

Chapter 3 – Excel basics

QUESTIONS ASKED

- How to lose the fear of using a spreadsheet?
- How to do basic repetitive calculations?
- How to present figures and reports in scientific style?
- How to efficiently select and summarize sub-groups of data?

BACKGROUND INFORMATION

- Wikipedia: [Microsoft Excel](#)
- YouTube, by Motion Training: [Excel Tutorial for Beginners](#)



COVERAGE

- Filling and moving cells
- Excel as calculator
- In-built functions
- Charts
- Simple formulas and referencing cells
- Database (filter) operations

INSPIRATION AND SOFTWARE

Although most students claim to be familiar Excel, it is often the case that they are not acquainted with many of its useful capabilities (and limitations) for reporting and research work. It was in this spirit that this short lab was developed. Hector Andrade, who was often the TA, helped. Many good books and internet sites have been written about Excel for different professional environments, *i.a.* research. The interested student will easily find them.

- [Ch3 Excel basics JdS.xlsx](#)



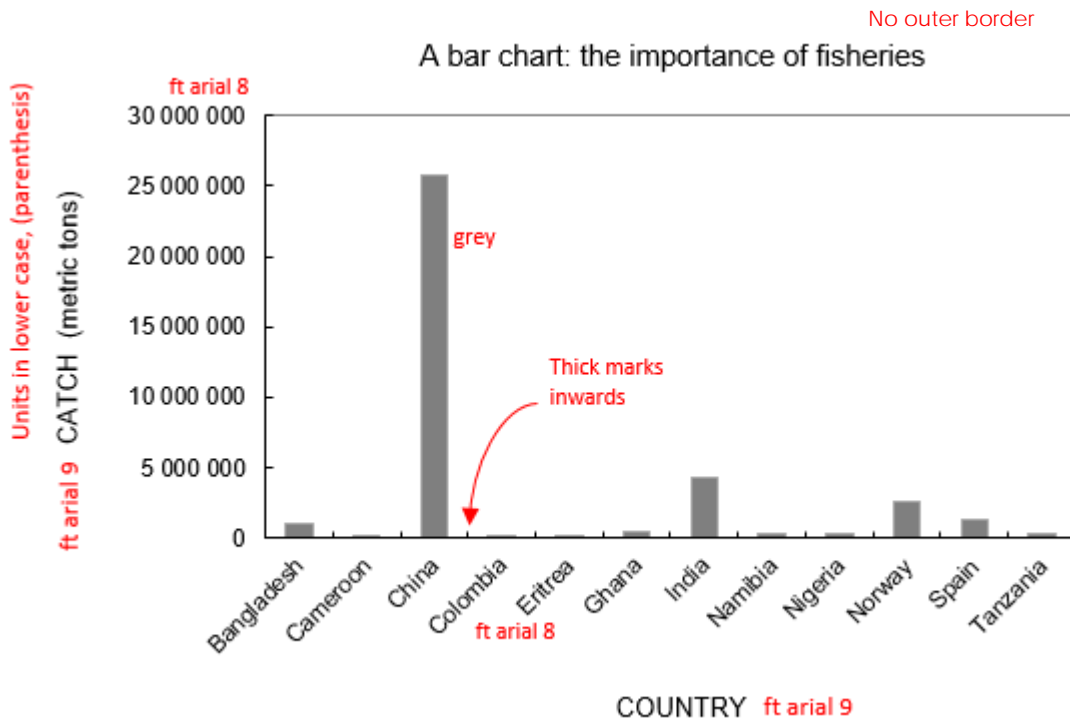
SNAPSHOTS

Country	Total fish catch (MT)	Population (thousands)	Area km2	% of total catch	Catch pr capita	Catch pr km2
Bangladesh	1 047 170	125 000	144 000			
Cameroon	80 000	15 000	475 000			
China	25 721 740	1 222 000	9 600 000			
Colombia	146 407	37 000	1 140 000			
Eritrea	3 826	3 600	121 000			
Ghana	371 227	18 000	238 000			
India	4 324 235	967 000	3 300 000			
Namibia	285 980	1 700	825 000			
Nigeria	255 499	107 000	924 000			

Absolute reference used

Relative references

A bar chart: the importance of fisheries



Visit: [Figure Guidelines for Authors – African Journal of Marine Science](#)