

EXCEL USER'S GUIDE

Working with Data in Spreadsheets and Preparing Graphs

NOTE: You must use a downloaded version of Excel. Excel Online will NOT work for this course.

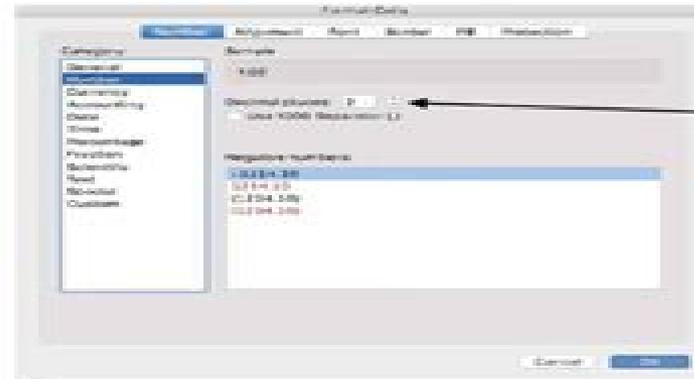
ALWAYS USE YOUR OWN DATA (NOT WHAT IS SHOWN IN THIS GUIDE) WHEN PLOTTING!

Entering Data in Excel

1. Prepare a header for your data. Include appropriate units in parentheses.
2. When typing data into Excel, you should always put the independent variable (x axis values) in the left column and dependent variable (y axis values) in the right column.
3. Do NOT include units after a number – Excel cannot interpret these correctly. Units go in the header.
4. Sometimes values are written in scientific notation. Excel does not understand these numbers as written, so you need to enter them as 8.00E-4 to indicate 8.00×10^{-4} , etc., where the E is in place of $\times 10^{\text{power}}$.
5. Adjust the number of decimal places displayed in your cells by highlighting the cells and then right-clicking "Format Cells" (Mac: type #1 or control-click and select "Format Cells") Under the "Number" tab, select "Number" and change to the correct number of decimal places. You may also use the "scientific" tab in the future for numbers in scientific notation.

Note: Excel always removes zeroes at the end of the number. To put them back in, adjust the number of decimal places by formatting cells.

	A	B
1	Volume(mL)	Mass (g)
2	1	11.267
3	2.5	24.85
4	3.65	36.115
5	4.2	41.95
6	5	60.650
7		
8		
9		
10		
11		
12		
13		
14		



Volume(mL)	Mass (g)
1.00	11.267
2.50	24.850
3.65	36.115
4.20	41.950
5.95	60.650

Notice that zeroes are now displayed in the data set, indicating the correct number of significant figures

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TD Snyder



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