

MATH 4002 - Lecture 1 Checklist

Checklist: Key Points to Remember from the Lecture

- **Excel Basics**

- Understand what Excel is used for (data organization, calculations, charts).
- Identify the key components of Excel: workbooks, worksheets, cells, rows, and columns.

- **Navigating Excel**

- Move between cells using the arrow keys, mouse, or keyboard shortcuts.
- Understand how cell addresses work (e.g., A1 for the first cell).
- Know the purpose of key tabs in the ribbon (Home, Insert, Formulas, etc.).

- **Entering and Formatting Data**

- Enter text, numbers, and dates into cells.
- Edit cell content by double-clicking or using the formula bar.
- Format data by changing fonts, adding colors, applying bold or italic styles, aligning text, and using borders or shading.

- **Working with Rows and Columns**

- Insert or delete rows and columns to adjust the layout of the data.
- Resize rows and columns by dragging the edges or using the Format option.
- Use the freeze panes feature to lock certain rows or columns in place for easier viewing of large datasets.

- **Formulas and Calculations**

- Know how to start a formula by typing the equal sign =.
- Create simple arithmetic formulas (addition, subtraction, multiplication, division) using cell references.

- Use the SUM and AVERAGE functions to perform quick calculations on multiple cells.
- **Basic Functions**
 - Understand how to use common functions like MAX (find the largest value), MIN (find the smallest value), and COUNT (count non-empty cells).
 - Know the structure of a function (e.g., =SUM(A1:A10)).
- **Autofill and Shortcuts**
 - Use the Autofill handle (small square in the bottom-right corner of a selected cell) to copy values or continue patterns.
 - Remember common shortcuts such as:
 - * **Ctrl+C**: Copy
 - * **Ctrl+V**: Paste
 - * **Ctrl+Z**: Undo
 - * **Ctrl+S**: Save
- **Saving and Managing Files**
 - Save your work frequently to avoid losing progress.
 - Understand different file formats:
 - * **.xlsx** – Default Excel file format.
 - * **.csv** – Comma-separated values format, useful for simpler data.
 - Know how to open, close, rename, and manage files in Excel.
- **Creating Simple Charts**
 - Create basic charts such as bar charts and line graphs from a data range.
 - Recognize the elements of a chart: chart title, axis labels, legends, and data points.
- **Practice and Application**
 - Practice by creating a small table of data and applying basic formatting (bold, colors, etc.).
 - Enter some simple data, calculate totals with SUM, and create a chart to visualize it.