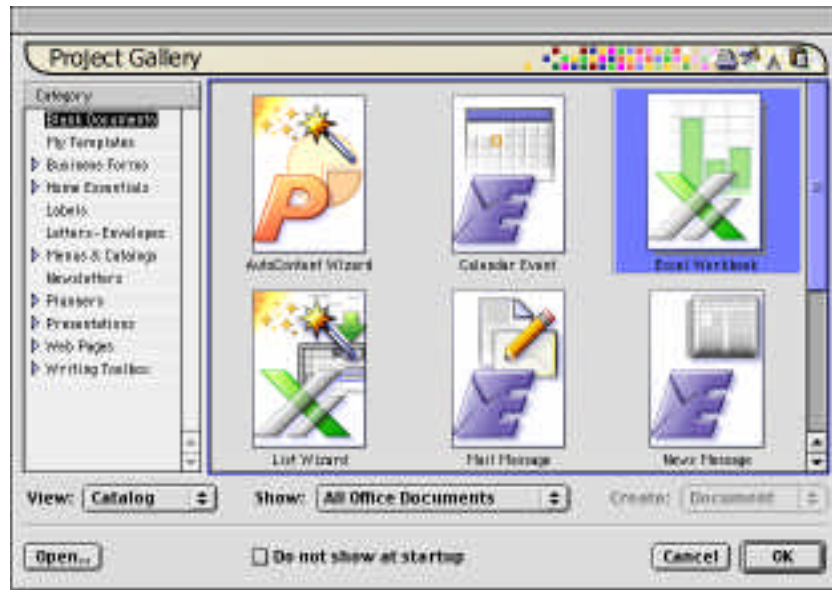


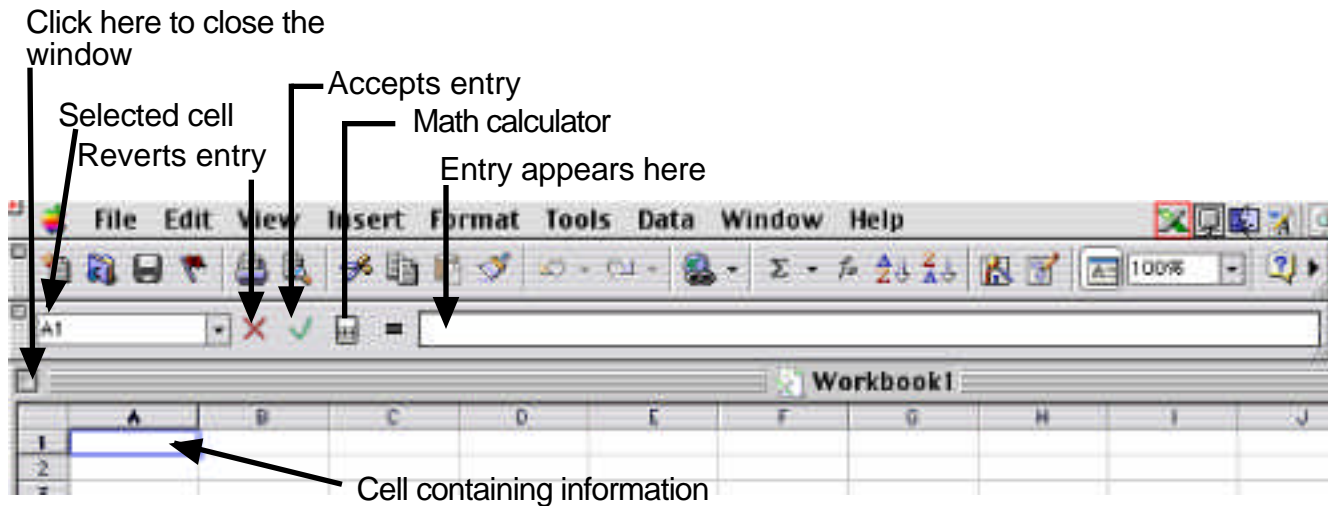
Using Excel 2001 to Create a Data Table

When Excel opens, an option screen will be displayed.



