GETTING STARTED WITH MICROSOFT EXCEL ORGANIZING YOUR WATER QUALITY DATA

Microsoft Excel is one of many readily available resources that can help you organize your water quality monitoring data into a manageable, user-friendly format. Excel allows the user to create useful graphs and charts that will help you track and communicate your organization's water quality monitoring results. In order to use Excel, you must have access to a computer with the Microsoft Office suite installed. This tool is designed to provide an introduction of the basic functions that Excel can perform which can aid you in the organization, analysis, and assessment of data.

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I. Understanding the Workbook

When you first launch Excel, the program will ask if you want to open a new, blank workbook. A workbook consists of a series of spreadsheets on which you can organize various projects. Choose to create a new workbook. An Excel spreadsheet consists of a bunch of columns and rows, which form a very large amount of individual cells.

The Top of the Workbook

At the very top left corner of the window is the "Office" button, which allows you to access recent documents, save, open, print, and perform many other functions related to the document itself. The little disk icon to the right of the "Office" button is a quick way to save a document. At the top middle of the document you will notice the name of the document. Right now, the document has not been saved with a name, so it is simply called "Book2", as seen in Figure 1.

The row immediately below the title contains 8 tabs available for your use, starting with "Home". These tabs contain numerous functions that allow you to manipulate the data you input into individual cells.



The Bottom of the Workbook

At the bottom of a spreadsheet (Fig. 2), you will notice that three different sheets exist. Each sheet is an independent spreadsheet. It is sometimes useful to have different portions of data in different sheets so it is easier to manipulate and keep track of. You can add more sheets by simply clicking on the glowing page icon to the right of the last sheet, in this case "Sheet3". You can also rename a sheet to whatever you like by double clicking the text with your mouse and then typing in the desired name.



II. Saving a Workbook

You can save a document for the first time by either clicking on the save icon (the small disk), or by going to the Office dropdown menu and selecting "Save As".

a. If you are using an Excel version that is older than 2007, your workbook will save as an ".xls" file. If you are using Excel 2007, then your file will save as ".xlsx". It is important to note that the older versions of Excel may not be able to open ".xlsx" files. This is because these files may contain advanced formatting or other programming that older Excel versions are not compatible with.

b. If you are using Excel 2007 and wish to share the document with someone who has an older version, it is recommended that you save the file as an ".xls" file. You can do this by saving the document as an "Excel 97-2003 Workbook" when you click on "Save As".

III. Manipulating and Controlling Cells

Cell

A cell is one rectangle within the entire page of rectangles on a spreadsheet. Each cell is assigned a unique reference value. You can select a cell simply by clicking on it with the left mouse button. If you examine the cell selected in the Figure 3, you will notice that B and 3 are highlighted. This cell may be referred to as B3.

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Selecting Multiple Cells

You can select more than one cell by holding down your mouse button and dragging. The area that is colored as you drag your mouse is the selected area. Let go of your mouse button to finalize your selection.

a. An alternate method is to first select one cell, then hover your mouse over to another cell, and click while holding down the "Shift" button. This will allow you to select multiple cells too (Fig. 4).

С	1	D	E	F	G	Н	L.	J
Activity ID	Acti	vity Type	Activity Media Name	Activity Start Date	Activity Start Time	Activity Start	Activity Depth/Height Measure	Activity Depth/Height Unit
DWNT01F20020	Field N	/sr/Obs	- ater	8/1/2002	8:20:00	MDT		
DWNT01F20020	Field N	Isr/Obs	Water	8/1/2002	8:20:00	MDT		
DWNT01F20020	Field	Isr/Obs	Water	8/1/2002	8:20:00	MDT		
DWNT01F20020	Field	Asr/Obs	Water	8/1/2002	8:20:00	MDT		
DWNT01F20020	Field N	Asr/Obs	Water	8/1/2002	8:20:00	MDT		
DWNT01F20020	Field I	/sr/Obs	Water	8/1/2002	8:20:00	MDT K		
	First	Click	Here		Next, Ho	ld Shift a	nd Click	Here
£								Fig. 4

Selecting an Entire Column or Row

- 1. Point your mouse over one of the letters at the top of a spreadsheet and your mouse will turn into a downward-pointing arrow.
- 2. When this happens, click and you will have highlighted every cell in the entire column. The same principle applies to the numbers on the left hand side if you want to select an entire row, except your mouse will transform into a right-pointing arrow when you mouse is hovering over one of the numbers.
 - Dragging will allow you to select multiple columns or rows, similar to selecting multiple cells as mentioned earlier. In Fig. 5, multiple rows have been selected.

