

Hello & Welcome

This session will begin shortly. While you wait, please download the slides for today's session from the <u>LevUL up website</u>.



In association with:



Recording

- This session will now be recorded. Any further information that you provide during a session is optional and in doing so you give us consent to process this information.
- These recordings will be stored by the University of Limerick for one year and may be published on our website during that time.
- By taking part in a session you give us your consent to process any information you provide during it.



How we intend for you to engage with this workshop...

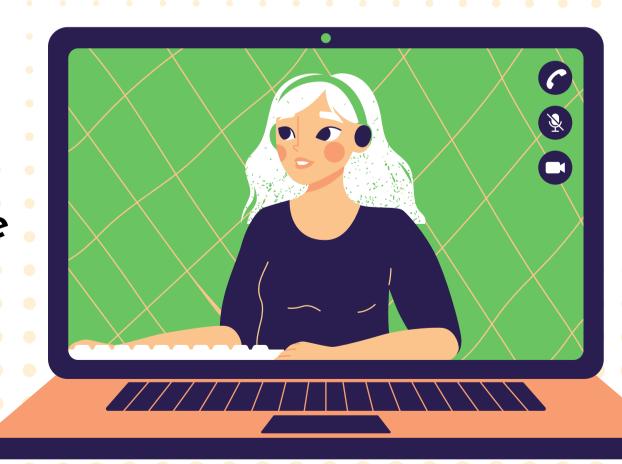
•We would like you to be able to follow along with us and make edits to your downloaded sample file during this workshop.

• If you only have one screen, you can set up the two windows side by side in a split screen set-up.

•Please keep your camera & microphone off during the workshop

Ask questions in the chat





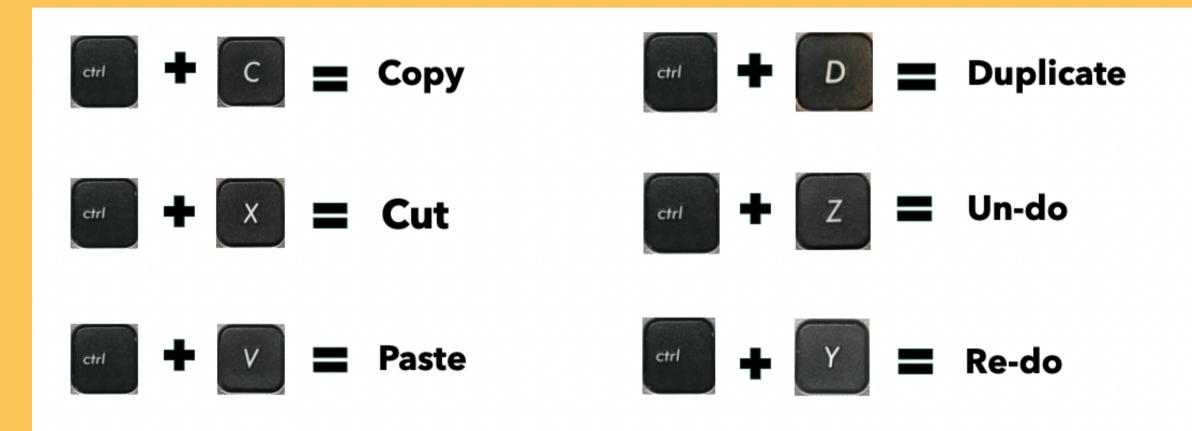
Introduction

How can we use excel for data analysis?

Harnessing the power of Microsoft Excel to do data analysis can make it easier to find, sort and extract information.