Click on the **OK** button to begin a new file.

Anatomy of the spreadsheet window.




HOW DO I WRITE TEXT IN A CELL?


Click the mouse in a cell or use the arrow keys to move to a cell. Type the text you want to enter. The text will not show up in the cell until you press the “return” key. It will appear above the spread sheet. See the anatomy of the spreadsheet, above. Make your spread sheet look like the one to the right.

Begin by entering in the information shown below exactly as it appears.

	A	B	C	D
1	Peiod			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of	the	
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7				

HOW DO I CHANGE THE WIDTH OF A COLUMN?

SLOWLY, move the cursor horizontally along the letters at the top of the columns. The cursor will change from “

	A	B	C		D
1	Peiod				
2	Name				
3	Time to	Final Velocity	Acceleration along		
4	Travel Along	at the end of	the		
5	the Ramp	the track.	track.		
6	(s)	(m/s)	(m.s ²)		
7					

Using Excel 2001 to Create a Data Table

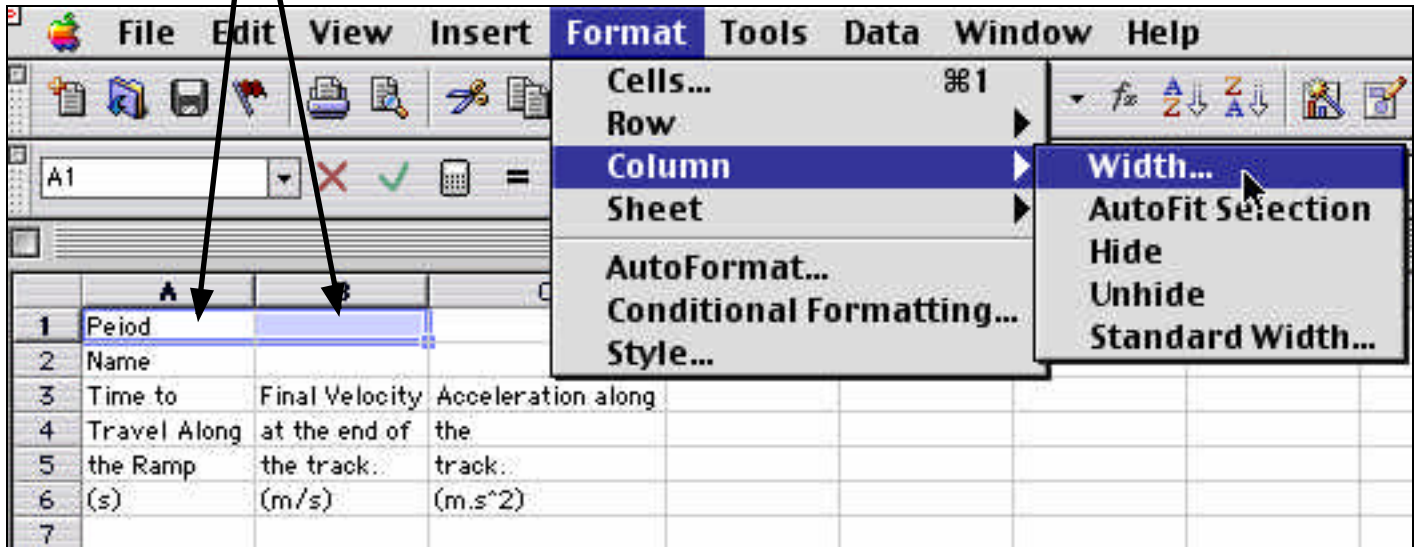
3 of 29

DRAFT 9/3/02-10:13 PM

HOW DO I CHANGE THE WIDTH OF A GROUP OF COLUMNS SO THEY ARE THE SAME WIDTH?

- (1) Drag the cursor through the columns to be adjusted. In this case "A" & "B."

- (2) From the **Format** menu select **Column** and **Width...**



For this example enter "9" for the column width. The column width is the average number of numbers that will fit in a cell.



