, the result from F5 would be subtracted, resulting in an incorrect number. So if you are making a calculation that involves several steps, it is important to include the brackets so you can group the numbers correctly and the calculation sheet therefore knows the order to make the calculations. Use the formulas with a fixed mobile phone another feature that can be done with a spreadsheet is the construction of a formula with a fixed cell, so that when dragging the formula to apply them to other cells, you wander ¢ t Automatically move your reference to a new cell. In our spreadsheet, for example, we may want to know which percentage of murders involved every different type of weapon compared to a specific year. We would like to compare each cell for the total number of murders only for that year, so we donÃ ¢ t want the reference to the total that YearÃ ¢ s to change. Let's start with 2014. To create our hundred formula click on the cell: H6 and type in this formula: = F6 / F5 This formula tells the toa spreadsheet divide, the number of murders involving firearms in 2010 (F6) For the total number of murders that year (F5). Press the ENTER / RETURN key and switch the percentage TOA CELL. YouÃ ¢ ll See the total is: 67.92% murders so-related firearm were about two-thirds of the total number of murders in 2014. Gooda | till now. But, you could then try to apply this same formula to cells for other types of weapons by dragging the cross, as we did in the previous example. Buta If this has been tempted, it would produce bizarre numbers in the G column, including some murders connected to weapons are more than 100% of the total. What went wrong? The problem is that when the copies of the spreadsheet a formula using this method, ita moves the letters both cells, in the original formula (F6 and F5) as the formula applies in other cells (with consequent f7 divided f6 in the next Giù cells). To solve this problem, we need to force the spreadsheet to always divide the numbers for each type of weapon used by a constant number Ã ¢ the total number of murders in cell F5. This is CALLED, Cell anchorage in our formula, and force the sheet always use a cell every time. To achieve this, the addition of SOMEA $ A signs to the formula that instruct the calculation sheet Do not change cell F5 when the formula applies to other cells. So go ahead and click on the cell: F6 Delete that formula (press the deletion key), and instead type this: = F6 / $ f $ 5 The Dollar Signs say Excel to always keep anchored on cell F5 and data In it when the application of this formula in other cells. Now we are able to drag the formula down through the cell column and get the correct results. Then, place the mouse over the cells: F6 then click on the viewfinder in the lower right corner of the cell and drag down to Mobile: F22 and releases the mouse. The correct figure percentage for each type of weapon will appear in the sheet. If you want to add a large group of numbers in a row or column, thereÃÃ ¢ Another way to do it quickly in a spreadsheet using Thea Suma Formula. For example, in our example spreadsheet on weapons used in murders, what happens if you wanted to know the total number of whichã murders, they have a note include a weapon To calculate this, you could add the ina-lined numbers from 12 to 21ã, for each year with the sum formula (note: row 22 Ã, ã, other weapons or weapons not a statedÃ ¢ can or can't lead to a relative focus Murder, so we are leaving that on this calculation) to use Thea Suma Formula to calculate the number of murders not from fire-related in lines 12 to 21, first click on the cell: B23 in that cell Type this formula = sum (B12 : B21) B21) See there were the murders related to 3,418 unrelated to Arresus in 2014. In our formula, Ã ¢ = sum () Ã ¢ is the shorthand to tell a spreadsheet to add a number of numbers. After typing = sum, type a set of parentheses, and within the parenthesis you will include something called a range. A range has two cell references separated by a colon.Ã ¢ B12: B21. The intervals can also extend multiple rows or multiple columns and can be used in numerous formulas. Adding selected cells with the sum formula instead of a range that you can also add the numbers selected in a column, rather than a duration of them, using the sum formula. To do this, in the sum formula, replace the colon with the comma ¢ to separate the specific cells you want absolutely. Therefore, if I absolutely wanted the number of murders in 2014 in which the poison was involved (cellular B15) or narcotics (cell B18), type this formula. = Sum shortcuts (B15, B18) To write formulas there are a number of shortcuts for writing formulas in a spreadsheet. To illustrate these, in our spreadsheet on the types of weapons used in the murders, they allow you to add the total number of murders related to the weapon from 2010 to 2014. This would mean add B6 cells through F6. We could manually type in the formula = Sum (B6: F6) Ã ¢, but there is a more user-friendly tool to do it without having to remember the formulas. To do this, click the first click on the cell: i6 then use the calculation sheet formulas tool that you will reduce what you need to type. Click on it and see a series of formulas you can select to insert in the spreadsheet. In this case choose the sum and formulaÃ ¢ = sum () ã, it will be inserted in cellÃ, G6. Now you can click on the cells you want to be referenced and will be automatically populated in the formula. You can click and drag to specify an interval or click and hold the Shift key and click another cell. To specify specific cells to add without making it an interval, you must hold down the Command (Mac) key or the control key (PC) and click all the cells you want. Media numbers Another common calculation is the average of a number of numbers. In our spreadsheet on the types of weapons used in murders, for example, what happens if they want to know the average number of murders related to the firearm each year between 2010 and 2014 (B6 cells AÃ, F6). To do this, click on the cell: J6 and in that type of cell: = Media (B6: F6) This same process can also be used to calculate the median mode (), ã, (), Ã ¢ stdev () ¢ (Standard deviation) and other statistical functions for a number of data points. Use of features to import website data An advantage for Google Spreadsheets is that it is designed to work with the web. Specific functions