	A	В	С	D	E	F	G	Н	1
1	Project ID	Monitoring Location ID	Activity ID	Activity Type	Activity Media Name	Activity Start Date	Activity Start Time	Activity Start Time Zone	Activity Depth/Height Measure
2	SL MONIT	WNT01	DWNT01F20020	Field Msr/Obs	Water	8/1/2002	8:20:00	MDT	
3	SL MONIT	DWNT01	DWNT01F20020	Field Msr/Obs	Water	8/1/2002	8:20:00	MDT	
4	SL MONIT	DWWNT01	DWNT01F20020	Field Msr/Obs	Water	8/1/2002	8:20:00	MDT	
5	SL MONIT	DWNT01	DWNT01F20020	Field Msr/Obs	Water	8/1/2002	8:20:00	MDT	
6	SL_MONIT	DWINT01	DWNT91E20020	Field Msr/Obs	Water	8/1/2002	8:20:00	MDT	
7	SL_MONIT	DWNT01	DWNT01F20020	Eield Msr/Obs	Water	8/1/2002	8:20:00	MDT	
8 9				First	Click	Here			
10	-								
11	· ·			Next	Hold	Shift and	d Click H	ere	
12					0.0108989878				
13									

Additional Methods to Manipulate Cells

Fig. 5

- 1. The "Home" tab provides a large variety of different methods to customize your cell data. The following two are the most used functions of the "Home" tab.
 - a. The "Font" subsection allows you to adjust size, color, and style of the text within each cell.
 - b. The "Alignment" subsection allows you to place the data exactly where you want it aligned within a cell (i.e. left, center, right). You can also choose to merge cells together and make your text wrap. Text wrapping is when you have the text within the column width of the cell. If the text does not fit within the individual cell, more space is added, allowing for all the text to fit within the cell and be seen by the user.
- 2. You can also manipulate the width of all cells within a column by moving your mouse to the line separating the column letters at the top of the spreadsheet. Your standard cursor will transform into a cursor with arrows pointing left and right. Left click your mouse when this happens and you can shorten or widen your cell width for that column by dragging the column separator to the left or right. You can also automatically adjust the column width to fit the longest piece of data within that column by double clicking the double arrow cursor.
 - a. The same kind of operation can be performed to manipulate the height of all the cells in a row. Simply perform the same tasks as above, but between the row numbers and adjust vertically.

IV. Copying and Pasting Cells

Сору

- 1. Select the cells you want to copy.
- 2. Hold down the "Ctrl" button and hit the "c" button to copy the selected area.
 - a. You may also perform this function by clicking the right mouse button on the selected cell(s) you want to copy, which will bring up a list of tools. Click on the tool that is called "Copy".
 - b. A grid of alternating black boxes will circle around your selection after performing the "copying" mechanism.

Paste

- 3. Then select the cell where you want to paste the cell(s).
- 4. When you have chosen where to paste your cells, hold down "Ctrl" again, and hit the "v" button.

- a. An alternative method is to right click the cell you want to paste, and select the "Paste" function. "Paste" is only available for use within the function box if you have already selected a cell or group of cells to copy.
- b. It is important to note that when right clicking on a selected cell, a "Paste Special" option can also be chosen, as seen in Fig. 6. This function is used for more specific operations.
 - i. The commonly used options seen in Fig. 6 are "Formulas" and "Values". If you select "Formulas" from "Paste Special", then the formula you copied will be pasted instead of the result. Pasting "Values" will paste the value only, with none of the copied cell's formatting, formulas, or anything else. The "Formats" choice pastes the format of the copied cell but the actual contents of the cell are left untouched.

