

Microsoft Excel Instructions

Accessing Data Files for ECON 2100

If you are using the computer lab, go to <https://desktop.seattleu.edu/>. Select VMware Horizon View. When prompted, provide your SU ID and password. Select Seattle University Virtual Desktop. Go to the Canvas Site for the Class. Open the Excel file for the assignment and enable editing.

Descriptive Statistics for a Full Sample

1. Select the **Data** menu.
2. If the **Data Analysis** option is not available, click on the **File Menu** in the upper left hand corner, and then select **Options**. If it is available, skip to step 5.
3. Select **Add-Ins** from the list on the left-hand side of the screen.
4. Select **Analysis ToolPak**. Then click on Go and then check **Analysis ToolPak** and click on OK.
5. Select the **Data Analysis** Option.
6. Select **Descriptive Statistics** from the list of **Analysis Tools** to generate a variety of statistics including the mean and the standard deviation. Or select **Covariance** or **Correlation** to generate a covariance or correlation matrix.
7. Enter the **Input Range**. For example, to generate descriptive statistics for days on the market in the condo data file, enter L2:L457. To generate the correlation coefficient for days on the market and interior square footage, enter L2:M457.
8. Select **Summary Statistics**. This step is not necessary for generating covariances and correlation coefficients.

Descriptive Statistics for a Subsample

1. Select the **Data** menu.
2. Highlight *all of the data* and **Sort** by the variable that distinguishes among the various subsamples. For the Reyem Affiar case, sort the data by **YEAR SOLD**.
3. Select the **Data Analysis** Option.
4. Select **Descriptive Statistics** from the list of **Analysis Tools** to generate a variety of statistics including the mean and the standard deviation.
5. Enter the **Input Range**. For example, to compute descriptive statistics for days on the market for 1990, enter L2:L71.
6. Select **Summary Statistics**.

Creating a Variable

1. In a new column, indicate the variable name in the header row. In the next row, indicate the formula of interest that applies for that cell only. For example, if you would like to convert sales price from dollars to thousands of dollars using the Reyem Affiar data, enter the following text: = H2/1000.
2. Highlight the entire column. Then select the **Home Menu**. Then select **Fill** and **Down**. The formula will be applied to the rest of the cells in that column.