

EXCEL 2010 VIDEO #2

Calculations, Formulas, Functions, Math & Comparative Operators

(Running Time 29 minutes, 30 seconds)

LEARNING EXPECTATIONS: Watch this video carefully. It covers a lot without rushing. You will use nearly every Excel skill shown many times in this course, and for the rest of your life. Any combination of these skills may show up on pop quizzes and/or this week's assignments. It will be a half hour of your time well spent.

Focus on the organization of Excel. Distinguish between:

- A. Evaluating formulas with basic math operations only (e.g. $= 4*(5-1)^2+7$);
- B. Evaluating functions with the assistance of "Insert Function" pop-up menus (e.g. AVERAGE);
- C. Evaluating conditional functions with domain limits (e.g. COUNTIF),
- D. Inputting text formulas (e.g. "The average is" & AVERAGE)
- E. True/False (aka Logical) Formulas

Don't worry about memorizing every keystroke. As you will see, Excel provides pop-up menus to guide your implementation of its formulas. These scaffolds are quite reassuring for first-time EXCEL users.

The list below inventories the skills taught in this video.

PEMDAS review

BASIC MATH OPERATORS in EXCEL (+ , - , * , /)

"&" – join symbol

" " for text in formulas

SUM

AVERAGE

MODE, same as MODE.SNGL

STDEV.S

COUNT

COUNTIF (many conditional functions end in IF)

COUNTIFS

Navigate short cut to front/end of column or row (control and arrow keys pressed at same time)

Highlight short cut for long row or column (control, shift and arrow keys at same time)

DIFFERENTIATION OPPORTUNITIES: Mastering all of the basic skills shown in this video are critical for ALL Business Statistics students. Some differentiation may exist in the degree to which you consider using shortcuts. If you are new to EXCEL, I recommend avoiding “shortcuts” that bypass pop-in menus. Remember these pop-up menus guide you through the maze of program elements available.

If you are an experienced EXCEL user, then you may want to keep notes on potential shortcuts for the future