4	Station ID	R	Activity	15 Allow	able Value	Valid STORET Station ID
	Activity ID	R	Activity	12 Freet	evt	A unique identifier for each Activity (an Activity can be a unique lab ID, a suite of on-
5	Parts Casial	IIX .	Protivity	211000		site field measurements, an individual sample, etc)
6	Medium Paste Special			<u></u>	ble Value	Medium in which this Activity occurs
7	Activity Type Paste				ble Value	Type of Activity
8	Activity Categor C All		C All using S	ource theme	ble Value	Category of Activity
9	Activity Start Da C Formulas		C All except	horders	d Format	Date Activity began (MM/DD/YYYY)
10	Activity Start Til		C Colump wit	dthe	d Format	Time Activity began (HH:MM AM/PM)
11	Activity Start Til		C Column w	uuris 	ble Value	Time Zone for Activity Start Time, required if Activity Start Time entered
	Depth to Activity C -		C Hormulas a	and number rormats	vt	The distance from the surface to the point in the water column at which the activity
12	Deptil to Activity O Comments		Values and	i number formats		conducted
13	Depth to Activity C Validation				ble Value	Units for Depth to Activity, required if Depth to Activity entered
14	Sample Collecti Operation				ble Value	Valid STORET Sample Collection Procedure, required if Activity Type is Sample
15	Characteristic None		C Multiply		ble Value	Valid STORET characteristic name
16	Result Value		C Divide		xt	Measured value of characteristic
17	Result Value Ur		i Divide		ble Value	Units for characteristic result
	Sample Fraction				hla Valua	Fraction for characteristic, required for certain characteristics (see Non-Taxa
18	Sample Fraction		T T		ble value	Characteristics for details)
	Field/Lab Proce		i Transpos <u>e</u>		ble Value	The field or lab procedure used to analyze the sample, required for certain
19	Tield/Eab Tible				bie value	characteristics (see Non-Taxa Characteristics for details)
20	Field/Lab Proce Paste Link		OK	Cancel	ble Value	Source Acronym for Field/Lab Procedure, required if Field/Lab Procedure entered
21	Analysis Date	1	rtesuit		ed Format	Date sample analyzed (MM/DD/YYYY)
22	Detection Limit		Result	8 Freet	ext	Detection limit
23	Detection Limit Unit	С	Result	8 Allow	able Value	Units for detection limit, required if Detection Limit enterered
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Fig. 6

V. Using the Fill Handle Function

What is "fill handle"?

The fill handle function is very useful for populating cells with the same value or formula.

- 1. To use this function, first select the cell you want to use to populate the other cells.
- 2. Hover your mouse over the bottom right corner of the cell until your mouse transforms into a black plus symbol.
- 3. Left click when the plus sign appears, and then drag over the cell areas you want to populate with that particular selected value or formula.

VI. Dragging and Dropping Cells

Dragging cells is a means of moving a cell(s) from one area of the spreadsheet to another. It is useful for relocating data, and it is important to note that it is not the same as copying and pasting. When dragging cells around, you are completely moving the selected cells from one location to another. You may use this function if you are rearranging your data, while you may choose to copy and paste if you wish to have another set of that same data. It is flexible as to which function you choose.

- 1. Select the cells you want to move.
- 2. Hover your mouse anywhere along the border of the highlighted area and the mouse will turn into an icon with four arrows pointing in every direction.
- 3. Click the left mouse button. Hold it down and move the mouse to the place you want to relocate your data. Release the button and your information will be "dropped" into your desired location.

VII. Using and Creating Formulas

One of Excel's useful tools is the ability to create and manipulate formulas. While you are able to perform simple mathematical equations such as multiplication or division, more complex functions are available. These include statistical tests such as calculating the mean, maximum, minimum, standard deviation, and countless more. It is highly recommended that you play with the Excel formula menu to browse all the possible functions available. Test out functions you believe may be useful for communication of your organization's water quality data.

Finding Formulas

Click on the "Formula" tab and you will notice a "Math and Trig" and a "More Functions" button (Fig. 7). Click on either one of those to find a large list of potential functions. These functions are pre-defined, and many of the more complex ones require you to fill out various windows in order to use them.

a. An easy way to find functions and for figuring out which functions to use is to go to the Formula tab and click the "Insert Function" button on the far left end, designated by the large " f_x " icon. The window that appears allows you to search for a function, or provide a description of a function and then provide you with a list of related functions. It is quite handy if you are unsure of what function to use or where to find it!



