

EXCEL 2010 VIDEO #5

Data Sets: Setup & Terminology

(Running Time 4 minutes, 15 seconds)

LEARNING EXPECTATIONS: This video covers five points to consider when inputting data into Excel.

Column headings required, called “Column Header”, “Variables”, “Column Labels”, “Field Name”

Each row referred to a “record” or “observation”

Always border data set with blank rows and columns.

No blank field names at the top of columns.

“Unique identifier” (aka “element”) = listing of each item only once so you can make some summary calculations

DIFFERENTIATION OPPORTUNITIES: None