HOW DO I CHANGE THE JUSTIFICATION OF MY CELLS TO CENTER ALL THE TEXT?

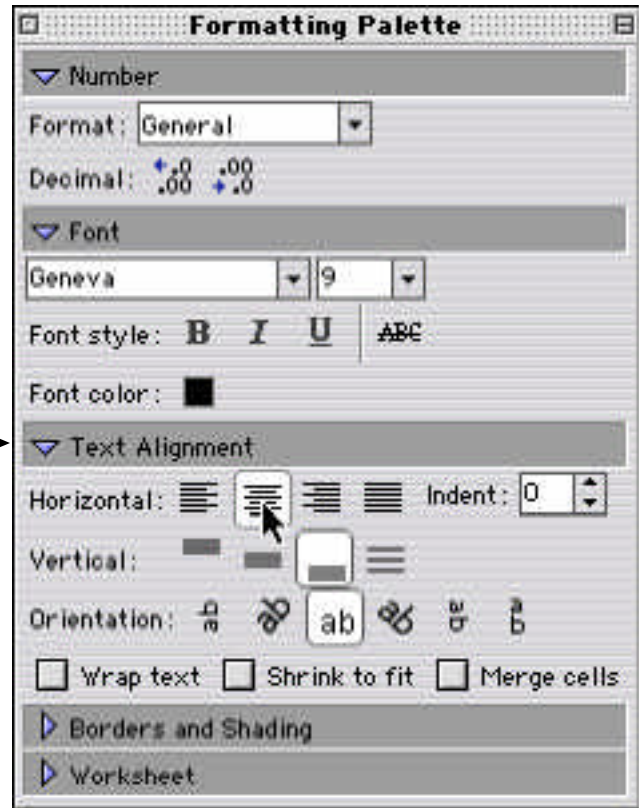
Drag the mouse through across or diagonally to highlight the cells you want to change. From the **Format** menu go down to **Alignment** and then over to **Center**. Use this method to center the cells shown at the right. then right align cells 1A and 2A.

- (1) Drag the cursor diagonally to highlight the cells you want to change. (In this example the mouse is used to highlight from "A3" to "C6.")

	A	B	C	D
1	Period			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of the		
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7				

- (2) Click on the Text Alignment triangle in the palettes. This will open up the palette shown here.

Click on the icon with all the lines in the center.



HOW DO I ENTER DATA INTO THE CELLS?

To type information into a spreadsheet cell, click in the cell you want the information to appear in. Type the information. Press the Return key. Pressing the Return key will drop you down into the cell below. Below is table of keys and how they move you in the spreadsheet.

- Return: drops down a cell
- Shift-Return: raises up a cell
- Tab: moves to the right
- Shift-Tab: moves to the left

Enter the data shown to the right.

	A	B	C	D
1	Peiod			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of	the	
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7	1.25			
8	1.3			
9	1.2			
10	1.45			
11	1.26			
12				
13				

TYPICALLY IN A DATA TABLE THE HIGH AND LOW VALUES WILL BE DROPPED. HOW DO YOU WANT THE DATA TO APPEAR TO SHOW THE HIGH AND LOW DROPPED VALUES?

- (1) Rearrange the values so the high and low values both appear at the bottom of the column.