Fig. 7

Creating Formulas

- 1. To compose a formula, first select the cell where you want your calculated value (when the value within the cell is obtained from an equation) to appear.
- 2. Click on the formula bar, which is the long, blank bar right above the column letters, and appears to the right of the " f_x " symbol (Fig. 8).

	A	B	C	D	E	F	G	
1	Monitoring Location ID	Activity ID	Activity Type	Activity Media Name	Activity Start Date	Characteristic Name	Result Measure	Ret
2	DWNT01	DWNTb1F20020801	Field Msr/Obs	Water	8/1/2002	Temperature, water	70.16	5 deg
3	DWNT01	DWNT01€20010910	Field Msr/Obs	Water	9/10/2001	Temperature, water	61.2	5 dec
4	DWNT01	DWNT01F20011003	Field Msr/Obs	Water	10/3/2001	Temperature, water	49.46	5 dec
5	100020000	1		10000		19130 CARLING WORKS	2,0084	1
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9 10				_		Selected Cell		+
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- 3. Always begin a formula with an equal "=" sign.
- 4. After the mandatory equal sign, you may begin typing your formula. You can refer to other cells within the spreadsheet when making calculations (Fig. 9).
 - a. For example, "=AVERAGE(G2:G4)" would provide you the average of the numbers within G2, G3, and G4. Also observe that a predefined function was used in Fig. 9.
 - b. To incorporate a range of cells in your formula, as seen in Fig. 9, you simply list the first cell you want to include, insert a colon, and then type in the last cell you want to include. The last cell can even be in a different row or column.

17-	SUM YXV	=AVERAGE(G2 G4)					
	A	8	C	D	E	F	G	
1	Monitoring Location ID	Activity ID	Activity Type	Activity Media Name	Activity Start Date	Characteristic Name	Result Measure	Resu
2	DWNT01	DWNT01F20020801	Field Msr/Obs	Water	8/1/2002	Temperature, water	70.16	deg I
3	DWNT01	DWNT01F20010910,	Field Msr/Obs	Water	9/10/2001	Temperature, water	61.25	deg I
4	DWNT01	D/WNT01F20011003	Rield Msr/Obs	Water	10/3/2001	Temperature, water	49.46	deg i
5	2201-20252	eten soori nin termedate	1	17.3277	0.000.000.000		1.5.1	1
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9		Type F	ormula o	r select cells	-			-
11								
12								

5. Hit the "Enter" button when you are done creating your formula and your function will be performed within the designated cell.

Additional Example

1. In Fig. 10, a database exists with a bunch of quiz scores from three different classes. We want to add up how many students scored well or scored poorly.

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	1	A	В		С	D		E	F	G	Н	1		J	К
1	Class #1	Scores	Class #2 Scores	Clas	s #3 Scores		Nur	nber of S	tudent	ts Who	Scored 9 or H	Higher O	r Scored	a1	
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9		9		3	5		-								
10		6		8	6					_					
11		8		7	3										

2. The formula we used is "=COUNTIF(A2:C11, ">8")+COUNTIF(A2:C11, "1")"

- 3. You will notice that a function called "COUNTIF" was used. This function will count the number of times a certain number or range of numbers within your specified database occurs. Unlike the "AVERAGE" function used earlier, this function requires criteria to be met. The database you want to use is still listed first within the parentheses, as seen by the "A2:C11" section, but then a criteria is listed within the parameters. In Fig. 10, any score that was higher than an 8 or anyone that scored a 1 on the test resulted in an increase in the overall count.
 - a. You will typically place your criteria within a set of quotation marks to signify that those are the exact values you want to be met. We wanted any number greater than 8 to be counted, so we placed a ">" sign to execute that action, resulting in ">8".
 - b. Note: You can contain text as your criteria instead of numeric values too, which would allow you to count how many times a certain word appears, for example.
 - c. You can insert multiple functions within the same formula, as seen in the Fig. 10 formula bar.

VIII. Sorting Data

When creating databases, there will be occasions where you want your data to follow a certain order. For example, you have a database full of names and you want to organize the names in alphabetical order by last name. The sorting function allows you to organize your data in various different ways.

