
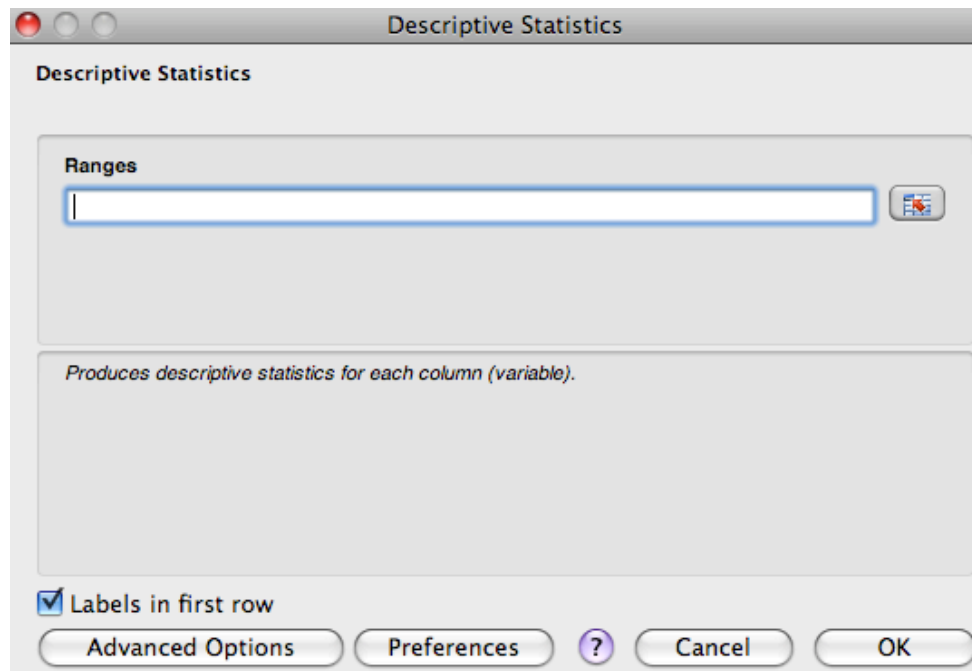


## *The Basics on Excel 2008 for Mac*

- DATA SUMMARIES

- To produce a summary of given data, open StatPlus and go to “Statistics” → “Basic Statistics and Tables” → “Descriptive Statistics...”
- An Options window will pop up. Click the  button, highlight your data in Excel, and then go back to StatPlus.

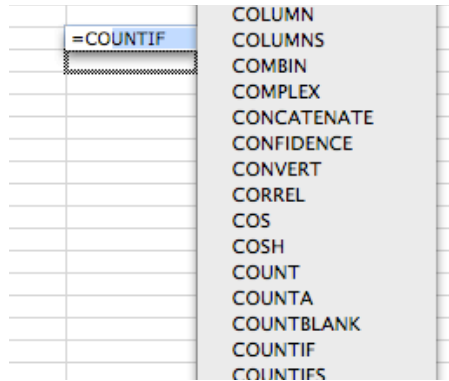


- I would recommend not using the “Advanced Options” button because the graphs it offers to make usually do not turn out correctly (you can always make your graphs manually). However, you can edit whatever you want under “Preferences” though it is not required.
- Uncheck “Labels in first row” if it is not the case.
- Finally, hit “OK”. A new Excel window will open up with a summary that includes the count, mean, median, standard deviation, standard error, variance, minimum, maximum, range, interquartile range, and much more.
  - Sometimes, the output values might look a little funky (with unnecessary scientific notation). To see the exact number, simply double click on the cell.

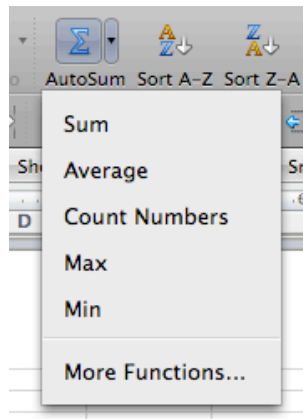
1.000E+02	C
5.500E+02	M
4.500E+02	S
3250	T
4.787E+02	F
1.263E+06	M
2.063E+05	M
3.333E+03	D

- FUNCTIONS

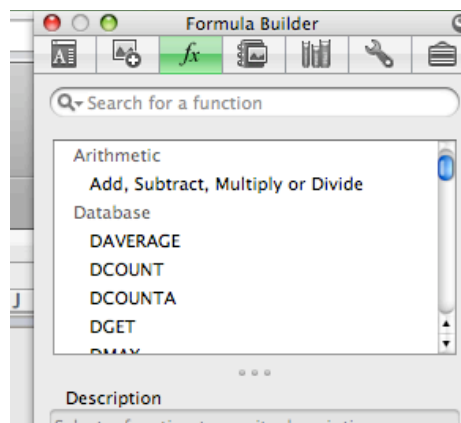
- All of the function commands are still the same. (e.g. =AVERAGE(A2:A30), =STDEV(A2:A30) )
- There are three ways to find these formulas:
  - Start typing and let them pop up automatically.



