

INSTRUCTIONS - Opening and analyzing data sets from Internet web sites in an Excel Spreadsheet

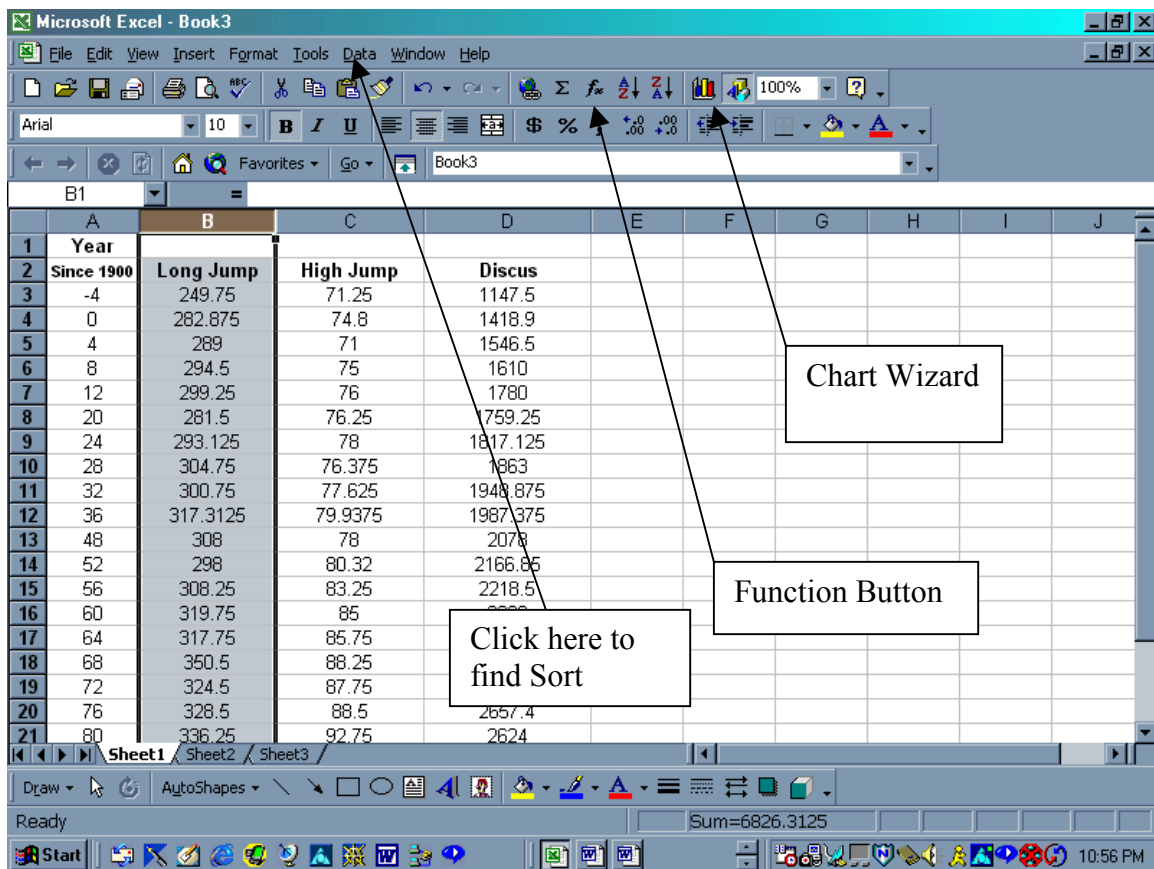
Note: If you use a different spreadsheet program, you might have to modify these directions according to your spreadsheet program.

