

Excel skills and commands

Data-to-decisions (D2D) will make heavy use of Excel. While it is possible to learn these commands as needed as the class progresses, studying them beforehand will make the experience much easier. There are several resources available to support you in learning these commands (Do It, Lynda.com, Josh, your text, and just trying). More importantly, D2D TAs will run review sessions designed to cover these topics and more on September 1st and 2nd. You should plan to attend those sessions even if you are already very good at Excel. Those sessions will give you a great feel for what you will be expected to do in D2D and give you a chance to meet TAs who will be there to help you the entire semester.

Skills:

- Creating and saving files
- Entering (small) data manually
- Downloading data from a webpage
- Cutting and pasting data into excel
- Deleting and adding columns
- Deleting and adding worksheets
- Copying worksheets
- Sorting data
- Formatting cells
- Locking cell references
- Inserting graphs

Commands (not an exhaustive list but covers most of what we'll need):

- =sum
- =average
- =min
- =max
- =median
- =sumif
- =sumifs
- =averageif
- =averageifs
- =if
- =vlookup
- =hlookup
- =stdev.s
- =stdev.p
- =rand
- =norm.dist

