

“
**Elements of Scientific
Writing**
Modulo A (8h) – grafica
+
Modulo B (16h) - testo
”

Prof. Silvia Marchesan

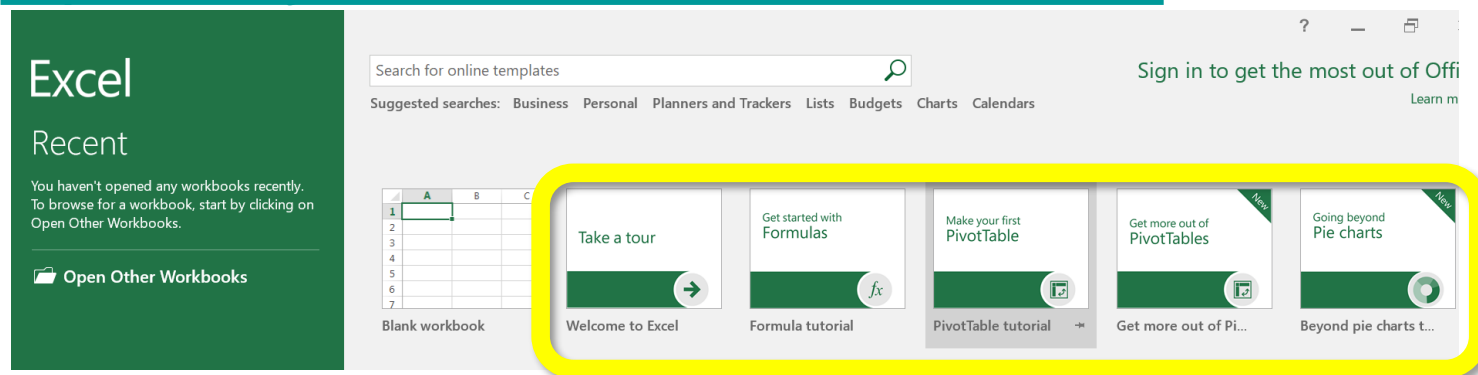
email:smarchesan@units.it

Excel 2016

- Programma più utilizzato, anche nell'industria, per l'elaborazione dati e creazione grafici
- In ricerca, NON è il migliore! Ci sono altre opzioni, quali **Origin** e **MatLab** (disponibile in Ateneo)
- Ci sono vari tutorials online, che troverete anche su Moodle2, ma attenzione alle versione di Excel con cui lavorate (ogni versione è un po' diversa)

TUTORIALS Excel 2016

<https://www.youtube.com/watch?v=QU8wdBVW1TI>



Excel

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Take a tour

Welcome to Excel

Get started with Formulas

Formula tutorial

Make your first PivotTable

PivotTable tutorial

Get more out of PivotTables

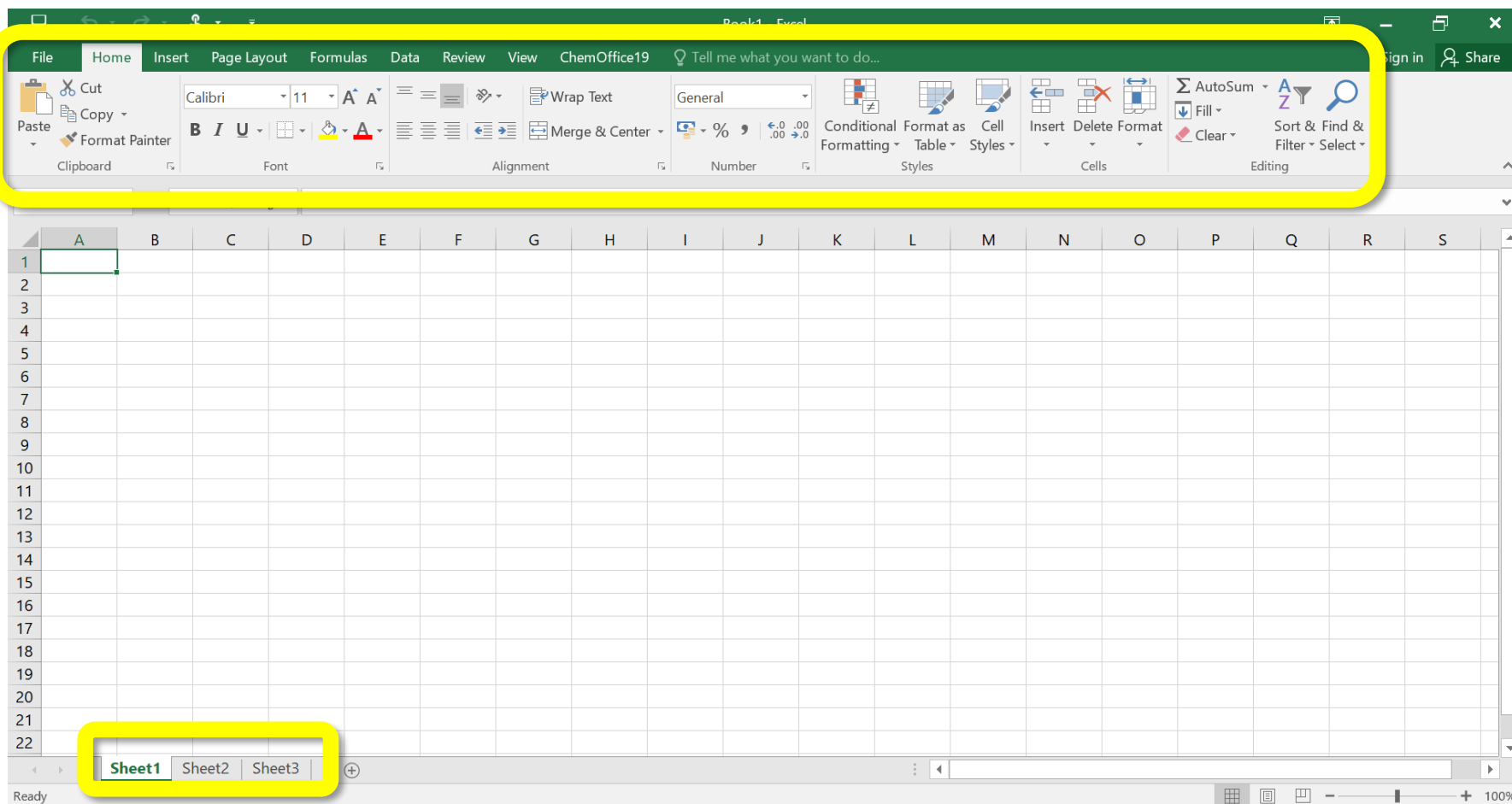
Get more out of Pi...

Going beyond Pie charts

Beyond pie charts t...

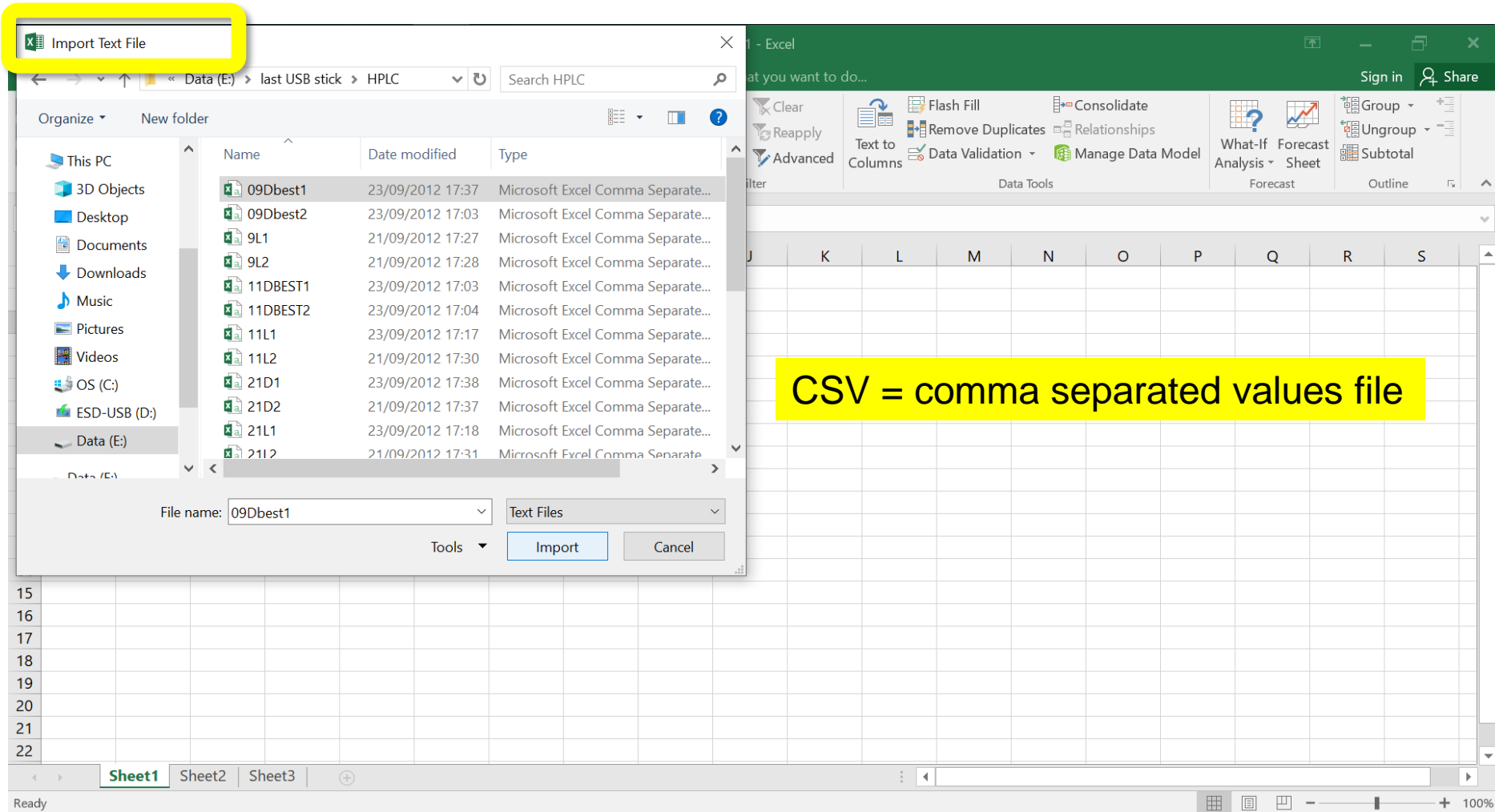
Excel 2016

Classico foglio di lavoro (attenzione ci possono essere più fogli «nascosti»!)



Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



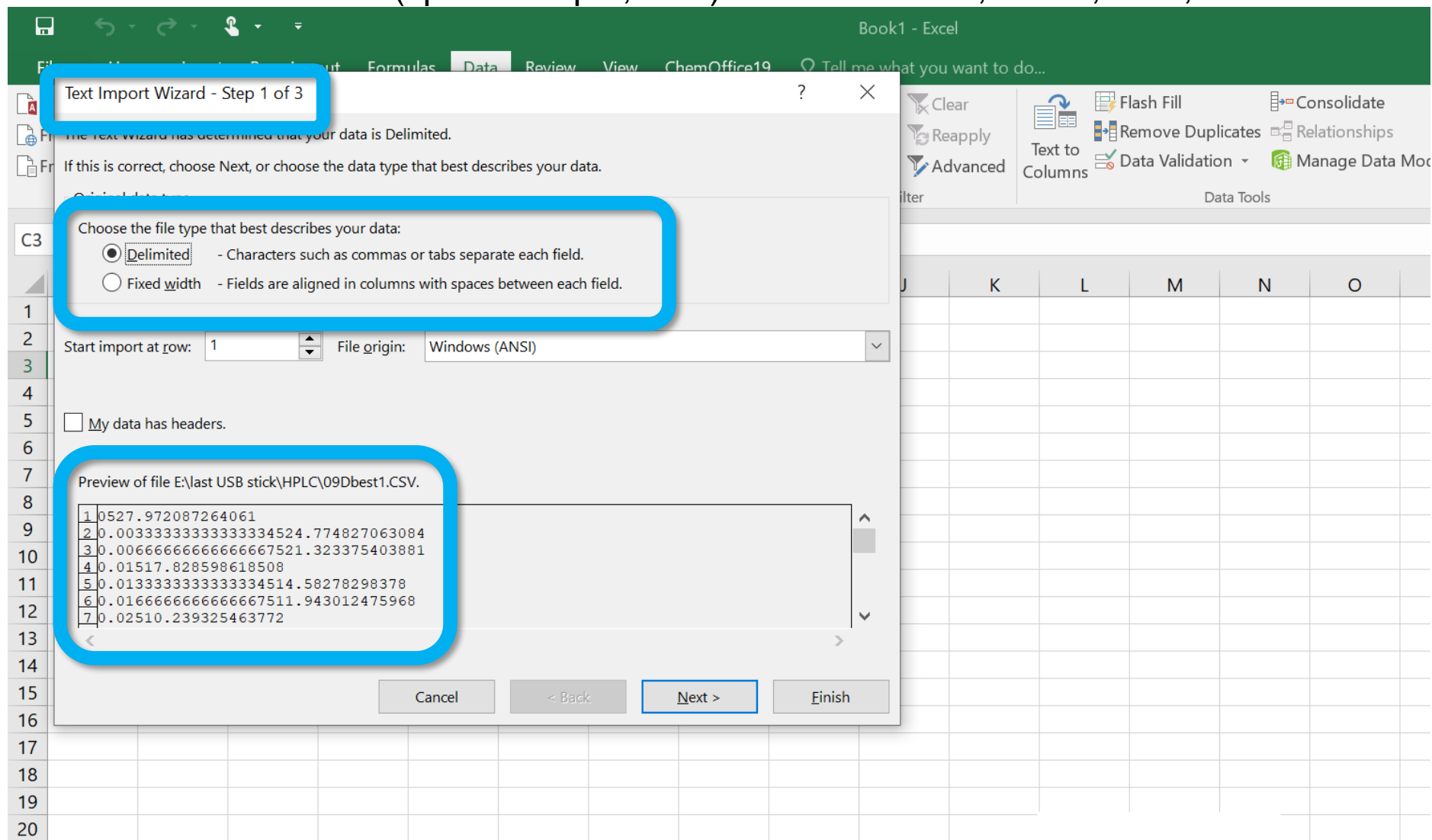
The screenshot displays the Excel 2016 interface. On the left, a file explorer window is open, showing a list of files in the 'Data (E:) > last USB stick > HPLC' directory. The files listed are:

Name	Date modified	Type
09Dbest1	23/09/2012 17:37	Microsoft Excel Comma Separate...
09Dbest2	23/09/2012 17:03	Microsoft Excel Comma Separate...
9L1	21/09/2012 17:27	Microsoft Excel Comma Separate...
9L2	21/09/2012 17:28	Microsoft Excel Comma Separate...
11DBEST1	23/09/2012 17:03	Microsoft Excel Comma Separate...
11DBEST2	23/09/2012 17:04	Microsoft Excel Comma Separate...
11L1	23/09/2012 17:17	Microsoft Excel Comma Separate...
11L2	21/09/2012 17:30	Microsoft Excel Comma Separate...
21D1	23/09/2012 17:38	Microsoft Excel Comma Separate...
21D2	21/09/2012 17:37	Microsoft Excel Comma Separate...
21L1	23/09/2012 17:18	Microsoft Excel Comma Separate...
21L2	21/09/2012 17:31	Microsoft Excel Comma Separate...

The 'Import Text File' dialog box is open, showing the file name '09Dbest1' and the file type 'Text Files'. The 'Import' button is highlighted in yellow. A yellow text box in the background reads 'CSV = comma separated values file'.

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



Text Import Wizard - Step 1 of 3

The text wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Windows (ANSI)

My data has headers.

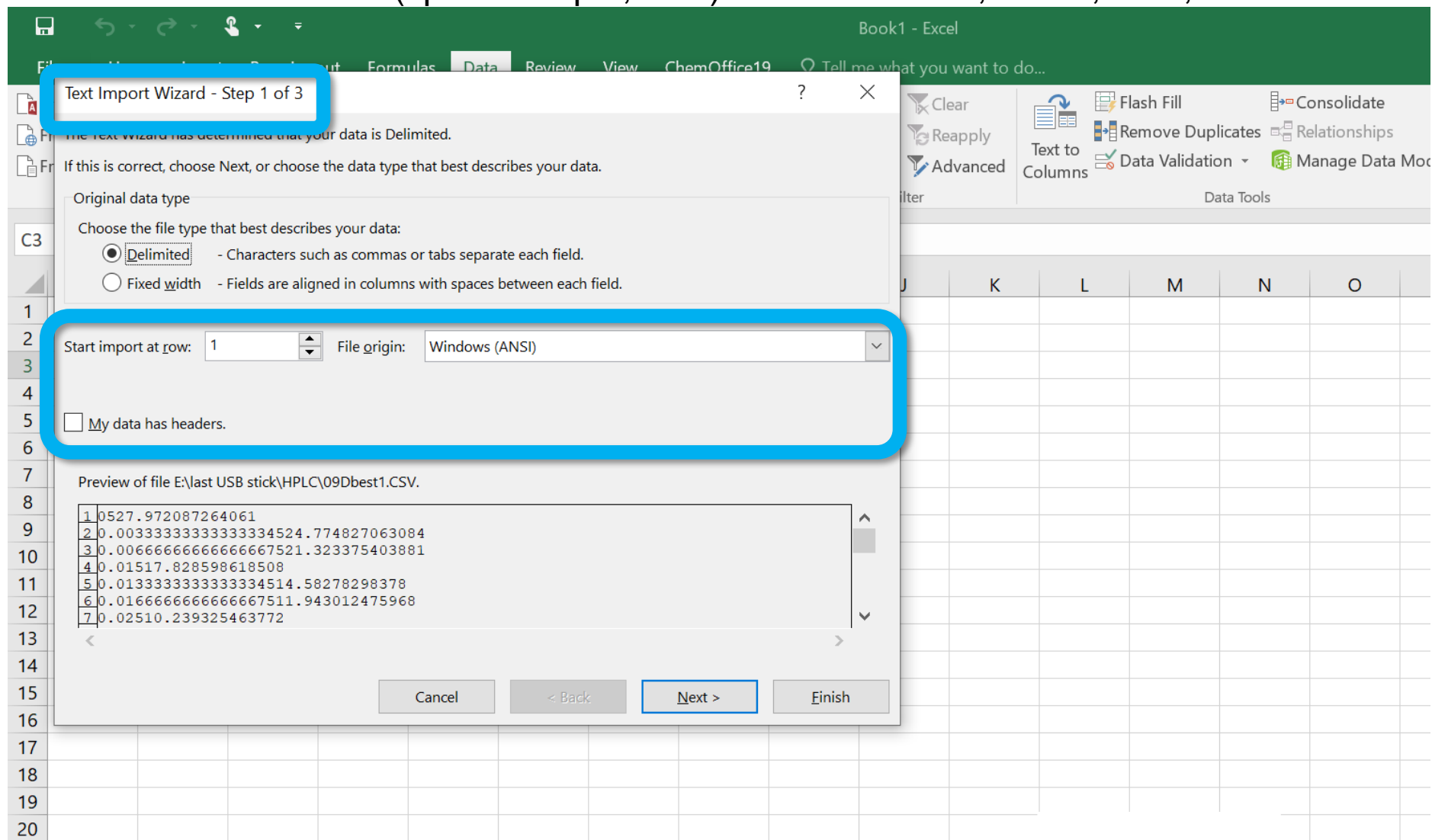
Preview of file E:\last USB stick\HPLC\09Dbest1.CSV.

1	0527.972087264061
2	0.00333333333333334524.774827063084
3	0.0066666666666666667521.323375403881
4	0.01517.828598618508
5	0.01333333333333334514.58278298378
6	0.01666666666666667511.943012475968
7	0.02510.239325463772

Buttons: Cancel, < Back, Next >, Finish

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



Text Import Wizard - Step 1 of 3

The text wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Windows (ANSI)

My data has headers.