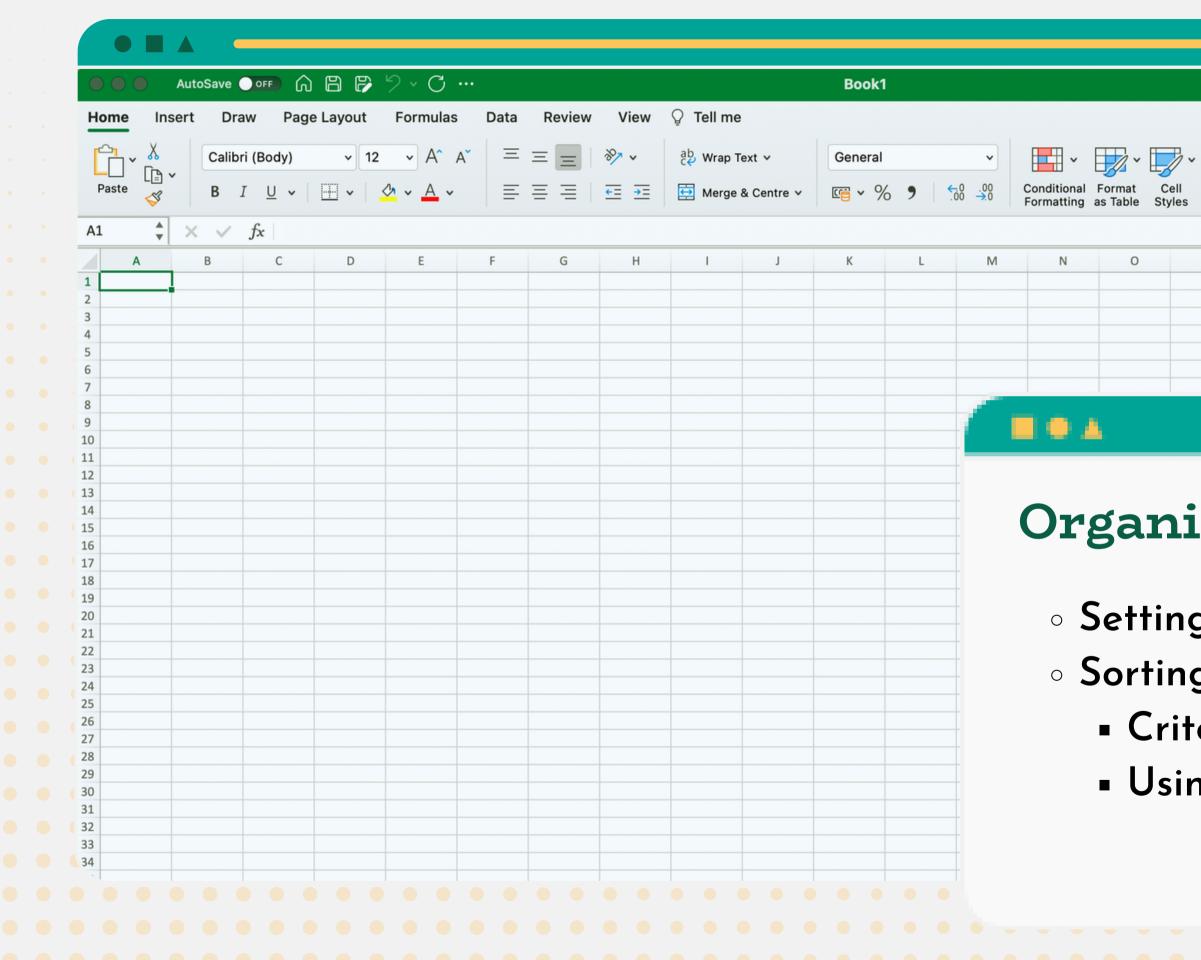
This skill is a must-have for disciplines like economics and sociology, but also a great addition to your CV.

Windows



Basic Commands P = Print Quit W = Close Window X = Out Z = Undo C = CopyA = Select S = Save H = Hide V = PasteF = Find O = Open Window **G** = Find **E** = Eject M = Minimize N = New - = $\begin{array}{c} Zoom \\ Out \end{array}$ + = $\begin{array}{c} Zoom \\ In \end{array}$

Mac OS



					C	<mark>ر چ</mark>
	Insert ✓ Delete ✓ Format ✓		✓ ✓ ✓ ✓ ✓	a ck / many	Comi se Sensi	ş.
P	Q	R	S	T	U	V

Organizing our Data

- Setting up our data set
- Sorting our data set
 - Criteria levels
 - Using cell colors to code data

