Data Analysis Using Spreadsheets – crib sheet part 1

Start with Cities sheet

Inserting and deleting rows

Insert then delete: Palo Alto, USA, 37.44, 122.14, 14.75

Inserting columns

Add fahrenheit column to left of temperature (show control/right-click and drop-down)
7.52 = 45.54
8.1 = 46.58

Formulas

=(f2 * 9/5) + 32
Copy-paste to more cells, show automatic cell renumbering, show lower-right double-click

Your Turn =(e2 – 32) * 5/9

Deleting columns

Delete fahrenheit and celsius columns

Sorting

● Select temperature column, sort sheet, note annoyance with header row, undo
● Select entire sheet, Data > sort range, by temperature, then by country + latitude descending

Filtering rows

● Select entire sheet, click Filter icon, under temperature note sort option, filter by condition greater than 10, then country contains "ia"
● No way to operate on filtered data except copy-paste to new sheet: =average(e:e), then copy-paste

Aggregation

● Average temperature =average(e2:e11), then =average(e2:e214), then =average(e:e)
● Maximum latitude, minimum longitude =max(c:c), =min(d:d)
● Number of longitudes less than 0 =countif(d:d ,"<0")

Your Turn (15)