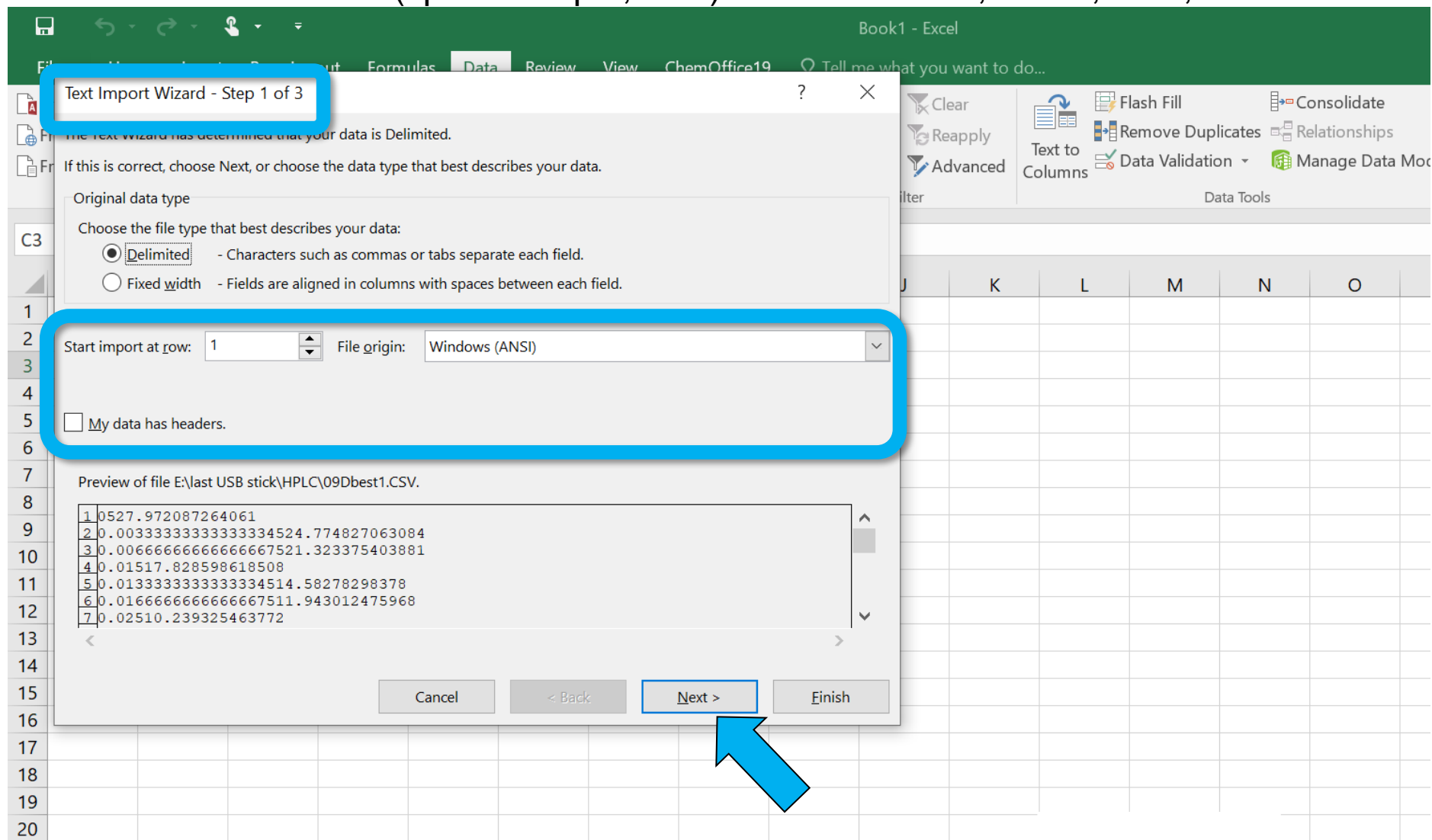
Preview of file E:\last USB stick\HPLC\09Dbest1.CSV.

1	0527.972087264061
2	0.00333333333333334524.774827063084
3	0.006666666666666667521.323375403881
4	0.01517.828598618508
5	0.01333333333333334514.58278298378
6	0.01666666666666667511.943012475968
7	0.02510.239325463772

Buttons: Cancel, < Back, Next >, Finish

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



Text Import Wizard - Step 1 of 3

The text wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Windows (ANSI)

My data has headers.

Preview of file E:\last USB stick\HPLC\09Dbest1.CSV.

1	0527.972087264061
2	0.00333333333333334524.774827063084
3	0.00666666666666667521.323375403881
4	0.01517.828598618508
5	0.01333333333333334514.58278298378
6	0.01666666666666667511.943012475968
7	0.02510.239325463772

Buttons: Cancel, < Back, Next >, Finish

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier: "

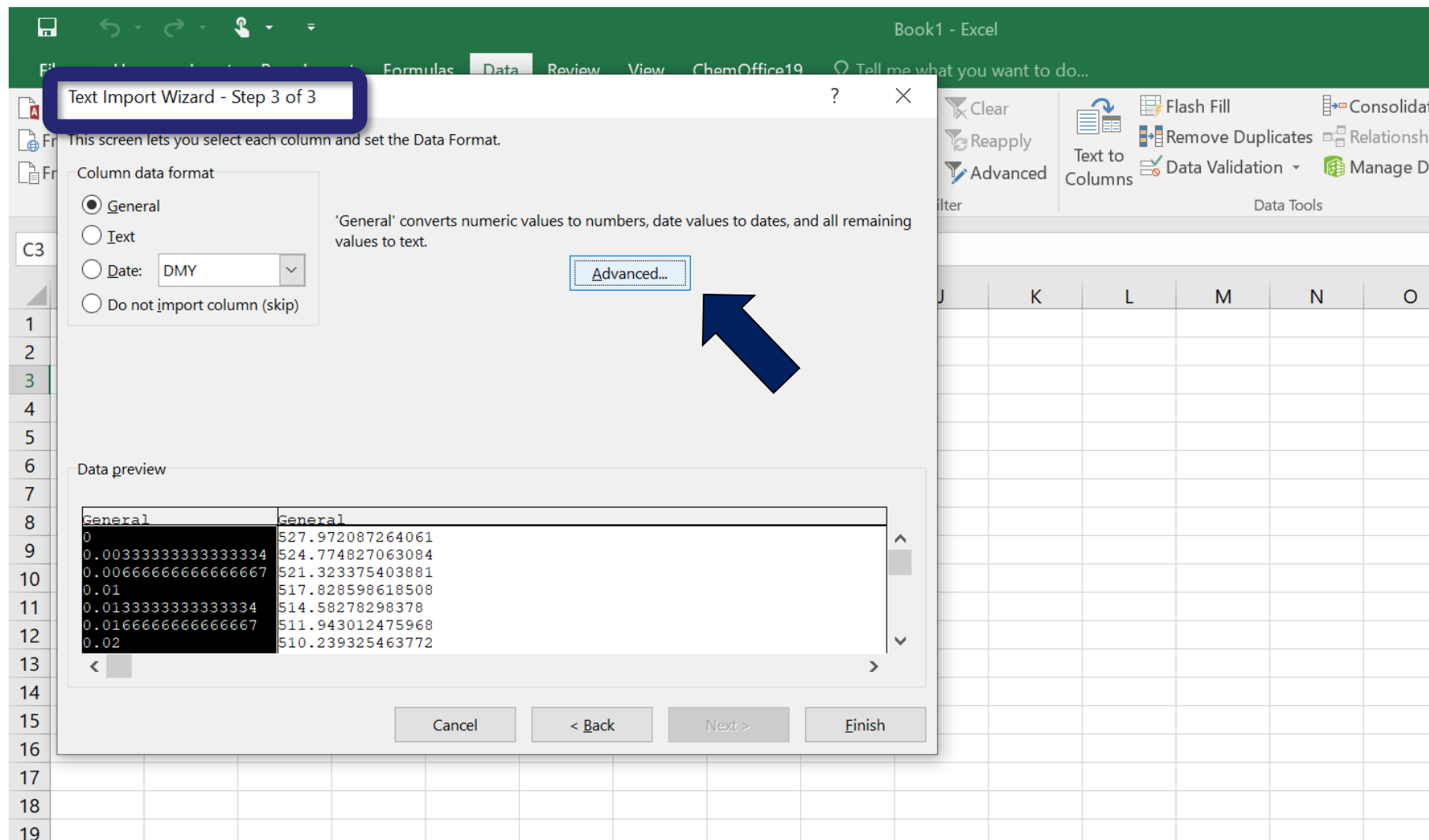
Data preview

0	527.972087264061
0.0033333333333333334	524.774827063084
0.0066666666666666667	521.323375403881
0.01	517.828598618508
0.013333333333333334	514.58278298378
0.016666666666666667	511.943012475968
0.02	510.239325463772

Buttons: Cancel, < Back, Next >, Finish

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date: DMY
- Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

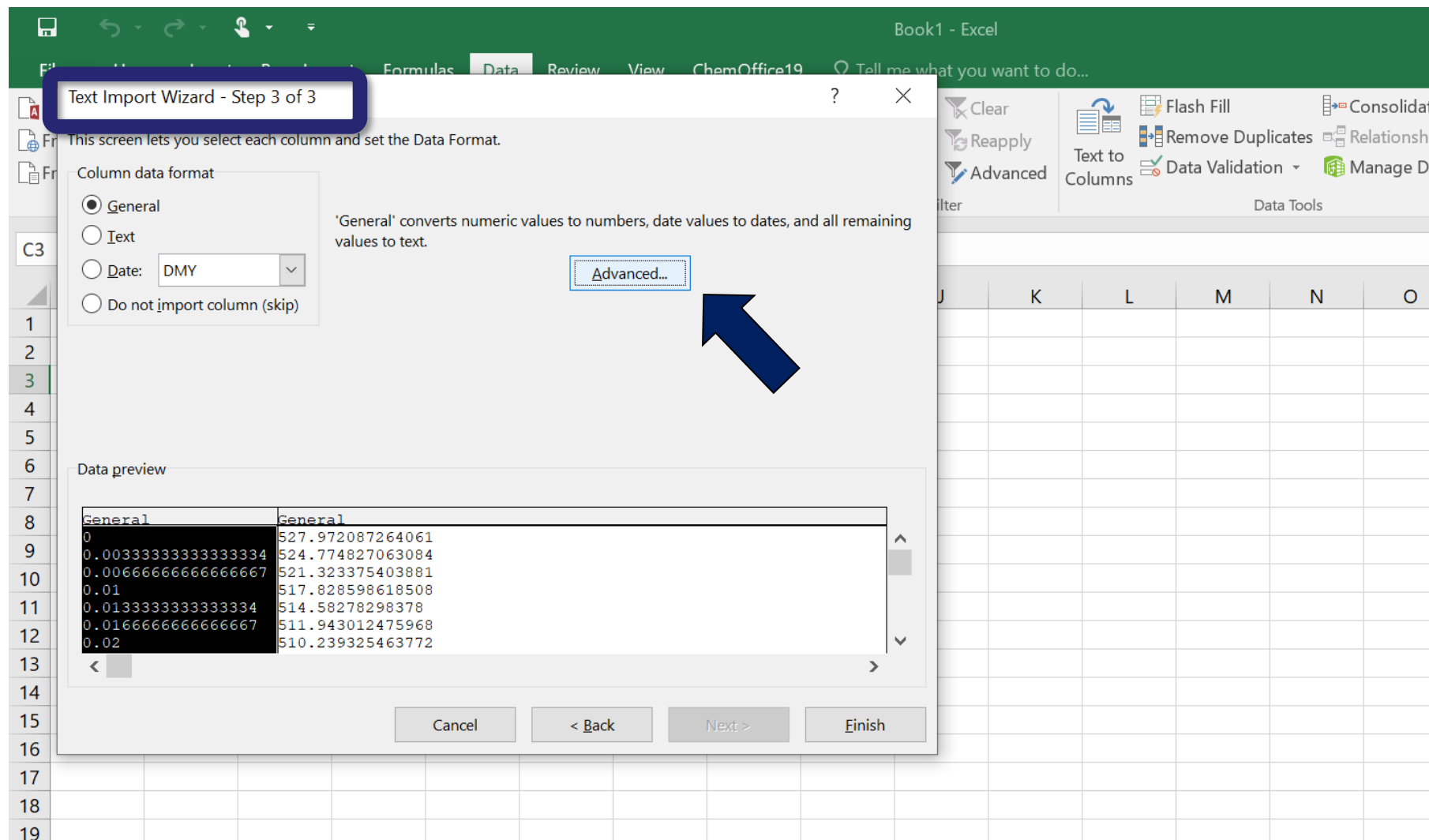
Data preview

General	General
0	527.972087264061
0.003333333333333334	524.774827063084
0.006666666666666667	521.323375403881
0.01	517.828598618508
0.013333333333333334	514.58278298378
0.016666666666666667	511.943012475968
0.02	510.239325463772