- 1. You will need to select the entire spreadsheet first. This may be done by simply clicking the gray box in the upper left corner the box where the column letters and row numbers meet.
 - a. It is important to do this because otherwise your data may become mismatched by row or column.

	A1 💌	Monitoring Location ID	Hell Linking		-	
	A	В	C	0	E	F
1	Monitoring Location ID	Monitoring Location Name	Monitoring Location. Type	HUC Eight Digit Code	Tribal Land. Indicator	Tribal Lan
	TWPK01	Twin Peaks	River/Stream			
	LOPK01	Lone Peak	River/Stream			
	MOOL01	Mount Olympus	River/Stream			
	BMCYM01	Bingham Canyon Mine	River/Stream			
	UOU01	Doiversity of Utah	River/Stream			
	DWNT01	Downtown	River/Stream			
	KSLRT01	KSL Radio Tower	River/Stream			
	SDLPK01	SundiaNPeak	River/Stream			
) 1		Select Entire S	heet by Clicking	Here		
3			A NOT OF FOT			AT
		WARNING: D	UNUT SELECT	UNLY THE CO	LOWNTH	A
5		YOU WISH TO	SORT BY		Fig. 1	1

- 2. Click on the "Data" tab near the top of the Excel document, and then click on "Sort".
- 3. A window will appear that will allow you to customize how you want to sort, such as sorting by specific columns or sorting in an ascending or descending order (Fig. 12).
 - a. If you select the "Header Row" button, this will prevent the first row of your data from being sorted. This is helpful if your first row has a title which you don't want to be sorted with your data.

PRO1 PK01 PK01 DOL01 NCYM01 DU01	Monitoring Location Name Twin Peaks Lone Peak Mount Olympus Bingham Canyon Mine University of Utah	Monitoring Location. Type RiverStream Sort Sort	HUC Eight-Digit Code	Tribal Land, Indicator	Tribal Land Name	Monito Locatie Latituc 40.594 40.527
/PK01 PK01 DOL01 NCYM01 DU01	Twin Peaks Lone Peak Mount Olympus Bingham Canyon Mine University of Utah	River/Stream Sort Sortby	22			40.594
OOL01 NCYM01 DU01	Mount Olympus Bingham Canyon Mine University of Utah	Sort Sortby	2 🔛			10.007
NCYM01	Bingham Canyon Mine University of Utah	Sortby				40.007
U01	University of Utah					40.522
	Draamteaam	Monitoring Location 🔽 🔍 🎒	cending			40,765
LRT01	KSL Radio Tower	OB	edinarg			40.779
LPK01	Sundial Peak	Thenby				40.598
Choos	e Column to	ÖDe	scending C	hoose Sor	t Order	
Sort B	iy .	O As	icending isoending			
Choo	se Header	My data range has	e tow			
Row	if Present	Options OK	Cancel			
	Choos Sort E Choo Sort E Choo Row	LRT01 KSL Radio Tower LPK01 Sundial Peak Choose Column to Sort By Choose Header Row if Present	LRT01 KSL Radio Tower LPK01 Sundial Peak Choose Column to Sort By Choose Header Row if Present Column to Choose Header Row if Present Choose Column to Choose Header Row if Present Choose Column to Choose Column to	LRT01 KSL Radio Tower UPK01 Sundial Peak Choose Column to Sort By Choose Header Row if Present Generation Choose Header Row if Present Choose Column to Choose Header Row if Present Choose Column to Choose Column to	LRT01 KSL Radio Tower Sundial Peak Choose Column to Sort By Choose Header Row if Present Qptore Choose Cancel	LRT01 KSL Radio Tower Sundial Peak Choose Column to Sort By Choose Header Row if Present

Sorting by More Than One Column

Fig. 12

1. Sometimes, you may find out that you want to sort your data by two or more columns. For example, you have a database of first and last names, and you want to sort by last names, and then by first names. When you are in the "Sort" window, click on "Add Level" on the upper right corner of the window to add another layer of sorting.

