Handout Disclaimer

Disclaimer: the following document was distributed as a handout for the Analyzing Data for Beginner Series and is designed to enhance the sessions you have attended. NSH makes no representations to the factual correctness of any information contained herein. All of the content comprising this handout is the exclusive property of the presenter and the national society for histotechnology. It may not be copied, reproduced, distributed, displayed or transmitted without the consent of the presenter or the National Society for Histotechnology.

Analyzing Data for Beginners: Visualizing Data – Exercise Deck

07 December 2022

Sara Eglitis, BA, BS, MS, MBA, QIHC[CM]

What is this slide deck?

- This is a slide deck for you to use to perform the exercises from Day 2 of Analyzing Data for Beginners
- And to try other features of PowerPoint that may not be covered in the session

3

General Keyboard Shortcuts

To do this	Press
Undo the previous action.	Ctrl+**Z**
Redo the previous action, if possible.	Ctrl+**Y**
Select all document content.	Ctrl+**A**
Open a document.	Ctrl+**O**
Create a new document.	Ctrl+**N**
Save the document.	Ctrl+**S**
Close the document.	Ctrl+**W**
Cut the selected content to the Clipboard.	Ctrl+**X**
Copy the selected content to the Clipboard.	Ctrl+**C**
Paste the contents of the Clipboard.	Ctrl+**V**
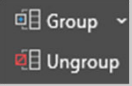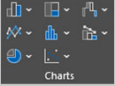
CTRL +

Frequently Used Excel Shortcuts

To do this	Press
Go to the **Home** tab.	Alt+H
Remove cell contents.	Delete
Choose a fill color.	Alt+H, H
Go to the **Insert** tab.	Alt+N
Apply bold formatting.	Ctrl+B
Center align cell contents.	Alt+H, A, C
Go to the **Page Layout** tab.	Alt+P
Go to the **Data** tab.	Alt+A
Go to the **View** tab.	Alt+W
Add borders.	Alt+H, B
Delete row.	Alt+H, D, R

5

Excel Shortcuts for Navigating in Cells

To do this	Press
Zoom in.	Ctrl+Alt+Equal sign (=)
Zoom out.	Ctrl+Alt+Minus sign (-)
Scroll horizontally.	Ctrl+Shift, then scroll your mouse wheel up to go left, down to go right
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab key
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page down
Move to the next sheet in a workbook.	Ctrl+Page down
Move one screen to the right in a worksheet.	Alt+Page down
Move one screen up in a worksheet.	Page up
Move one screen to the left in a worksheet.	Alt+Page up
Move to the previous sheet in a workbook.	Ctrl+Page up

6

Tools in Excel

Tool	Importing Data	Pasting Data	Comments and Notes	Filter and Sort	Print Titles	Data Grouping	Chart
Purpose	Taking data from another source	Copying data from another source	Sharing thoughts about data	Organizing the data	Consistent printed document information	Arranging data on computer screen	Graphical display of numerical data
Icon	Get Data ˅	Paste ˅	New Comment / Notes ˅	Sort & Filter ˅	Print Titles	Group ˅ / Ungroup	Charts

Frequently Used PowerPoint Shortcuts

To do this	Press
Start a presentation from the beginning.	F5
Start a presentation from the current slide.	Shift+F5
Start the presentation in Presenter View.	Alt+F5
Perform the next animation or advance to the next slide.	N / Enter / Page down / Right arrow key / Down arrow key / Spacebar
Perform the previous animation or return to the previous slide.	P / Page up / Left arrow key / Up arrow key / Backspace
Display a blank black slide / return to the presentation from a blank black slide.	B / Period (.)
Display a blank white slide / return to the presentation from a blank white slide.	W / Comma (,)
End the presentation.	Esc

Tools in PowerPoint

Tool	Design	Slide Master	Header and Footer	Pasting Data	Cropping	Timing	Recording
Purpose	Visual consistency and interest of slides	Access to base designs	Consistent information for slides and handouts	Bringing in data from Excel, Word, and other sources	Focus on important elements of image	Set amount of time to deliver each slide when presenting	Record presentation for later sharing
Icon	Design	Slide Master	Header & Footer	Paste	Crop	Rehearse Timings / Use Timings	Record