Buttons: Cancel, < Back, Next >, Finish

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- General
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- Date: DMY
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'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

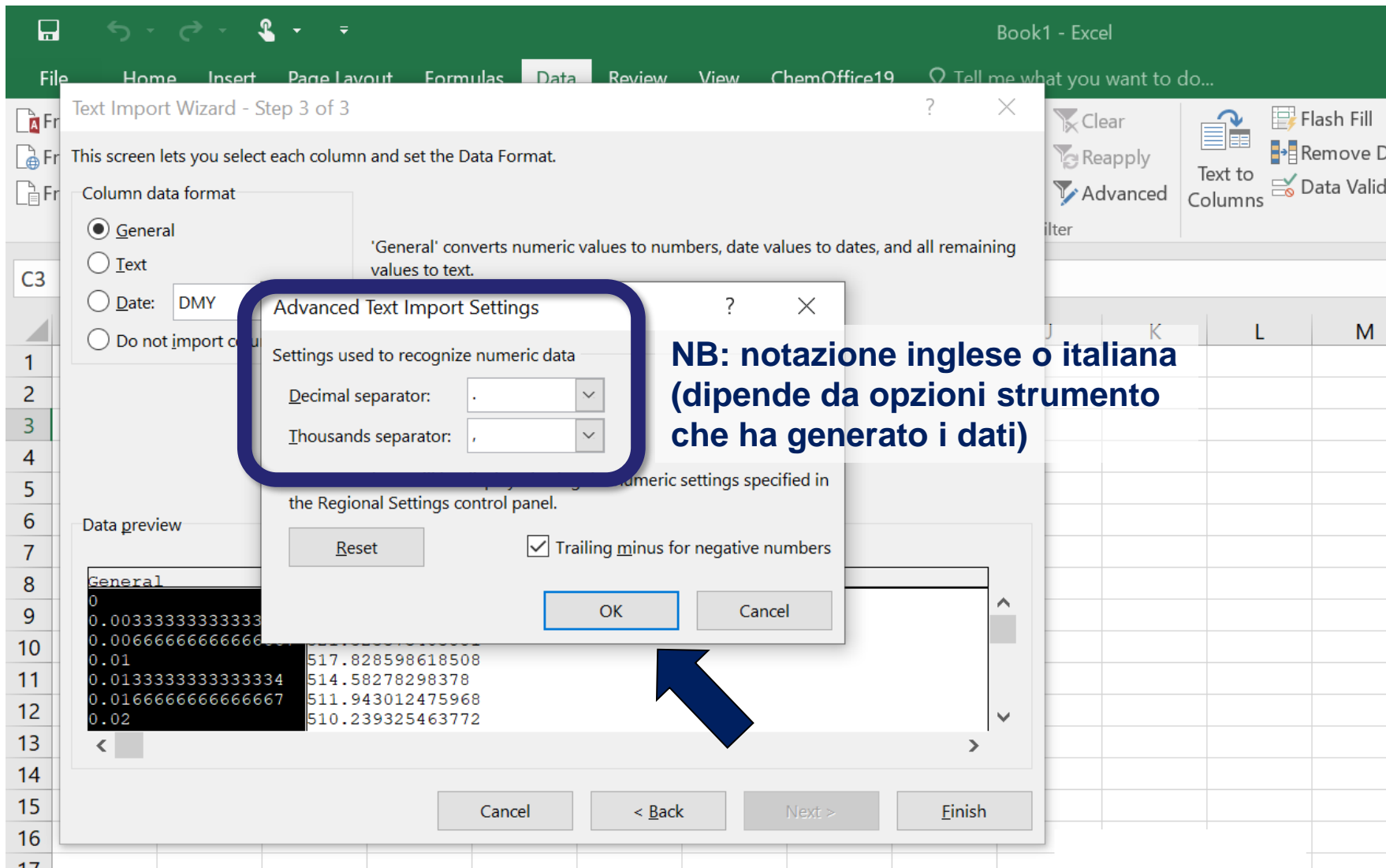
Data preview

General	General
0	527.972087264061
0.003333333333333334	524.774827063084
0.006666666666666667	521.323375403881
0.01	517.828598618508
0.013333333333333334	514.58278298378
0.016666666666666667	511.943012475968
0.02	510.239325463772

Buttons: Cancel, < Back, Next >, Finish

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General
 Text
 Date: DMY
 Do not import columns

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced Text Import Settings

Settings used to recognize numeric data

Decimal separator: .
Thousands separator: ,

Trailing minus for negative numbers

Reset OK Cancel

Data preview

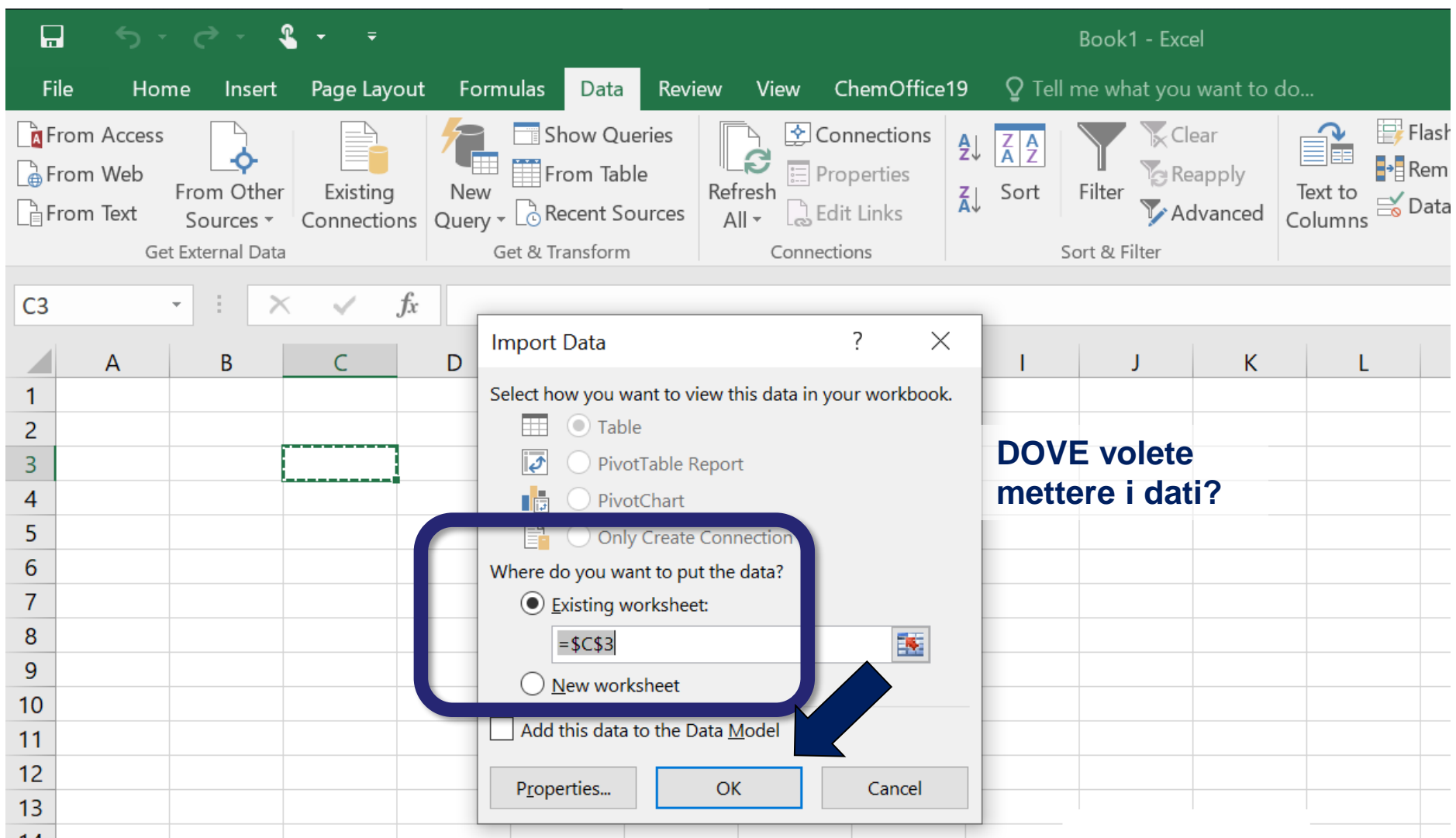
General	
0	
0.0033333333333333	
0.0066666666666666	
0.01	517.828598618508
0.0133333333333334	514.58278298378
0.0166666666666667	511.943012475968
0.02	510.239325463772

Cancel < Back Next > Finish

NB: notazione inglese o italiana (dipende da opzioni strumento che ha generato i dati)

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



Book1 - Excel

File Home Insert Page Layout Formulas **Data** Review View ChemOffice19 Tell me what you want to do...

From Access From Web From Text From Other Sources Existing Connections New Query Show Queries From Table Recent Sources Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns

C3

Import Data

Select how you want to view this data in your workbook.

Table

PivotTable Report

PivotChart

Only Create Connection

Where do you want to put the data?