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2 3 4 5 6 7 8 9 10 11	Smith Chen Summers McLaughlin Silva Chau Park March	Andrew Jonathan Angela Jennifer William Courtney Albert Elaine	94704 91012 94604 92225 92714 92155 95632 93478	Y N N Y N Y Y	Colum Sort b Then	dd Le n y L by	Last Name	lete Level	Sort On Values Values		Options	A to Z	Г Му с 2 2	data has <u>h</u> e	eaders
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2. You will notice that you can sort by last name, and then after your database is sorted by last name, your data will be sorted by first names. You can keep adding more levels you want to sort by simply by clicking the "Add Level" button.

	A	В	С	D	E
1	Last Name	First Name	Zip Code	Member?	
2	Chau	Courtney	92155	N	
3	Chen	Jonathan	91012	N	
4	March	Elaine	93478	Y	
5	McLaughlin	Jennifer	92225	N	
6	Park	Albert	95632	Y	
7	Silva	William	92714	Y	
8	Smith	Andrew	94 <u>704</u>	Y	
9	Summers	Angela	94 F	τίσ 14	
10			-	19. 1 1	

Note: Be careful when sorting. You do not want to mismatch your data by sorting only certain rows or columns when all of them should have been sorted, or vice versa.

IX. Freezing Panes

When your workbook is filled with data, it may become difficult to keep track of column and row headings. For example, you could be entering data in row number 990 and not be able to see what information is needed for column P without scrolling all the way to the top of the spreadsheet to look at the header. Freezing panes is an option that allows you to lock certain rows or columns in place so you can refer to them while working within your workbook. This tool allows you to freeze the top row of your spreadsheet which should define each column to input the desired and correct information into an individual cell.

- 1. To freeze panes, click on the "View" tab. Under the "Window" subsection, click on "Freeze Panes", which is circled in Fig. 15. You can choose to freeze the top row, first column, or customize your freezing.
- 2. If you customize your freezing, make sure you have the correct cell selected from where you want to freeze. The columns to the left of the selected cell will be frozen, and rows above the selected cell will be frozen. See Fig 15. Solid lines will appear to show which panes are frozen.

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1												_			
3															
4															

You can always unfreeze panes by clicking on "Unfreeze Panes", which is located within the "Freeze Panes" menu.

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1	A	В	С	D	E	F	G		н	i.	J	К	L	M	N	C)	-
1																		
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10		8																
11		9																
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14																		

Fig. 16

4. Notice that cell L12 is selected in Fig. 16 and the window has been scrolled down. By using the freeze panes option, you are still able to see the top two rows.

X. Creating Charts and Graphs

Making graphs or charts are very useful for discovering and tracking trends in your data. Graphs and charts display your data in a visual manner. They are a great way to summarize your results and make your data much easier to be communicated to individuals outside of your organization.

- 1. First, you need to decide which two sets of data you want to compare to each other.
 - a. In Fig. 17, we compare temperature versus the dates.
 - b. To select two different groups of data that are not adjacent to each other, first select one group of data. Then, while holding down the "Ctrl" button, select the next group of data.
 - c. If you are using Excel 2007, skip steps 2-4; if you are using an older version of Excel, keep reading.

2n	A	8	C	D	E	E P	G	
1	Monitoring Location ID	Activity ID	Activity Type	Activity Media Name	Activity Start Date	Characteristic Name	Result Measure	Resu
2	DWNT01	DWNT01F20020801	Field Mst/Obs	Water	8/1/2002	Temperature, water	70.16	deg
3	DWNT01	DWNT01F20010910	Field Mst/Obs	Water	9/10/2001	Temperature, water	61.25	deg I
4	DWNT01	DW/NT01F20011003	Field Msr/Obs	Water	10/3/2001	Temperature, water	. 49.46	deg [
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- 2. Select the "Insert" tab, and then select "Chart". You will then have multiple options for what kind of chart you would like to display (Fig. 18).
- 3. The next window (Fig. 19) tells you what data ranges you are currently using for your graph and what your graph currently looks like. You can readjust your data range here. You will typically want your graph series to be in "Columns".

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	40 30 20										- 22		series r
	3/10/2001	0/10/2001-	11/10/2001	2/10/2001-	1/10/2002 -	e/10/2002 -	3/10/2002 -	4/10/2002 -	5/10/2002 -	5/10/2002 -	7/10/2002 -		
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4. The third window (Fig. 20) allows you to customize your graph. You can fill out your title, your axis labels, what type of information you want for the legend, and much more.