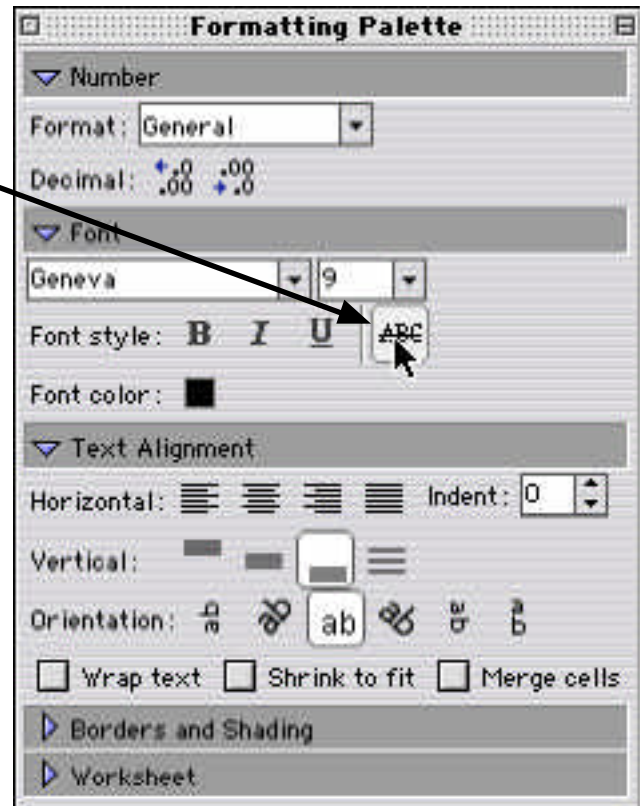
	A	B	C	D
1	Peiod			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of	the	
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7	1.25			
8	1.26			
9	1.3			
10	1.2			
11	1.45			
12				
13				

- (2) Highlight the cells to be altered. (The font style will be changed to s a strike through to indicate that they were ignored in the rest of the calculations.

	A	B	C	D
1	Peiod			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of	the	
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7	1.25			
8	1.26			
9	1.3			
10	1.2			
11	1.45			
12				
13				

Using Excel 2001 to Create a Data Table

- (3) From the font palette, select “strike through” as shown.



- (4) Here is the result.

	A	B	C	D
1	Period			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of	the	
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7	1.25			
8	1.26			
9	1.3			
10	1.2			
11	1.45			
12				
13				

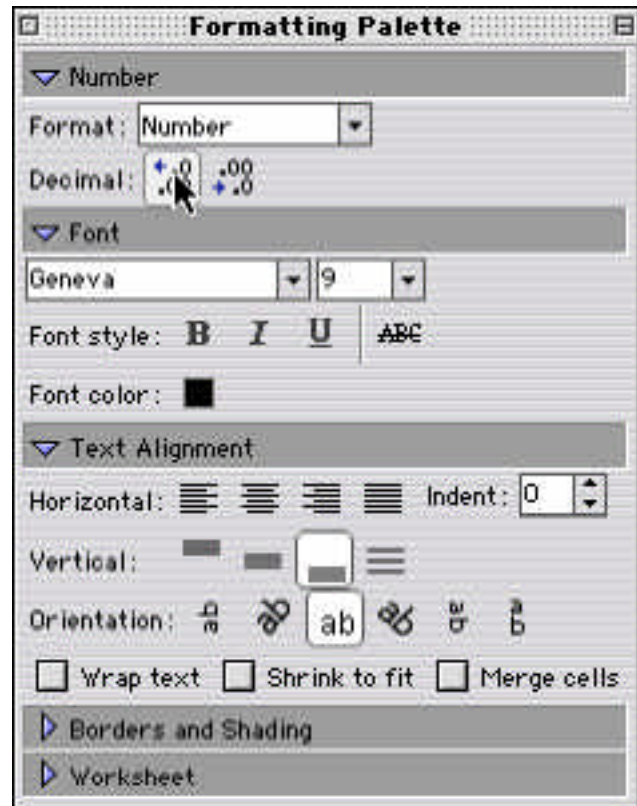
Using Excel 2001 to Create a Data Table

HOW CAN I MAKE ALL MY NUMBERS HAVE THE SAME NUMBER OF DECIMAL PLACES?"

(1) Highlight the cells to be altered.

	A	B	C	D
1	Period			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of	the	
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7	1.25			
8	1.26			
9	1.3			
10	1.2			
11	1.45			
12				
13				

(2) Click as shown to increase the number of decimals.



Using Excel 2001 to Create a Data Table

8 of 29

DRAFT 9/3/02-10:13 PM

(3) Here is what the changes look like.

	A	B	C	D
1	Period			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of	the	
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7	1.25			
8	1.26			
9	1.30			
10	1.20			
11	1.45			
12				
13				

When creating a data table, there are some values that are only measured once. These variables belong on their own row. on this data table it will need to be inserted.