Existing worksheet:

=\$C\$3

New worksheet

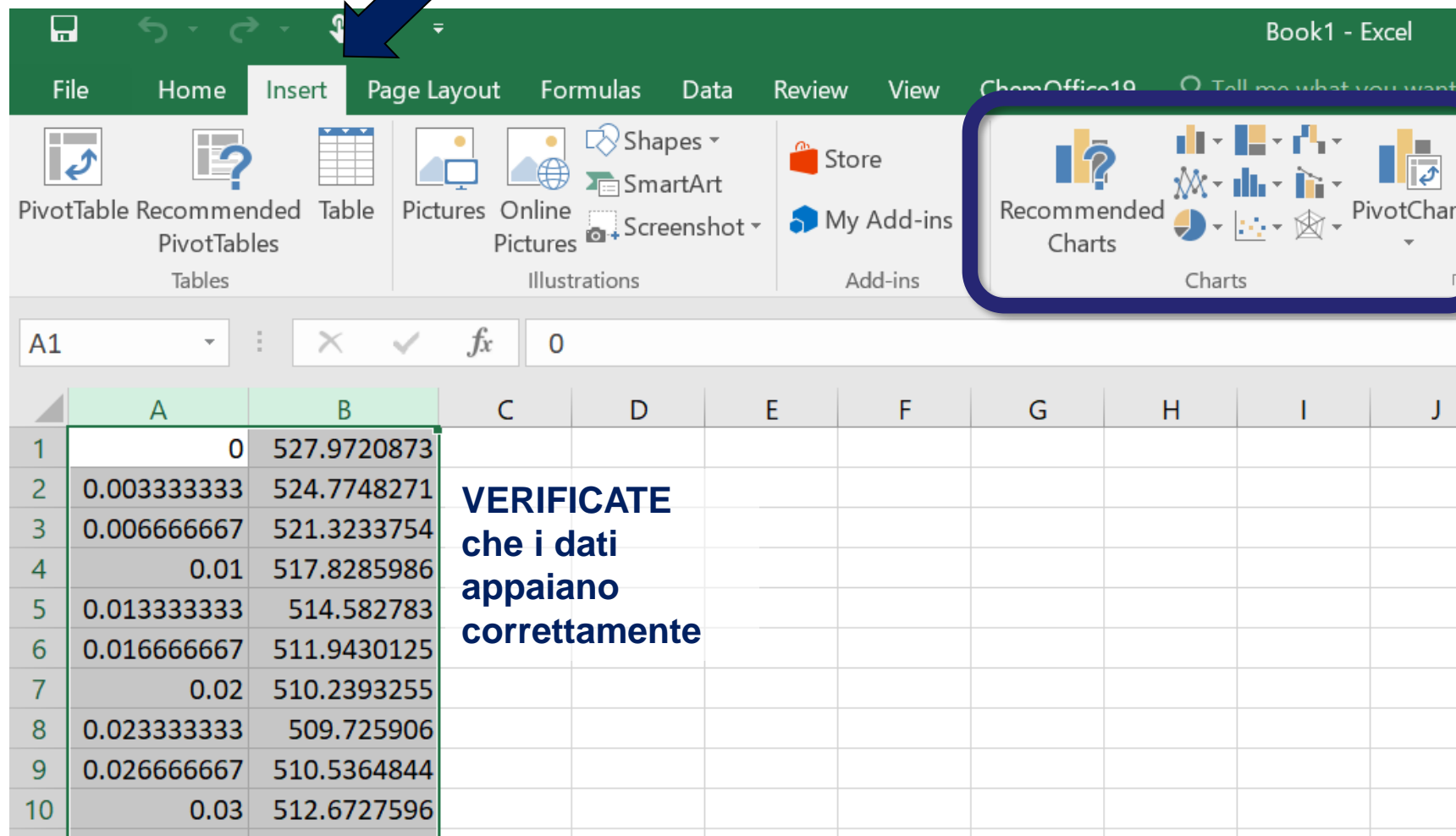
Add this data to the Data Model

Properties... OK Cancel

DOVE volete mettere i dati?

Excel 2016

INSERIMENTO DATI (spettroscopia, ecc.) → formato TXT, ASCII, CSV, ecc.



Book1 - Excel

File Home **Insert** Page Layout Formulas Data Review View ChemOffice19 Tell me what you want

PivotTable Recommended Table Pictures Online Shapes SmartArt Store My Add-ins Recommended Charts PivotChar

Tables Illustrations Add-ins Charts

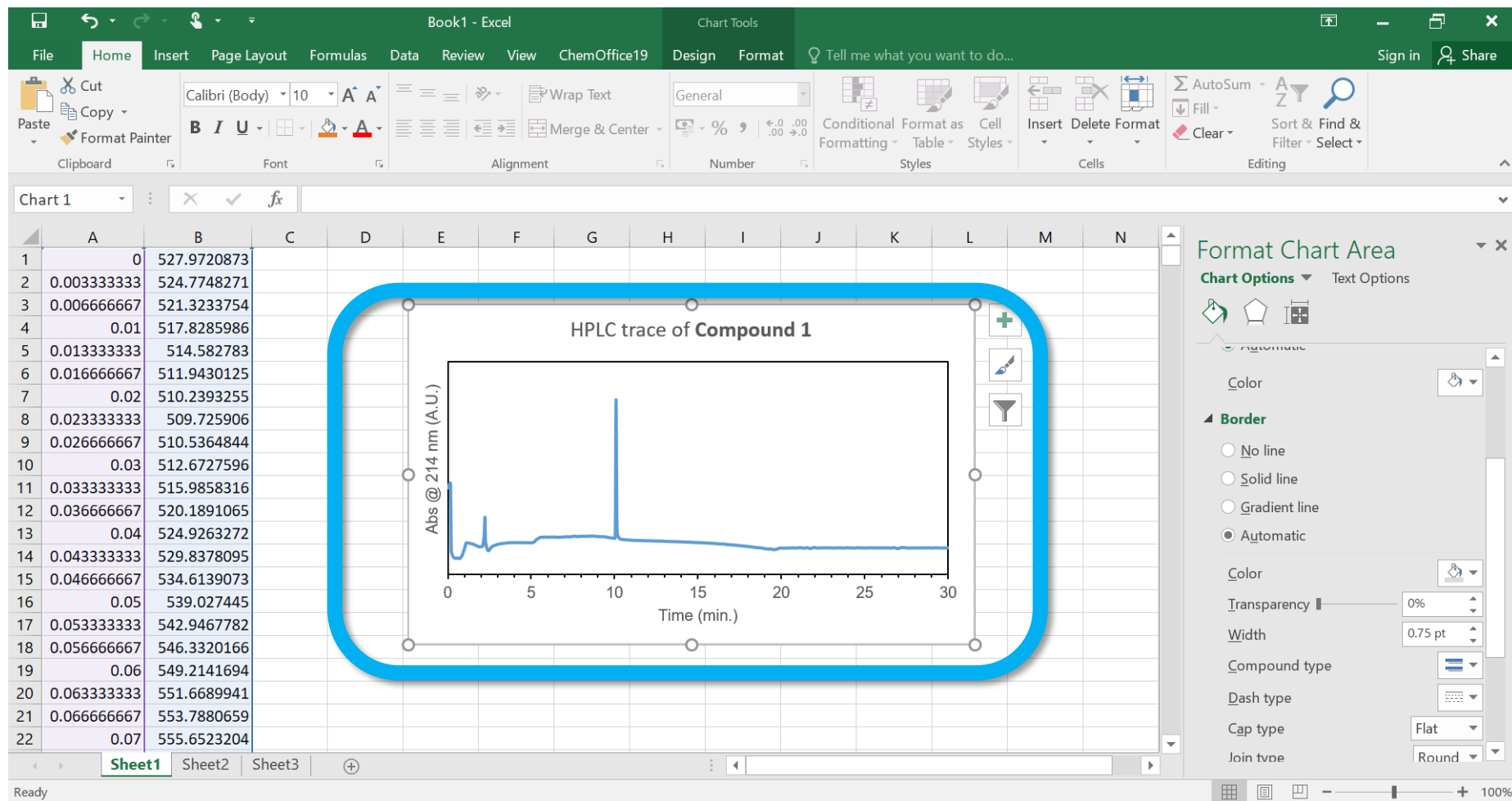
A1 0

	A	B	C	D	E	F	G	H	I	J
1	0	527.9720873								
2	0.003333333	524.7748271								
3	0.006666667	521.3233754								
4	0.01	517.8285986								
5	0.013333333	514.582783								
6	0.016666667	511.9430125								
7	0.02	510.2393255								
8	0.023333333	509.725906								
9	0.026666667	510.5364844								
10	0.03	512.6727596								

