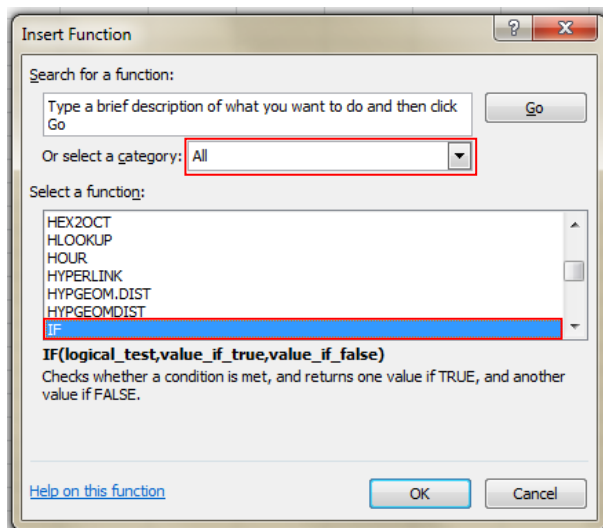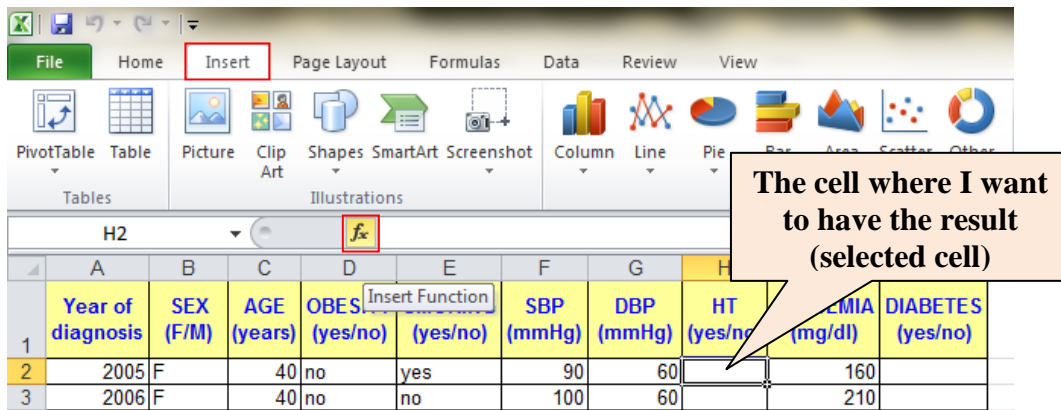# MICROSOFT EXCEL BY EXAMPLE II: HINTS
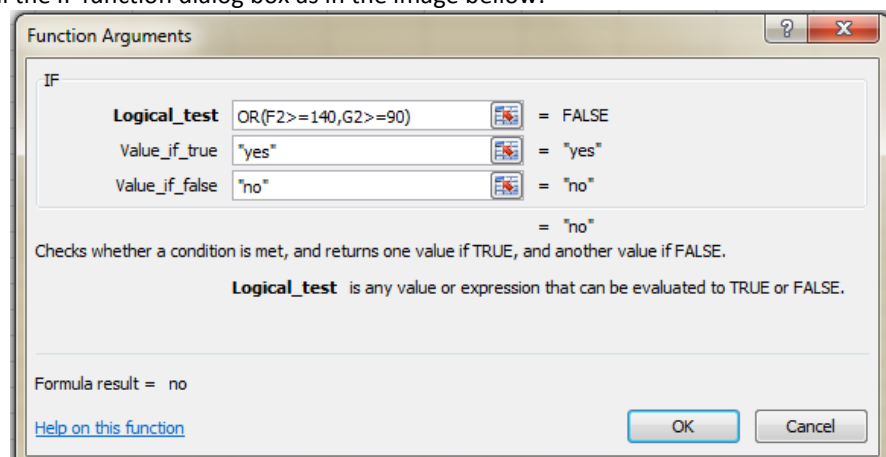
**Exercise 1.**
**Request 4. Using IF predefined function**
To display a status based on some criteria use IF function:**[Insert - *fx*]**
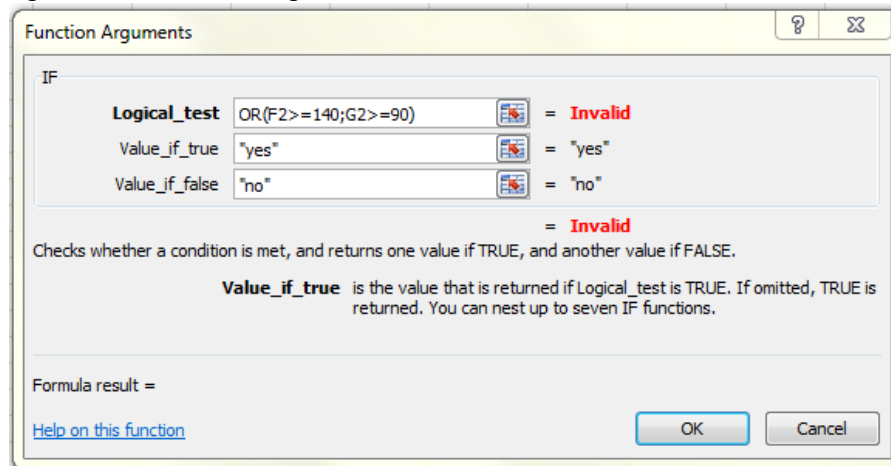