	Au	utoSave (OFF (â B (₽ '2 ×	C						Book	1										Q
Home	Inser	rt Dra	w Pa	ge Layoı	t Forr	nulas	Data	Review	w View	♀ Tell me	9										🖻 Sha	re 🖓 C	Comm
	~ <u>X</u>	Calibr	i (Body)	~	12 ~	A^ A`	· =	= =	≫ ∨	ab C Wrap	Γext ∽	General		~	-	- L	<i>~</i>	Insert ∨ Insert ∨ Insert ∨	Σ •	AZZ ~ /			
Paste	~ ∦ [] ~ ≪≪	в	r <u>∪</u> ~		<u></u>				<u>←</u> ≡ →=	😫 Merge	& Centre 🗸	<u>1</u> • 9	% 9	0.00. 0.	Conditional Formatting	Format as Table S	Cell Styles	E Delete v	↓ • ′ ♦ •	Sort & F Filter S	ind & A elect		Sensiti
A1		× ~	f_X												-								
	А	В	С	D	E		F	G	Н	I	J	К	L	Μ	N	0	Р	Q	R	S	Т	U	
1																							
2 3				_										_		_							
4																							
5				_																			
7																							
8														100									
9				_										- 6									
10														_									
10																							
10 11 12																							
11 12 13																							
11 12 13 14														Б	?i]+/	ori	nơ						
11 12 13 14 15														F	lilte	eri	ng						
11 12 13 14 15 16 17														F	rilte	eri	ng						
11 12 13 14 15 16 17 18																							
11 12 13 14 15 16 17 18 19																			iowi	na	5000	ific	d
11 12 13 14 15 16 17 18																		and v	iewi	ing	spec	ific	da
11 12 13 14 15 16 17 18 19 20 21 22															Extro	actir	ng c	ind v		-	-		
11 12 13 14 15 16 17 18 19 20 21 22 23															Extro	actir	ng c	ind v		-	-		
11 12 13 14 15 16 17 18 19 20 21 22															Extro • Fil	actir terir	ng c ng v	and v vith r	nult	-	-		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26															Extro • Fil	actir terir	ng c ng v	and v vith r	nult	-	-		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27															Extro • Fil	actir terir	ng c ng v	ind v	nult	-	-		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28															Extro • Fil	actir terir	ng c ng v	and v vith r	nult	-	-		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27															Extro • Fil	actir terir	ng c ng v	and v vith r	nult	-	-		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31															Extro • Fil	actir terir	ng c ng v	and v vith r	nult	-	-		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32															Extro • Fil	actir terir	ng c ng v	and v vith r	nult	-	-		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31															Extro • Fil	actir terir	ng c ng v	and v vith r	nult	-	-		

points

• • •

		utoSave	OFF	6 B	P 7	o ~ C							Book	1										Q
Home	e Inse	rt Dr	aw P	age Layo	ut F	ormula	as D	Data	Review	View	🖓 Tell m	e										🖻 Sha	are 🖓 🤅	Comm
ĥ	~ <u>X</u>	Calib	ri (Body)	~	12	~ A^	A	Ξ :	= =	≫~ ∨	ab Ce Wrap	Text 🗸	Genera	I	~	-	- L	7~	🔠 Insert 🗸 🔆 Delete 🗸	Σ •	27 · /	\bigcirc		
Paste	` <mark>(}</mark> ~ ° ≪	В	Ι <u>υ</u> 、		<u></u>	• <u>A</u>	~	=	≡≡	≫⁄~ ~ <u>∓</u> ≡ <u>∓</u> ≡	🔄 Merge	& Centre 🗸		% 9	€0.00 .00 →0	Conditional	Format as Table S	✓ Cell tyles	₩ Delete ∨ Format ∨	↓ ~ ⁴ ♦ ~	Sort & F Filter S	ind & A	nalyse Data	Sensit
A1	*	x v	f_X																					
	А	В	С	D		E	F		G	н	I	J	К	L	М	N	0	Р	Q	R	S	Т	U	
1	 																							
2 3				_														_						
4																								
5				_																				
7																								
8															100		_							
9															- 6-	. • .								
.0															_									
.1																								
.1 .2 .3																	_							
11 12 13 14															Т)at:	a ∖ ∕	fir	inc	5				
11 12 13 14 15															I	Data	a N	ſir	ing	5				
.1 .2 .3 .4 .5 .6															Ι	Data	a \mathbf{N}	ſir	ing	5				
11 12 13 14 15 16 17 18															I	Data	a I ⁄	ſin	ing	5				
1 2 2 3 3 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5															1						ata	fro		
1															1	Data Extra					lata	l fro	m a	I S(
11 12 12 13 14 14 14 15 15 14 14 14 14 14 14 14 14 14 14 14 14 14																Extra	actir	ng e	xistir	ng d			m a	I SO
11 12 13 14 15 16 17 18 19 20 21 22 23																Extra	actir	ng e	xistir	ng d			m a	I S(
11 12 13 14 15 16 17 18 19 20 21 22 23 24																	actir	ng e	xistir	ng d			m a	I S(
1 .2 .3 .4 .5 .6 .7 .8 .9 .0 .11 .22 .23 .24 .25																Extra	actir	ng e	xistir	ng d			m a	I S(
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27																Extra	actir	ng e	xistir	ng d			m a	I S(
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28																Extra	actir	ng e	xistir	ng d			m a	I S(
1 .2 .3 .4 .5 .6 .7 .8 .9 .2 .2 .3 .4 .7 .8 .9 .2																Extra	actir	ng e	xistir	ng d			m a	I S(
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																Extra	actir	ng e	xistir	ng d			m a	Ις
1																Extra	actir	ng e	xistir	ng d			m a	I S(
1																Extra	actir	ng e	xistir	ng d			m a	Ις
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34																Extra	actir	ng e	xistir	ng d			m a	I S

