

CPSC 203

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Lab-Quiz 1 (Instructions)

- Come at least 5 minutes early
- Present your photo ID
- You should write your name on the question paper and sign the handout sheet
- You should return back the handout at the end of the exam (IMPORTANT!!!!)
- No use of Internet or Cell Phones
- Do not talk during the exam or look at someone else's monitor
- You are not allowed to use your laptop
- Submission will be through blackboard (Click Submit and not Save)

You are allowed to 😊

- ▣ Bring any course material (hard copy) that they need, including printed wiki material.
- ▣ Use Microsoft Excel Help

Skill List for Excel is

- ▣ Type in some basic data – used for rest of the quiz
- ▣ Autofill a field(s)
- ▣ Set up appropriate Field formats (Currency, Numbers, Text, etc.)
- ▣ Calculate Basic Statistics (Min, Max, Average, SD, Median)
- ▣ Use Chart Wizard to do a default chart on a data set.
- ▣ Customize a chart according to good chart design principles
- ▣ Do a custom calculation using a formula (possibly in several steps)
- ▣ Use a nested If ... Then statement to define classes.
- ▣ Use a Lookup table and Vlookup to define classes.
- ▣ Summarize data in a Pivot table.
- ▣ Sorting and Filtering

Syntax of If-Else statement

▣ = IF(<logic statement>, <>true statement>, <>false statement>)

Examples

▣ = IF(A2<50, "Fail", "Pass")

▣ = IF(A1<50, "Fail, IF(A1>80, "A", "B"))

Lookup Tables: Syntax

- =Lookup(lookup_value, lookup_vector, [result_vector])
 - lookup_value is the value to search for in the lookup_range
 - lookup_vector is a single row or single column of data that is sorted in ascending order (the Lookup function searches for value in this range)
 - [result_vector] is a single row or single column of data that is the same size as the lookup_range; the Lookup function searches for the value in the lookup_range and returns the value from the same position in the result_range
- =Lookup(lookup_value, array)
 - lookup_value is the value to search for in the array (values must be in ascending order)
 - array is an array of values that contains both the values to search for and return

Lookup Tables (3)

- For each result cell, add a LOOKUP statement. The second part of the LOOKUP can refer to the entire first and second column (A:B)

	A	B	C	D	E
1	Frequency	Colour		Value to look up	Result
2	4.14	red		4.19	orange
3	4.19	orange		5	orange
4	5.17	yellow		7.66	blue
5	5.77	green		0	#N/A
6	6.39	blue			
7					

Lookup Tables (5)

- ▣ VLOOKUP is similar to LOOKUP, but allows you to specify a specific column to return as the result. LOOKUP always returns the second column's value as a result.
- ▣ The syntax for the VLOOKUP function is:
`=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])`

Quick Tips for If-Statement

- Don't forget quotes for string. "Shreya" or "A"
- Check your bracket balancing
- Don't forget commas or don't add additional commas.
- Keep the format in mind (Where should be true value and where should be the false value)
- Always, ask yourself if the answer is correct or not for randomly selected values
- Don't forget \geq (if required)

Ref: Dina Said's presentation

Quick Tips for Pivot Tables

- Make sure which variables are required to be in rows and which are required to be in columns
- Do not forget to include the column headings in the selected data set.
- Double check the function required; e.g. max, min or avg
- Again ask yourself if the answer is correct

▣ Open for Doubts!!