- Example for HT column:
  - Click on the cell corresponding to the HT status for the first patient H2 and click on **[Insert – fx – All - IF]**
  - Fill the IF function dialog box as in the image bellow:
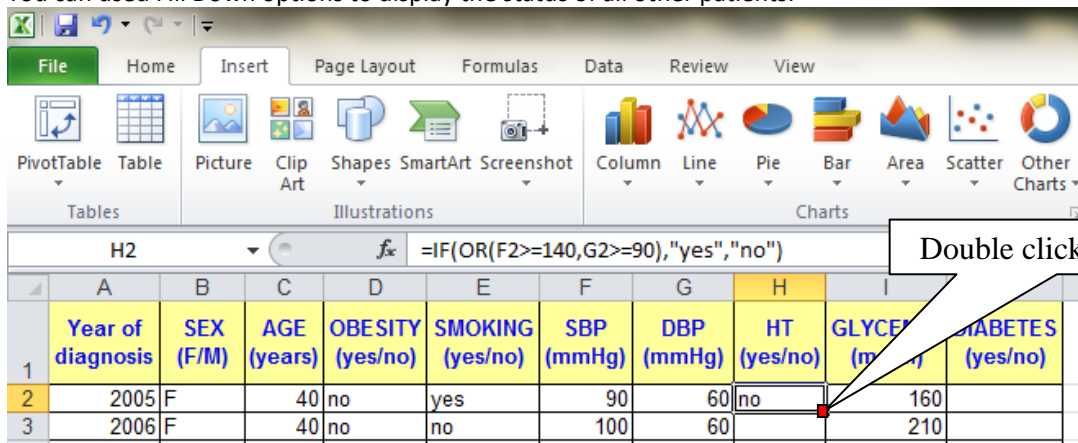
The OR operator was used because we have two conditions and if any one condition is accomplished the patient is considering to be with hypertension.

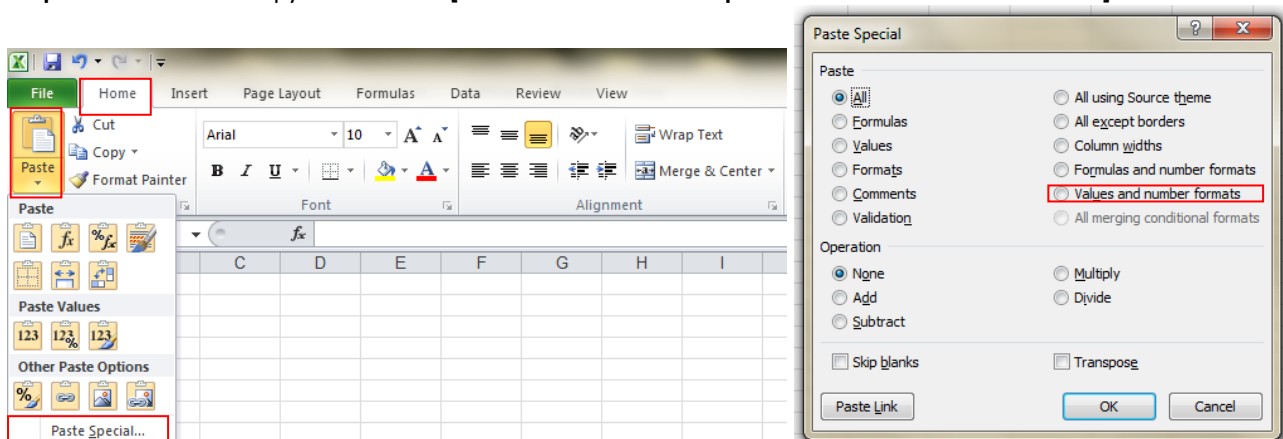- o If Logical test is Invalid, change ";" with ","



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* | |
| $1^{st}$ Quartile | =QUARTILE(array,1) |
| $2^{nd}$ Quartile (median) | =QUARTILE(array,2) |
| $3^{rd}$ Quartile | =QUARTILE(array,3) |
| $95^{th}$ Percentile | =PENCERTILE(array,0.95) |