Opening up Internet data in a spreadsheet

1. **Option 1:** Locate a table with the data you want to analyze, and select the data in which you are interested. For the Olympic Gold Data, go to http://exploringdata.cqu.edu.au/oly_gold.htm and highlight and select all of the data in the table on this page. Open Excel or another spreadsheet program. Paste the cells into the spreadsheet program.
2. **Option 2:** Specific Directions for opening data from the Exploring Data datasets page: <http://exploringdata.cqu.edu.au/datasets.htm> Find the Olympic Gold dataset in the list on the left. Click on the red dot in that line (data in Excel format) and this may open the data in Excel, but within your web browser. You need to open the Excel program separately, highlight and copy the data from the first spreadsheet, and copy it into the new Excel spreadsheet. If a menu appears when you click on the red button in the Data Sets list, choose *Save Link As* and accept its default of saving the link as *oly_gold.xls* on the desktop (or wherever you would like to save the file). Start Excel, if it is not already running. Choose File -->Open→ select the name of the link you saved. This should open the dataset in Excel.
3. **Option 3:** (Especially for people who do not have Excel) Open the Tab-delimited file from the Exploring Data datasets page: <http://exploringdata.cqu.edu.au/datasets.htm>, and save the file as "text" (not html, or whatever else the default file type is for saving the file). Open up the text file, and highlight and select the data. Paste the data in the spreadsheet of your choice.

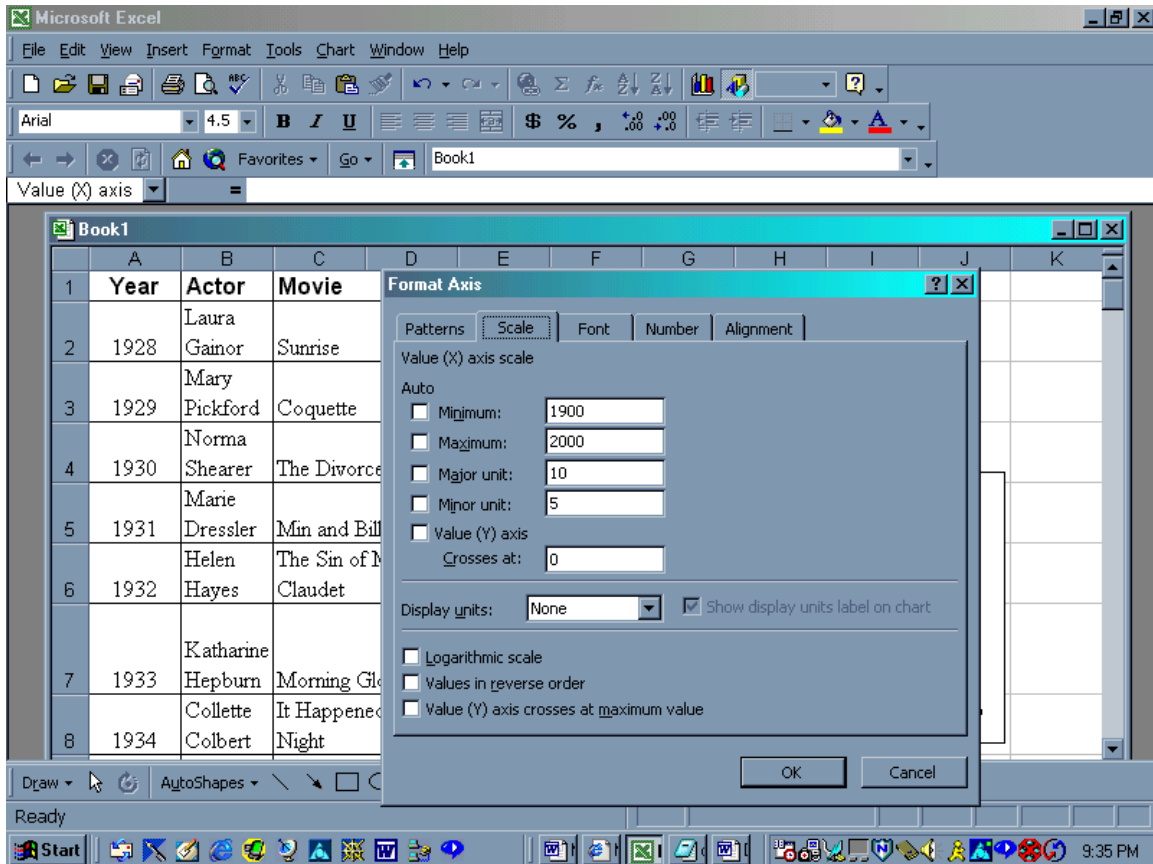
Creating graphs with data in a spreadsheet