**VERIFICATE
che i dati
appaiano
correttamente**

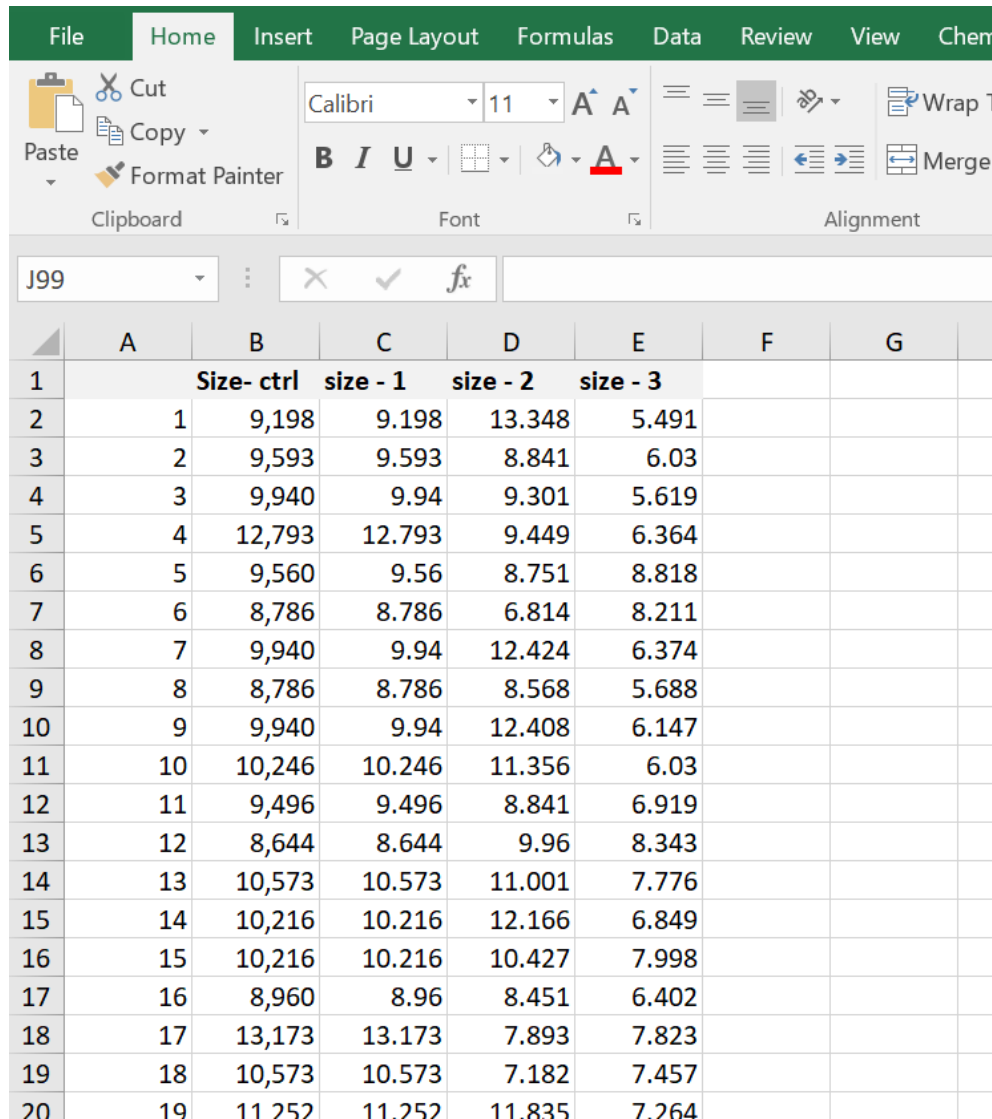
Excel 2016

INSERIMENTO GRAFICI – elementi base



Excel 2016

INSERIMENTO FUNZIONE – media e deviazione standard



The screenshot shows the Microsoft Excel 2016 interface. The ribbon is set to 'Formulas'. The active cell is J99. The data table is as follows:

	A	B	C	D	E	F	G
1		Size- ctrl	size - 1	size - 2	size - 3		
2	1	9,198	9.198	13.348	5.491		
3	2	9,593	9.593	8.841	6.03		
4	3	9,940	9.94	9.301	5.619		
5	4	12,793	12.793	9.449	6.364		
6	5	9,560	9.56	8.751	8.818		
7	6	8,786	8.786	6.814	8.211		
8	7	9,940	9.94	12.424	6.374		
9	8	8,786	8.786	8.568	5.688		
10	9	9,940	9.94	12.408	6.147		
11	10	10,246	10.246	11.356	6.03		
12	11	9,496	9.496	8.841	6.919		
13	12	8,644	8.644	9.96	8.343		
14	13	10,573	10.573	11.001	7.776		
15	14	10,216	10.216	12.166	6.849		
16	15	10,216	10.216	10.427	7.998		
17	16	8,960	8.96	8.451	6.402		
18	17	13,173	13.173	7.893	7.823		
19	18	10,573	10.573	7.182	7.457		
20	19	11,252	11.252	11.835	7.264		

Esempio.

Ipotizziamo di avere:

4 serie di dati (lunghezze)

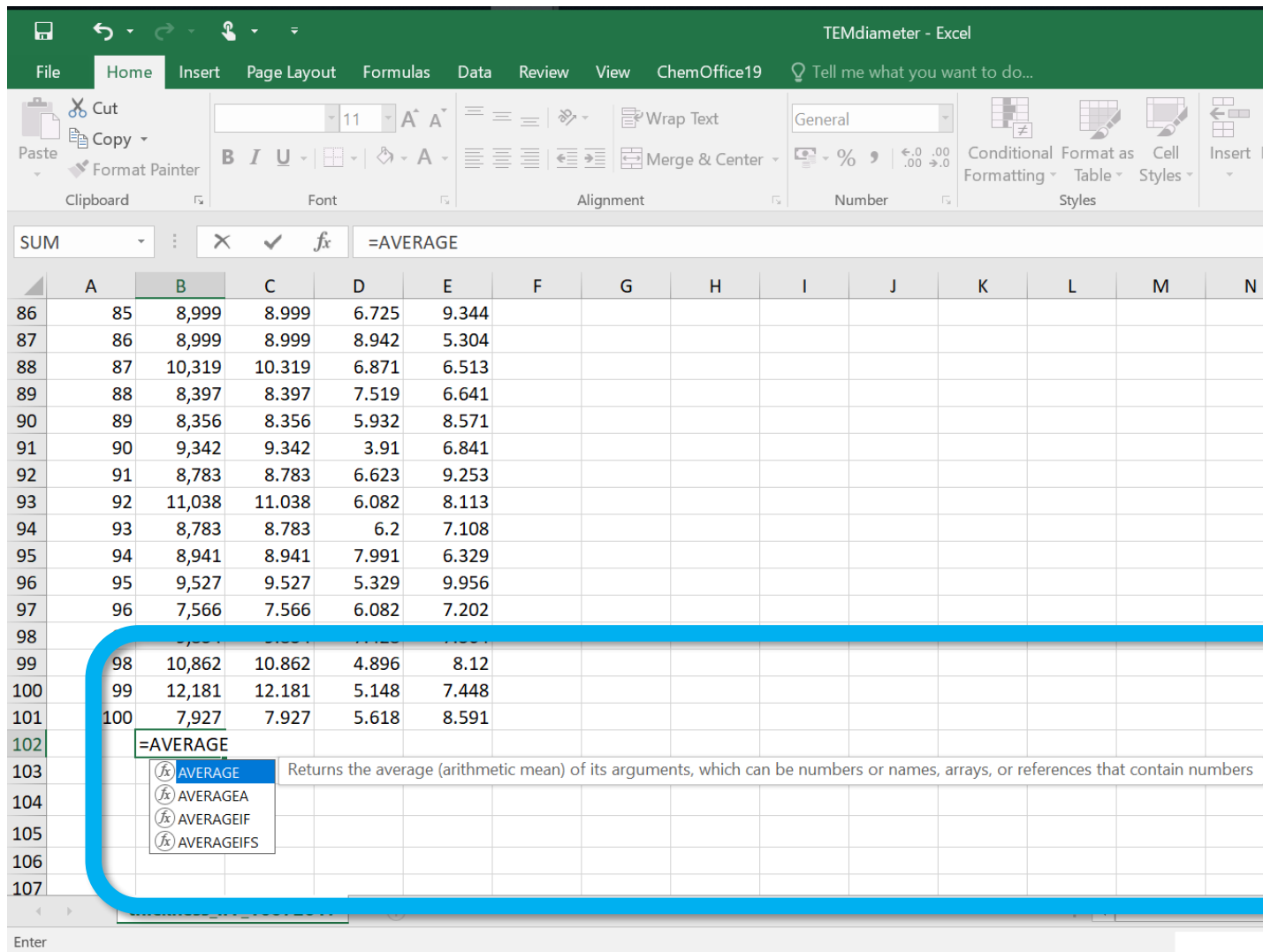
Colonne B-E

Ognuna con 100 valori

Voglio calcolare media e dev. std.

Excel 2016

INSERIMENTO FUNZIONE – media e deviazione standard



The screenshot shows the Microsoft Excel 2016 interface. The ribbon is set to 'Formulas', and the 'Insert Function' dialog box is open, displaying the 'AVERAGE' function. The spreadsheet data is visible in the background.

The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
86	85	8,999	8.999	6.725	9.344									
87	86	8,999	8.999	8.942	5.304									
88	87	10,319	10.319	6.871	6.513									
89	88	8,397	8.397	7.519	6.641									
90	89	8,356	8.356	5.932	8.571									
91	90	9,342	9.342	3.91	6.841									
92	91	8,783	8.783	6.623	9.253									
93	92	11,038	11.038	6.082	8.113									
94	93	8,783	8.783	6.2	7.108									
95	94	8,941	8.941	7.991	6.329									
96	95	9,527	9.527	5.329	9.956									
97	96	7,566	7.566	6.082	7.202									
98	97	8,783	8.783	7.108	6.329									
99	98	10,862	10.862	4.896	8.12									
100	99	12,181	12.181	5.148	7.448									
101	100	7,927	7.927	5.618	8.591									
102														
103														
104														
105														
106														
107														

The 'Insert Function' dialog box shows the following information:

- Function name: **AVERAGE**
- Description: Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers
- Function list:
 - AVERAGE
 - AVERAGEA
 - AVERAGEIF
 - AVERAGEIFS



Excel 2016

INSERIMENTO FUNZIONE – media e deviazione standard

The screenshot shows the Microsoft Excel 2016 interface. The ribbon is set to 'Formulas'. The formula bar shows '=std'. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
96	95	9,527	9.527	5.329	9.956							
97	96	7,566	7.566	6.082	7.202							
98	97	9,834	9.834	7.428	7.364							
99	98	10,862	10.862	4.896	8.12							
100	99	12,181	12.181	5.148	7.448							
101	100	7,927	7.927	5.618	8.591							
102	MEDIA											
103	DEVstd	=std										

The function insertion dropdown menu for '=std' is open, showing the following options:

- STDEV.P: Calculates standard deviation based on the entire population given as arguments (ignores logical values and text)
- STDEV.S
- STDEVA
- STDEVPA
- STDEV
- STDEVP



Excel 2016

INSERIMENTO FUNZIONE – media e deviazione standard

The screenshot shows the Excel 2016 interface. The ribbon is set to 'Formulas'. The formula bar shows the formula `=STDEV.P(B2:B101)` entered in cell B103. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
87	86	8,999	8.999	8.942	5.304			
88	87	10,319	10.319	6.871	6.513			
89	88	8,397	8.397	7.519	6.641			
90	89	8,356	8.356	5.932	8.571			
91	90	9,342	9.342	3.91	6.841			
92	91	8,783	8.783	6.623	9.253			
93	92	11,038	11.038	6.082	8.113			
94	93	8,783	8.783	6.2	7.108			
95	94	8,941	8.941	7.991	6.329			
96	95	9,527	9.527	5.329	9.956			
97	96	7,566	7.566	6.082	7.202			
98	97	9,834	9.834	7.428	7.364			
99	98	10,862	10.862	4.896	8.12			
100	99	12,181	12.181	5.148	7.448			
101				5.618	8.591			
102	MEDIA	9,835	10					
103	DEVstd	1412.469	1.412469					

