## Microsoft Excel by Example II：Hints

Exercise 1.
Request 4．Using IF predefined function
To display a status based on some criteria use IF function：［Insert－fx］

－Example for HT column：
－Click on the cell corresponding to the HT status for the first patient H2 and click on［Insert－ fx －All－IF］
－Fill the IF function dialog box as in the image bellow：

| Function Arguments |  |  | 8 8 |
| :---: | :---: | :---: | :---: |
| IF |  |  |  |
| Logical＿test | OR（F2＞ 2 140，G2＞＝90） | ［黿］F FALSE |  |
| Value＿if＿true | ＂yes＂ | ［黿］＝＂yes＂ |  |
| Value＿if＿false | ＂no＂ | ［泪］${ }^{\text {a }}$＂ $0^{*}$ |  |
| Checks whether a condition is met，and returns one value if TRUE，and another value if FALSE． <br> Logical＿test is any value or expression that can be evaluated to TRUE or FALSE． |  |  |  |
| Formula result $=$ no |  |  |  |
| Help on this function |  | OK | Cancel |

The OR operator was used because we have two conditions and if any one condition is accomplished the patient is considering to be with hypertension.

- If Logical test is Invalid, change ";" with ","

| Function Arguments |  |  | Q | $\Sigma$ |
| :---: | :---: | :---: | :---: | :---: |
| IF |  |  |  |  |
| Logical_test <br> Value_if_true <br> Value_if_false | OR(F2>=140;G2>=90) | = Invalid |  |  |
|  | "yes" | 蔵 = "yes" |  |  |
|  | "no ${ }^{\text {a }}$ | 国 ${ }^{\text {a }}$ " $0^{*}$ |  |  |
| = Invalid <br> Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE. |  |  |  |  |
| Value_if_true is the value that is returned if Logical_test is TRUE. If omitted, TRUE is returned. You can nest up to seven IF functions. |  |  |  |  |
| Formula result = |  |  |  |  |
| Help on this function |  |  |  |  |

You can used Fill Down options to display the status of all other patients:


A predefined functions could be copy also to the right, similar with filling the formulas down.

Request 5. Select and copy the data and [Home - Paste - Paster Special - Value and number format]


## Request 6.

To move a column:

- Select the column that you want to move.
- Right click and Cut.
- Select the column to the left of which you want to move your column.
- Right click and Insert Cut Cells...


## Request 7. Working with predefine functions

To use predefined function:

- Place the mouse in the cell where you want to obtained the result and from Insert menu chouse fx... option and All (under "Or select a category" option)
- From the "Select a function" window chouse the function according with the following table:

| Statistics | Name of Predefine Function |
| :--- | :--- |
| Centrality parameters |  |
| Arithmetic mean | =AVERAGE(array) |
| Median | =MEDIAN(array) |
| Mode | =MODE(array) |
| Central value | =(MAX(array)+MIN(array))/2 |
| Geometric mean | =GEOMEAN(array) |
| Harmonic mean | =HARMEAN(array) |
| Measures of spread |  |
| Range / Amplitude | =MAX(array)-MIN(array) |
| Standard deviation | =STDEV(array) |
| Standard error | =STDEV(array)/SQRT(COUNT(array)) |
| Coefficient of variation | =STDEV(array)/AVERAGE(array) |
| Measures of symmetry |  |
| Skewness | =SKEW(array) |
| Kurtosis | =KURT(array) |
| Measures of localization |  |
| $1^{\text {st }}$ Quartile | =QUARTILE(array,1) |
| $2^{\text {nd }}$ Quartile (median) | =QUARTILE(array,2) |
| $3^{\text {rd }}$ Quartile | =QUARTILE(array,3) |
| $95^{\text {th }}$ Percentile | =PENCERTILE(array,0.95) |