HOW DO I INSERT A ROW SO I CAN LIST MY VARIABLE MEASURED ONLY ONCE?

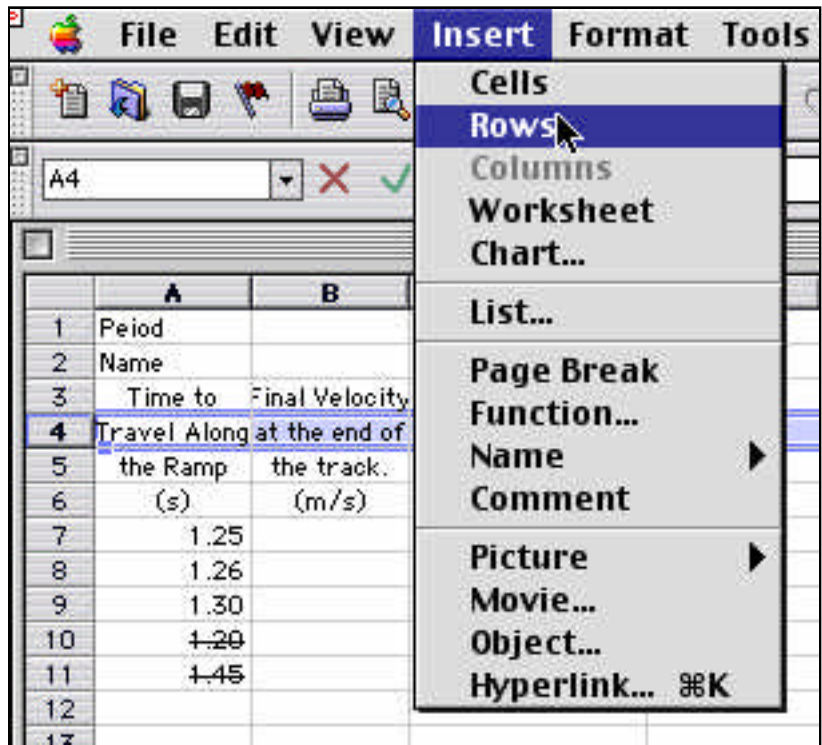
(1) Click on the row number BELOW where the row will be inserted.

In this case it will be the 4th row.

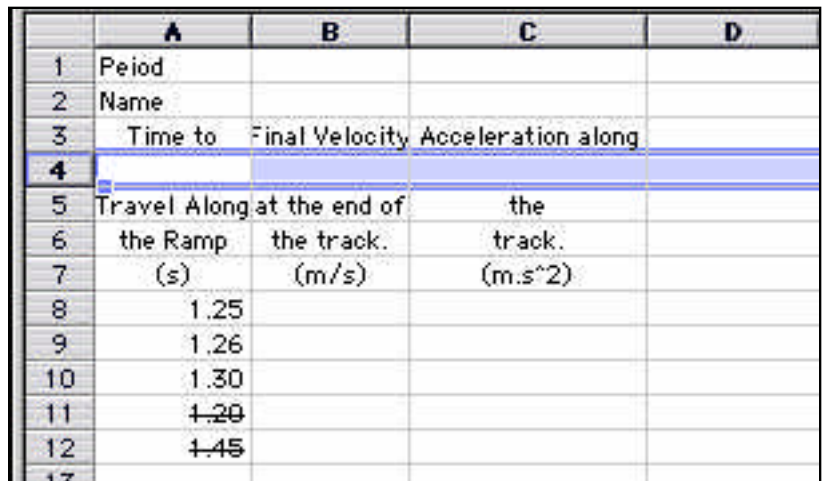
	A	B	C	D
1	Period			
2	Name			
3	Time to	Final Velocity	Acceleration along	
4	Travel Along	at the end of	the	
5	the Ramp	the track.	track.	
6	(s)	(m/s)	(m.s ²)	
7	1.25			
8	1.26			
9	1.30			
10	1.20			
11	1.45			
12				
13				

Using Excel 2001 to Create a Data Table

(2) From the **Insert** menu select **Rows**.



