Excel is used to:

- Organize your data into rows and columns
- Perform mathematical calculations quickly
- Graph, plot, visualize data
- Statistics
Part One

Text, Numbers.
Entering text

- Cells
- Numbers, Words, etc.
- Does not begin with operators
The Ribbon
Part Two

Formulas.
Entering a function

- Begins with =
- Uses mathematical operators
Re-using formulas

• Copy and paste
• Dragging formulas
• Dependencies on cells
Part Three

Functions.
Using functions

- Start with =, then function name
- Same properties as formulas
Part Four

Charts.
# Charts

<table>
<thead>
<tr>
<th>Products</th>
<th>Region 1</th>
<th>Region 2</th>
<th>Region 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dolls</td>
<td>2478</td>
<td>2640</td>
<td>2388</td>
</tr>
<tr>
<td>Trucks</td>
<td>2031</td>
<td>2173</td>
<td>2790</td>
</tr>
<tr>
<td>Puzzles</td>
<td>1918</td>
<td>2722</td>
<td>2795</td>
</tr>
<tr>
<td>Total</td>
<td>6427</td>
<td>7535</td>
<td>7973</td>
</tr>
</tbody>
</table>

![Toy Sales Chart](chart_image.png)
Chart Types

- Graphs
- Pie Charts
- Plots

- Effects and Visualizations (3D, gradients, etc.)
Creating a Chart

1. Select the data range (Toy Sales).
2. Click on the "Insert" tab in the Excel ribbon.
3. Click on "Column" under the chart options.
4. Choose the "Clustered Column" chart type.
Creating a Chart

![Chart Title]

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Part Five
Demo.
Reference

• Prepared by Emmanuel Klu, CS ARC Scholar