- In Session three we are going to practice creating graphs to examine the trends in gold medal performance in the long jump, high jump, and discus. We are going to make three separate graphs, one for each set of data. For each graph, highlight the first column (Year since 1900) and the column of data you wish to graph. (If you want to highlight two columns that are adjacent, you must hold down the Apple key (MAC) or Ctrl (PC) while you select the second column.) Then choose the Chart Wizard on the tool bar. (See diagram)

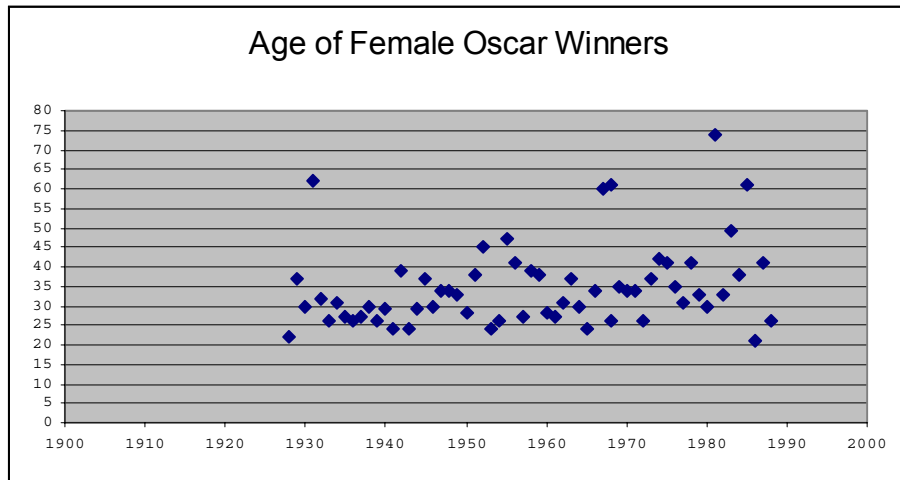


- You will then see a screen with a number of choices for what kind of graph you want. Choose *Scatterplot* from the list of possible graphs in the left column

6. Next, you will see a screen with a number of choices for the kind of scatterplot you want. Choose one of the options from the grouping on the right
7. You can see previews of your graph as you go through the four steps of creating it.
8. After you finish with the Chart Wizard, you will see a graph of the data. You may have to adjust the scales. Click on the data on the X (horizontal) scale. You will see a **Format Axis** dialog box. Click on the scale tab. Uncheck all of the checked boxes and fill in the appropriate scale information. You might have to do this for both axes.



9. When you are done, your graph might look something like this:



Using Formulas and Sorting Data in Excel

10. To sort data, such as the Female Oscars data by age, open the Data Set in Excel, and click on the data in the Age column. Then, click on **Data** in the top Menubar, and then click on **Sort**. (See Diagram at Step 4.) You will see a Dialog box that asks you which column of data you want to sort, and whether you want to sort it “Ascending” or “Descending”. Chose how you want to sort the data, and you will see it your data sorted according to your criteria in the Spreadsheet.

11. To use a function such as the **Mean**, click on a cell in the spreadsheet where you want the data to go. Click on the Function icon (See Diagram at Step 4), and you will see a Dialog box with function choices. Chose the function you want. In the next Dialog Box, fill in the range of cells for the function to use.