Chart Wizard - Step 3 of 4	Chart O	ptions		? 🔀
Titles Axes Gridlines	Legend	Data Labels	Data Table	1
Chart title:				
Temperature (Deg F)		Tem	g F)	
Category (X) axis:		80 1	14	
Date	j	50		
<u>V</u> alue (Y) axis:	Per la	10		- Series1
Temperature		20		
Second category (X) axis:				<u>.</u>
		10/20(10/20(0/200	0/500
Second value (Y) axis:		26 111 11	Date	8
Fig. 20	Cancel	< <u>B</u> ack	Next :	> <u>E</u> inish

5. The last window allows you to decide whether you want the graph to appear on the sheet you are currently looking at, or whether you want the graph to appear on another sheet within the workbook. Then hit "Finish".

Creating Graphs in Excel 2007 version

- 1. If you are using the Microsoft XP version of Excel, you will be able to fill out a series of windows with various customization options, as shown in the previous example.
 - a. If you are using the 2007 version of Excel, the graph will appear immediately after you decide on what type of display you want for your graph. You decide on what type of graph you want from a drop down menu (Fig. 21).

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1	1	100														1
2	3	200								328						
3	5	300								X1 600						
4	7	400								1						
5	9	500								\sim						
6	11	600														
7	15	700								All Chart Types						
8	26	800								1370 A.S.						
9	43	900														
10	52	1000							_					ł	ng. 21	
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2. After choosing which graph, your graph will immediately appear. You can customize your graph by going to the "Chart Tools" tab at the top. This tab only appears if you have a graph selected, and will be the right-most tab as seen in Fig. 22. You can customize how your title is displayed and perform any other customization options by clicking on any of the icons in the "Chart Layouts". The tab at the top also allows you to redesign and reformat your graph to tailor the graph to your needs and preferences.



Fig. 22

XI. Additional Help

This guide has only touched on the basics of Microsoft Excel. If you need more help or want to learn about more complex functions, there is a Help function within Excel. Click the question mark in the upper right corner of Excel, and a window will appear. You may browse around and find tutorials on how to use the many different tools of Excel. You can also perform searches within the Help function so you can find the help that you need in a quicker fashion. For further information regarding Microsoft Excel, you may contact Christopher Chen from EPA Region 9 at chen.christopher@epa.gov or call 415-972-3442.

List of Shortcuts and Definitions

Shortcuts

To make a selection: Left Click your mouse + Drag Mouse over desired area *To move your cell selection one cell to the right:* "Tab" *To complete cell and move cell selection down one cell:* "Enter" *To bring up a quick menu of common functions and tools:* Right Click your mouse on specified cell *Save:* Ctrl + "S" *Copy:* Ctrl + "C" *Paste:* Ctrl + "V" *Undo previous action:* Ctrl + "Z" *Bring up the Find tool (help locate numbers or words):* Ctrl + "F" *Bold/Unbold the contents of the cell:* Ctrl + "B" *Italicize/Un-italicize contents* of cell: Ctrl + "I" *Select entire worksheet:* Ctrl + "A" *Select entire row:* Click the number on the far left side of the row *Select entire column:* Click the letter that appears right above the spreadsheet *To perform a function within a cell:* "=" + function or equation

Definitions

Workbook: An Excel file is called a workbook. Each workbook contains a spreadsheet. Each workbook may contain multiple pages (or tabs) of spreadsheets, although the default is 3 tabs.

Freeze Panes: This is when you lock certain rows and/or columns in place regardless of where you scroll within the workbook.

Fill Handle: A tool you can use to populate rows or columns with the same value or formula.

Formula: When you input an equation into a cell instead of just a value, which will then calculate for you the value that will show up within the cell.

Formula Bar: The white bar that appears right above the spreadsheet and the column letters. You can see the entirety of the cell contents within the formula bar. You may type in your formula or value within this box.

Paste Special: This menu provides many different options for pasting your copied material, such as pasting formatting only, pasting formulas only, pasting values only, etc.

Sort: A tool you can use to sort your database in alphabetical order, from smallest to largest, by font color, and various other means. Just be careful to not sort sections of your data while leaving other sections unsorted, when you actually wanted to sort everything together.