2 • • •

• • •

		AutoSave	OFF (î B P	. '? <u>.</u> C	· ···						• •	Book	1		
Hom	e Ins	ert D)raw Pa	ige Layout	Formul	as [Data	Review	View	Şт	ell me					· · · · · · · · · · · · · · · · · · ·
P	↓ . <mark>X</mark>	Cali	ibri (Body)		2 ~ A^	A	Ξ	ΞΞ	» ~ ~	ab	Wrap Te	xt ∽	Genera	I .		$\begin{array}{c c c c c c c c c c c c c c c c c c c $
Past	° 🗳	В	I <u>U</u> ✓	·	🕹 🗸 A		Ξ	= =	€Ξ →Ξ		Merge 8	Centre 🗸 🗸	ce • 9	% 🤊	.00. 00. 0	Conditional Format Cell Formatting as Table Styles
A1		× · ✓	fx		• •	• •	•	•	• •	•	• •	• •	•	•	• •	
•	A•	В	C	· · D	· · E		F	· G ·	· H·	•	ŀ	j ·	۰K	۰L	• • M	M · N · O · P · Q · R · S · T · U ·
1		•	• •	• •	• •	• •	•	• •	• •	•	• •	• •	• •	•	• •	
3				0 0	• •		•					• •				
5																
6				•	•		•	• •			•	• •			•	
3				• •	• • •	• •	•	• •		•	•	• •		•		
0			• •	• •	• • •	• •	•		• •	•	• •			•	•	
1		•	• •	• •	• • •	•	•	• •	• •	•	• •	• •	• •	•	•	
2 3			• •	• • •	• • •	• •	•		• •	•	•			•	•	
4 5			• •	• •	• • •	•	•		• •	•	• •			•	•	TTT - 1.TT-
.6							•	• •				• •	•			VLookUp
7 9																
9	•		••	•••			•		• •	•	• •					Search a spreadsheet to find the
1	•		• •	• • •		•	•	• •	• •	-	• •	• •	•	•	•	Seurch à spreudsneer to tha me
2	•	•	• •	• • •	• • •	•	•	• •	• •	-	•	• •		•	•	price, type, etc. of an item.
4	•		• •	• • •		•	•	• •	• •	-	•	• •	•	•	•	price, type, etc. of un nem.
6			• •	• • •		•		• •	• •	-	•					
.7											•					
9																
0																
2										•	•					
3			• •	• • •				• •			•					
3																

. . . .

• • •

	AutoSave OFF) B B 7 - C					Book1								C
Home Ins	sert Draw Pa	ge Layout Formula	as Data Rev	iew View	♀ Tell me								Ľ	🖻 Share	Com
	Calibri (Body)	✓ 12✓ A[^]	A" = = =	≥ %⁄~ v	ab ce Wrap Te	ext v	General	~	-	📆 · 🛒	Insert ✓ Insert ✓ Insert ✓	Σ • Α	7· 0.	·	
Paste V	, B <i>I</i> <u>U</u> →	 12 < A[^] I → I < A[^] 	· = = =	<u>←</u> →=	🔄 Merge 8	& Centre 🗸	<u>~</u> %	00. 0;→ 00. 00;	Conditional	Format Cell as Table Style	I Format V		Sort & Find & Filter Select	Analyse Data	Sens
	$\times \checkmark f_{x}$								Tormatting	us luble otyle		• •	inter beleet	Data	
A	B C	D E	F G	н	1	J	К	L M	N	0	P Q	R	S	т	U
2															
1															
5															
5															
3										1			1 1		
0															
1															
2											_				
3									For	mu	lac				
5									T. OI		ITas				
6															
8									_						
8									Form	nulas	work b	est v	vith c	dvnar	nic
												••••	••••••		
9										DUNI					
9															
9 0 1 2															
9 0 1 2 3															
9 0 1 2 3 4										MIF					
9 0 1 2										MIF					
9 0 1 2 3 4 5 6 7									• SU						
9 0 1 2 3 4 5 6 7 8									• SU	MIF ATCH	۱IF				
9									• SU		۱IF				
9 0 1 2 3 4 5	Image: Constraint of the sector of the se								• SU		١F				
9 0 1 2 3 4 5 6 7 8 9 0	- - - -	Image: select							• SU		łIF				
9									• SU		łIF				
9 0 1 2 3 4 5 6 7 8 9 0 1									• SU		łIF				

ıta.

• • •

Reflection & Questions

Support & Resources

Looking for more ways to use Excel? https://edu.gcfglobal.org/en/excel/

- YouTube videos
- Skillshare
- Udemy
- LinkedIn Learning courses









Thank you!





University of Limerick, Limerick, VIM TBPX, Ireland, Offscoll Luimnigh, Luimneach, V94 T9PX, Éire, +353 (0) 61 202020

ul.ie