(3) Here is the result with the inserted row.



Practice a little of what you learned...

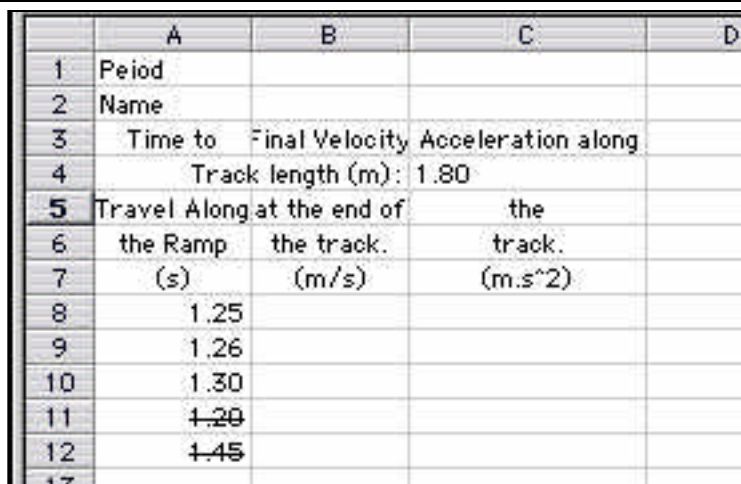
Enter "Track length (m):" in cell **B4**.

Right justify cell **B4**.

Enter "1.8" in cell **C4**

Left justify cell **C4**

Adjust the decimals to show "1.80" in cell **C4**.



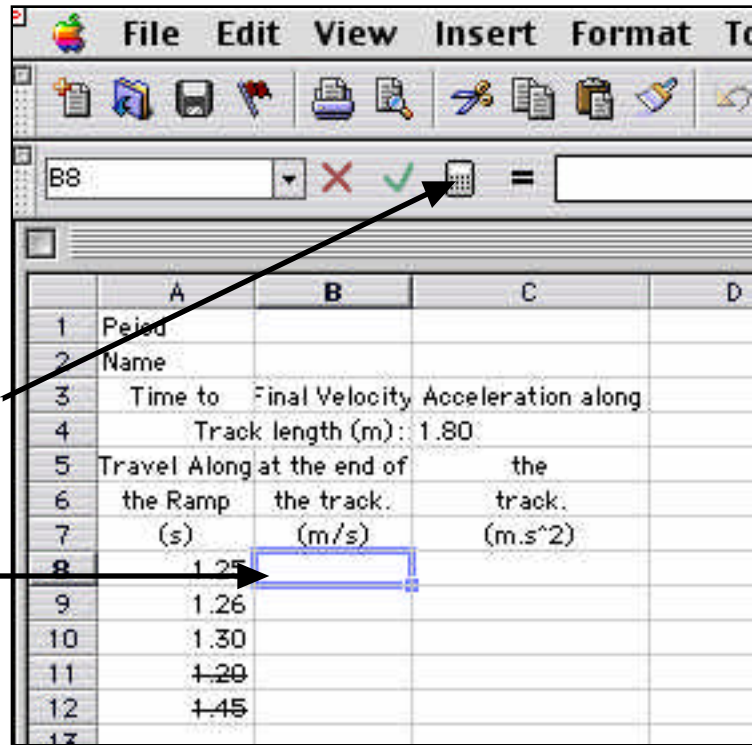
HOW DO I WRITE A FORMULA IN A CELL?

A formula allows you to take a collection of data in a column or row and automatically do some math with it.

Every formula begins with an “=” sign in the cell. think of the equals sign as saying “cell ‘blank’ = ...formula.”

This will be used to enter the formula. The process of entering a formula is akin to something called “object oriented programming -only easier. The objects the calculator is going to use are the cells. For example, to add the times stored in cells A8 and A9 and show the answer in B8 you would:

- 1 Click in the cell where you want the answer to appear. The formula will be stored, but hidden, in this cell.
- 2 Click on the calculator icon.



When the calculator is selected a screen similar to the one below will pop up.