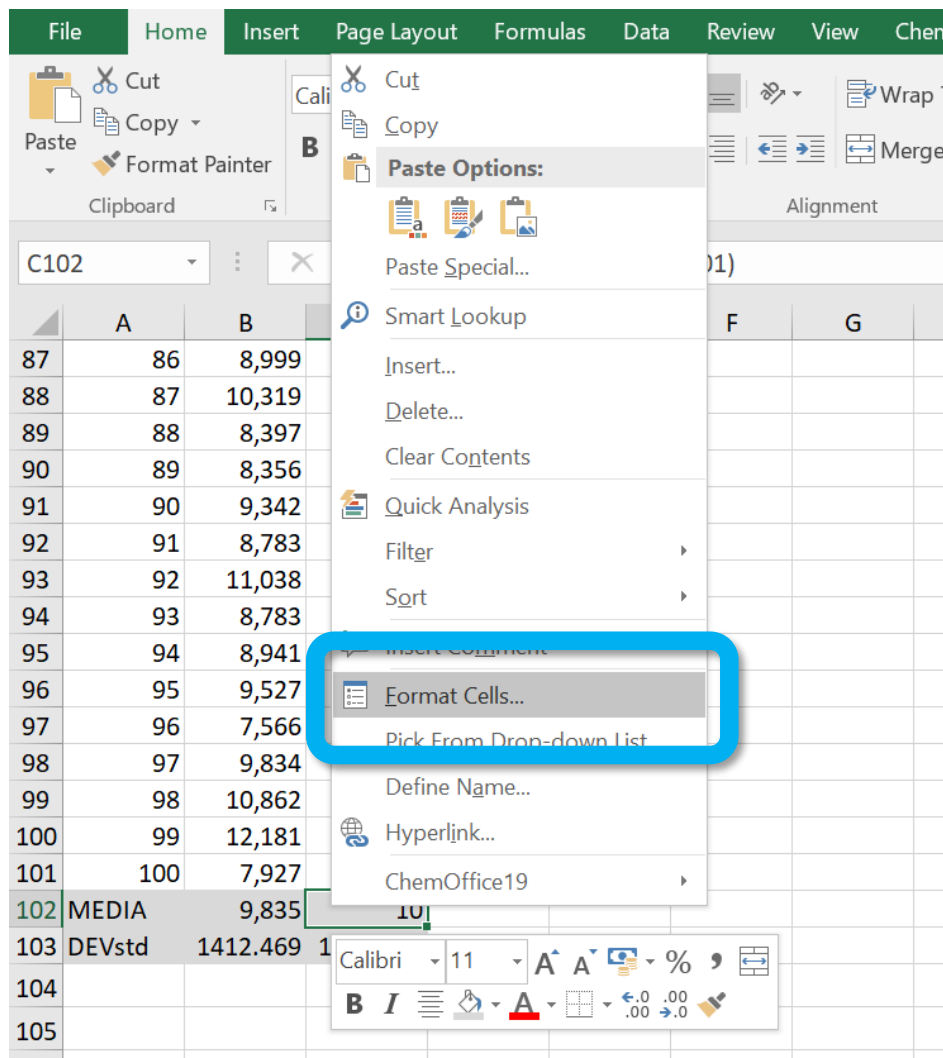
COME MAI il DATO
nella cella B103
È “strano”?

Chiaramente la **colonna B** ha
la **virgola per i decimali**
(notazione italiana)
Mentre il programma legge il
punto per i decimali
(notaizione inglese)

*NB: Colonna C è “corretta”
e infatti anche i valori di
media e dev. std. sono corretti
(10 +- 1.4)*

Excel 2016

INSERIMENTO FUNZIONE – media e deviazione standard



The screenshot shows the Excel interface with the context menu open for cell C102. The 'Format Cells...' option is highlighted with a blue circle. The spreadsheet data is as follows:

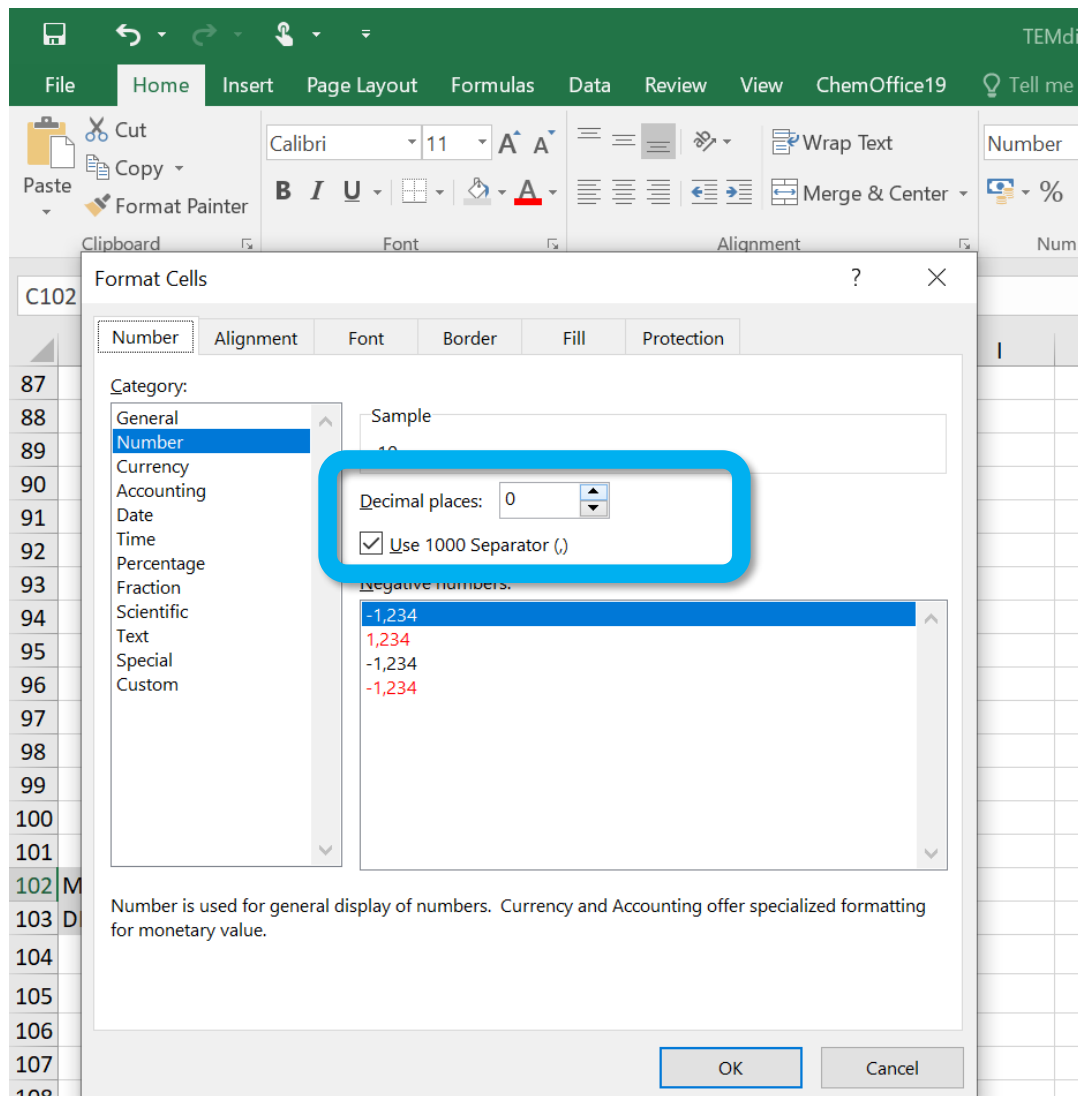
	A	B
87	86	8,999
88	87	10,319
89	88	8,397
90	89	8,356
91	90	9,342
92	91	8,783
93	92	11,038
94	93	8,783
95	94	8,941
96	95	9,527
97	96	7,566
98	97	9,834
99	98	10,862
100	99	12,181
101	100	7,927
102	MEDIA	9,835
103	DEVstd	1412.469
104		
105		

Se voglio vedere i decimali della cella C102 basta cambiare il formato:

1. Seleziono la cella (click)
2. TASTO DESTRO (click) apre il menu
3. FORMAT CELLS (click) apre il menu

Excel 2016

INSERIMENTO FUNZIONE – media e deviazione standard



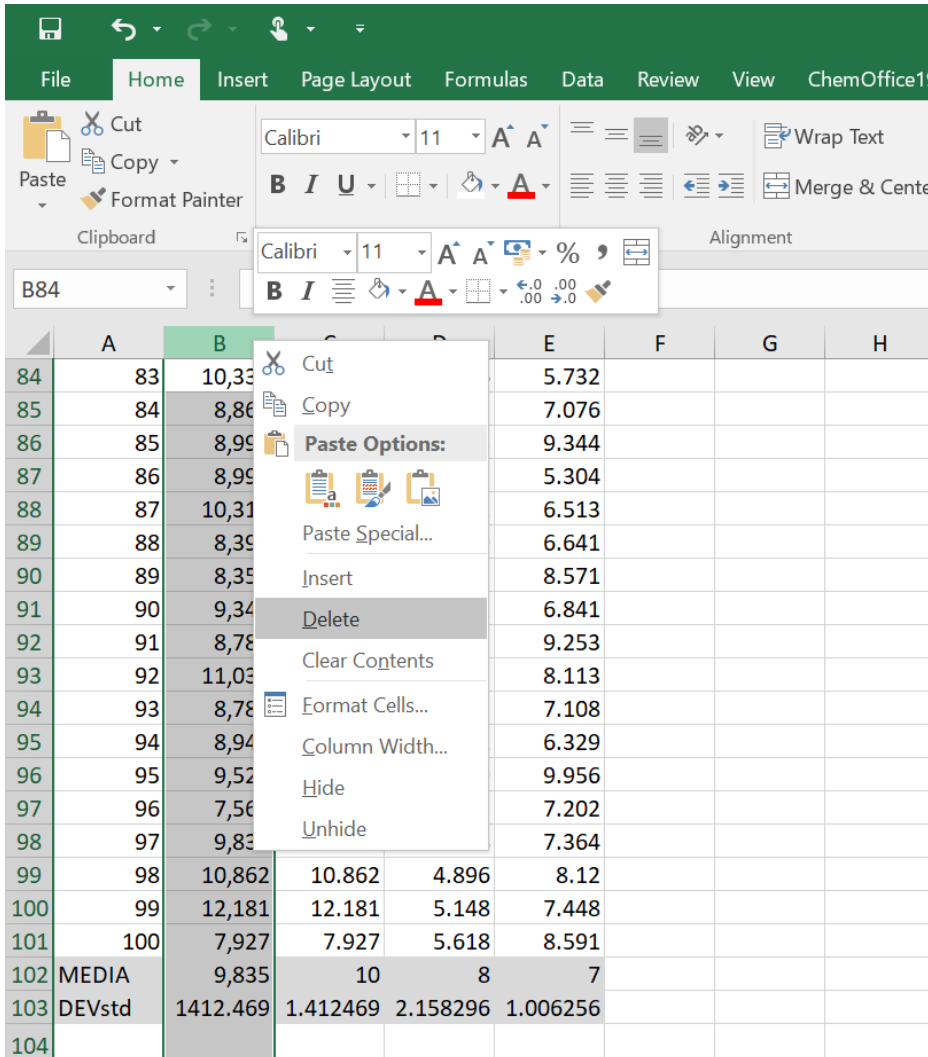
The screenshot shows the Excel 2016 interface with the 'Format Cells' dialog box open for cell C102. The 'Number' category is selected in the left pane. The 'Decimal places' is set to 0, and the 'Use 1000 Separator (,)' checkbox is checked. The 'Negative numbers' section shows four options: -1,234 (selected), 1,234, -1,234, and -1,234. The 'OK' button is highlighted.