allow you to load data dynamically directly from a website. Import a data file published on the Web in the CSV file calculation sheet (comma-separated values) can be imported directly into a spreadsheet from any point of the web. CSV is one of the most common data formats and can be found With a simple Google search. For sample data, we will use a piece of criminal data from UC Berkeley in 2015 hosted on github. The URL is " . Import these data into a new sheet. Click the Plus Plus button at the bottom of the Workbook document: Click Cell A1 and type (or copy-and-paste): = ImportedData (" Master / Date / UCPD / Ucpd_data_6.csv ") After a moment the data will come And they should resemble this: many files will not be cleaned and may require cleaning. But if you can use the file as well as, it is particularly useful. Governments regularly update CSV files on their servers. This can frequently happen with certain files such as election results. Adjusting the display of data By changing the cell formats in the previous example, it is possible to have noticed that the columns of the date and time display these strange numbers that must be dates and times of each crime. The data of the raw cells for a time value is number of days from January 1, 1900 (and may even be different when you are using Microsoft Excel). We can easily adjust this by changing the cell format. Click on the title of Columna s, then under thea Formatmenu, Selecta date column for the first column, and AA Timea for the second column. Import a table or a list directly from a Web page table can often be imported directly from a Web page into a spreadsheet. Let's import the same data page thea WikipediaÃ ¢ s on Gun Violence State. Note: This example will tie in the next section on the charts, so we use it for convenience. However, we do not support using data from Wikipedia, in every sense of the production. straight to the source when used in journalism Always vet and corroborate data. Open a new sheet and click in cell A1. Type: = ImportHtml (" , "table", 1) The first parameter is the Google web page scans (make sure ita s quotation marks). The second parameter is the HTML element ita s looking. In our case, we want to find a element. The third parameter is where we should find table element, if there are more. You may need to change the third parameter through trial and error, or look at the source code of the web page youÃ ¢ re scrapping. Hit enter and the spreadsheet should look like this: Thea Ã ¢ tableA A parameter can be replaced witha a ListA ¢ Ã so that will search the contents of the and tag. Dynamic load Trades live data from Google Finance can be imported into spreadsheet. The data is automatically updated whenever the spreadsheet is loaded. Quotes can have up to a 20 minute delay, which is common for financial data. Create a new spreadsheet that looks like this :. TypeA = GoogleFinance ("DJI", "price") Ã in cell B2 TypeA = GoogleFinance ("INX", "price") Ã in the cell B3 TypeA = GoogleFinance ("IXIC ',' a 'price) in cell B4 the initial beginning of parentheses are symbols of stock market ticker. You can find the symbol for a stock ata Google Finance. Cells should update in a few moments, and the spreadsheet should look like this: Load the historical financial data The same function can be used to load historical data. Let's pull in the daily closing price of Google stock for 2009. Create a new spreadsheet. In cell A1, type: = GoogleFinance ("GOOG", "next", "01/01/2009", "12/31/2009", "DAILY") press enter and closes each day for 2009 should load in spreadsheet . Full documentation on all the different parameters for the Bravia GoogleFinance function are listed Googleâ ¢ s help pages. Sorting results After youÃ ¢ five numbers, or calculations done in a spreadsheet, it is advisable to sort the results from highest to lowest or lowest to highest. With the spreadsheet on the type of weapons used in homicides, for example, one could more easily see which weapons are more frequently used by their ranking from the highest number to lowest number for a given year. To do this, you must first highlight the area of the TOA spreadsheetÃ you want to order. DonÃ ¢ t only highlight an entire column of sorts © numbers because the sheet is only then sorts the cells in the column and do not modify the order of the corresponding cells in the other columns (eg headers that indicate the type of weapon corresponds with the number of murders). The highlighted area now includes headers for the types of weapons used, then the numbers for each type of weapon per year. To sort the data, in the top menu, click on Ona | Order interval in the box that appears, youÃ ¢ ll See the range of selected cells displayed at the top (in this case, cells, A5 to F22). Now you can select the column with which you want to sort the data. It is also possible to select whether to sort the data in ascending order (AA Z) so that the smaller the number is displayed at the top of the ordered data, or decreasing (ZAA) so that the larger the number above is displayed . Cell formatting of a one Provides a lot of options for re-formatting the information displayed. These are similar to options in a text processing program such as Microsoft Word or many other applications. They include: Change the font size or style Define the size for the data type in a cell, such as dates, timetables, currency or percentages Change the number of decimal digits displayed in a number Change the color of the text or the color Background Added Borders Around the Cells Some of these options are available for selecting, formed in the top menu and then choosing one of the choices in the drop-down menu. Or you can click on the icons in the toolbar for other options. About this tutorial this tutorial was written by Paul Grabowicz for students of his computer class Assisted Reporting, and later modified by Jeremy Rue for public use. A special recognition toa brant houstonã and the book of him, reporting a computer-assisted: a practical guide. I learned how to use the Microsoft Excel spreadsheet program, many years ago with that book, which has had a gradual approach based on how a journalist uses a spreadsheet. I tried to use the same approach with this tutorial. But I recommend reading the Brant HoustonÃ ¢ s book as it is deeper and has many examples of spreadsheets as journalists have used.

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