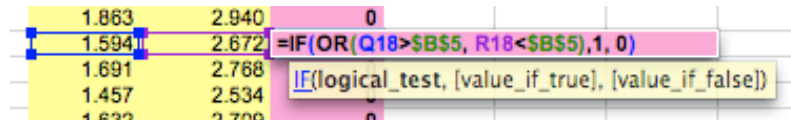
- Find the basic ones on the top toolbar.



- Or click on the formula builder tab (fx) in your toolbox to scroll through them.

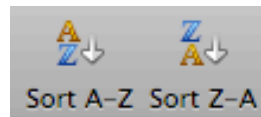


- If a formula is already present, just double click on the cell to see it.



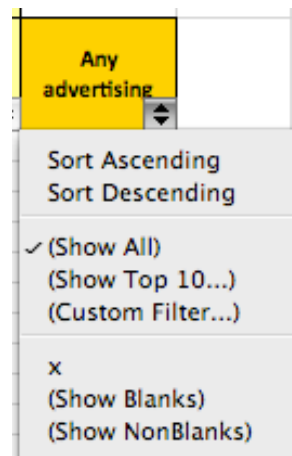
- DATA MANIPULATIONS

- There are two ways to sort the data.
  - You can quickly sort data alphabetically with either of the two buttons in the top toolbar (they will also sort data numerically).

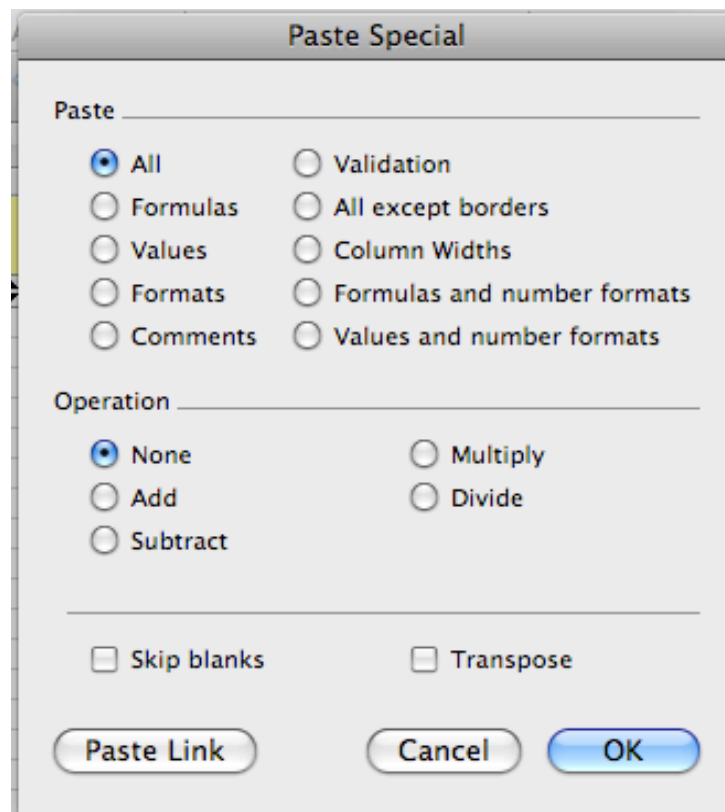


If multiple columns are selected, these buttons will sort the data according to the first column.

- When multiple columns are selected, it is better to use the command found under “Data” → “Sort...” which sorts by the title of the determining column.
- There are also two ways to filter the data.
  - Selecting a column and going to “Data” → “Filter” → “AutoFilter” will make a little double-headed arrow appear at the top of the column which will allow you to select from a list of options from a drop-down menu.



- There is also a more complicated feature under “Data” → “Filter” → “Advanced Filter...” which lets you also copy the filtered data to another location.
  - In regards to number formats, there is no specific format in general cells. This can be changed by pressing  $\text{⌘}1$  and going under the “Number” tab.
  - All counting commands (e.g. =COUNTIF and =DCOUNT) still work exactly the same way.
- COPY/PASTE
    - To modify what is pasted, go to “Edit” → “Paste Special...” and selected from a list of options.



This option can also transpose the data.

- Quick copy/paste tricks include  $\text{⌘}C$  and  $\text{⌘}V$ , and dragging the bottom right corner of a cell downward (or in any direction).