Se voglio vedere i decimali della cella C102 basta cambiare il formato:

1. Selezione la cella (click)
2. TASTO DESTRO (click) apre il menu
3. FORMAT CELLS (click) apre il menu dove posso cambiare i decimali, ecc.

Excel 2016

INSERIMENTO FUNZIONE – media e deviazione standard



The screenshot shows the Microsoft Excel 2016 interface. The 'Home' tab is active, and the 'Clipboard' group is expanded. A context menu is open over column B, with the 'Delete' option selected. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
84	83	10,33			5.732			
85	84	8,86			7.076			
86	85	8,99			9.344			
87	86	8,99			5.304			
88	87	10,31			6.513			
89	88	8,39			6.641			
90	89	8,35			8.571			
91	90	9,34			6.841			
92	91	8,78			9.253			
93	92	11,03			8.113			
94	93	8,78			7.108			
95	94	8,94			6.329			
96	95	9,52			9.956			
97	96	7,56			7.202			
98	97	9,83			7.364			
99	98	10,862	10.862	4.896	8.12			
100	99	12,181	12.181	5.148	7.448			
101	100	7,927	7.927	5.618	8.591			
102	MEDIA	9,835	10	8	7			
103	DEVstd	1412.469	1.412469	2.158296	1.006256			
104								

A questo punto posso

CANCELLARE la Colonna B

in modo da tenere solo i dati
corretti

Excel 2016

INSERIMENTO nel grafico di media e deviazione standard

Chart 1

	A	B	C	D	E	F	G	H	M	N
98	97	9.834	7.428	7.364						
99	98	10.862	4.896	8.12						
100	99	12.181	5.148	7.448						
101	100	7.927	5.618	8.591						
102	MEDIA	10	8	7						
103	DEVstd	1.412469	2.158296	1.006256						

Mi conviene
SELEZIONARE I dati
da plottare, clicco su
INSERT e scelgo il
grafico a colonne

2-D Column

2-D Bar

3-D Bar

More Column Charts...

Excel 2016

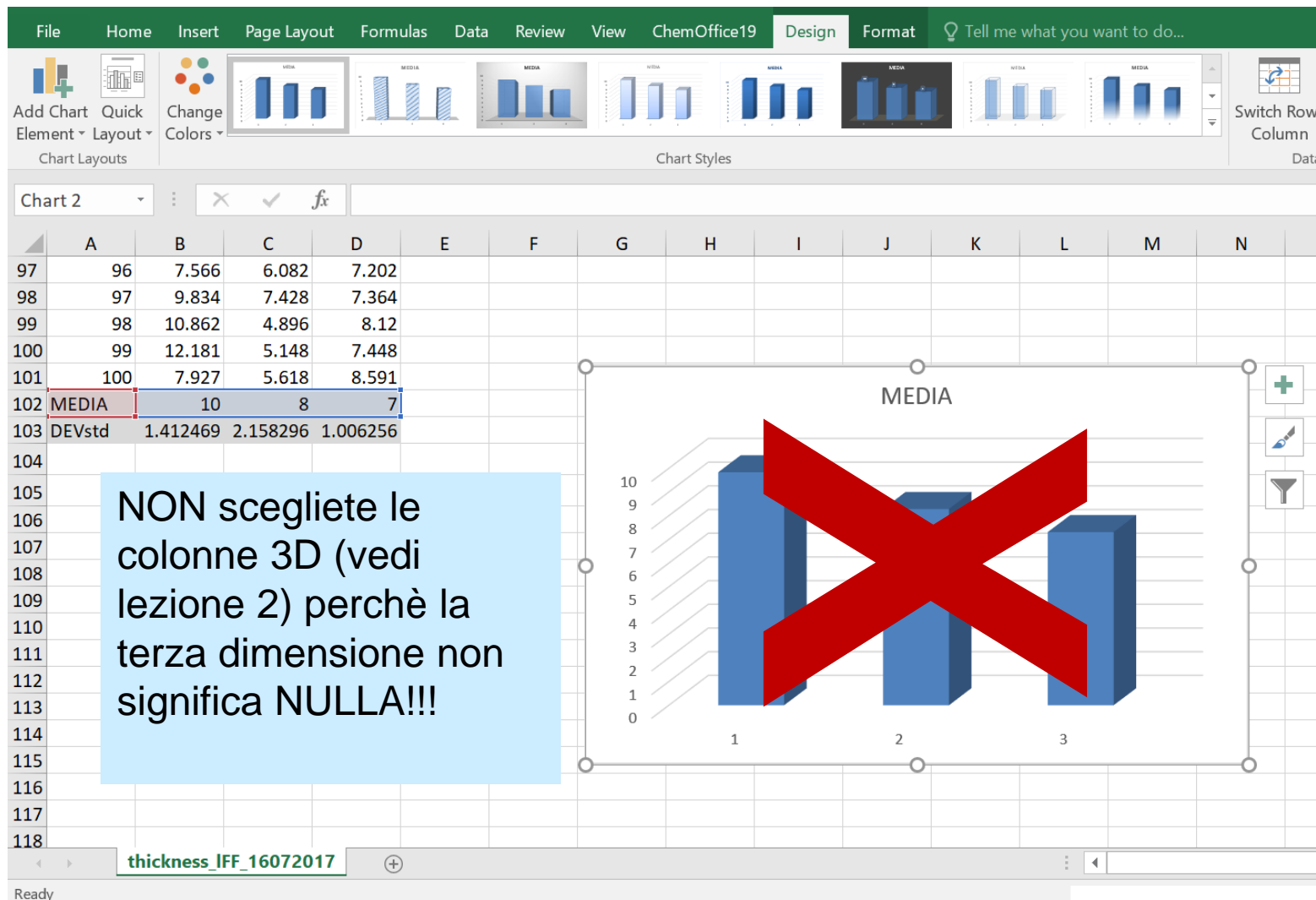
INSERIMENTO nel grafico di media e deviazione standard

Mi conviene
SELEZIONARE I dati
da plottare, clicco su
INSERT e scelgo il
grafico a colonne

	A	B	C	D	E	F	G	H	M	N
98	97	9.834	7.428	7.364						
99	98	10.862	4.896	8.12						
100	99	12.181	5.148	7.448						
101	100	7.927	5.618	8.591						
102	MEDIA	10	8	7						
103	DEVstd	1.412469	2.158296	1.006256						

Excel 2016

INSERIMENTO nel grafico di media e deviazione standard



The screenshot shows the Excel 2016 interface with the following data table:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
97	96	7.566	6.082	7.202										
98	97	9.834	7.428	7.364										
99	98	10.862	4.896	8.12										
100	99	12.181	5.148	7.448										
101	100	7.927	5.618	8.591										
102	MEDIA	10	8	7										
103	DEVstd	1.412469	2.158296	1.006256										

The chart is a 3D bar chart with three bars labeled 1, 2, and 3. A large red 'X' is overlaid on the chart, indicating it is not recommended. A text box on the left states: "NON scegliete le colonne 3D (vedi lezione 2) perchè la terza dimensione non significa NULLA!!!".

The status bar at the bottom shows the file name "thickness_IFF_16072017" and the status "Ready".

Excel 2016

INSERIMENTO nel grafico di media e deviazione standard

Chart 3 : $=SERIES(thickness_IFF_16072017!\$A\$102,,thickness_IFF_16072017!\$B\$102:\$D\$102,1)$

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
97	96	7.566	6.082	7.202													
98	97	9.834	7.428	7.364													
99	98	10.862	4.896	8.12													
100	99	12.181	5.148	7.448													
101	100	7.927	5.618	8.591													
102	MEDIA	10	8	7													
103	DEVstd	1.412469	2.158296	1.006256													

CLICCO 1 VOLTA su una colonna blu così seleziono tutti i dati
(se clicco 2 volte seleziono solo i dati di quella Colonna)
col tasto dx apro menu per formattare colori e linee

CHART ELEMENTS

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

Excel 2016

INSERIMENTO nel grafico di media e deviazione standard

The screenshot shows the Excel 2016 interface. The ribbon includes 'Layout', 'Formulas', 'Data', 'Review', 'View', 'ChemOffice19', 'Design', and 'Format'. The 'Design' ribbon is active, showing 'Chart Styles' and 'Data' options. A bar chart is displayed on the spreadsheet, with three bars labeled '2' and '3'. The chart has error bars and is titled 'MEDIA'. The 'Format Error Bars' task pane is open on the right, showing 'Error Bar Options' and 'Error Amount' settings. A blue arrow points to the 'Specify Value' button in the 'Custom' error amount option.

Cell	Value
D32	7.202
D28	7.364
D96	8.12
D18	7.448
D18	8.591
D8	7
D96	1.006256

Format Error Bars

Error Bar Options

- Minus
- Plus

End Style

- No Cap
- Cap

Error Amount

- Fixed value: 0.1
- Percentage: 5.0 %
- Standard deviation(s): 1.0
- Standard error
- Custom: Specify Value

Il menu mi permette di scegliere spessore linee, ecc.

Devo scendere in BASSO in fondo e cliccare sul tasto "specify value" per inserire dati tabella nelle barre d'errore

Excel 2016

INSERIMENTO nel grafico di media e deviazione standard

The screenshot shows the Excel 2016 interface with a bar chart titled 'MEDIA'. The chart has three bars labeled 1, 2, and 3. The 'Format Error Bars' task pane is open on the right, showing 'Error Bar Options' with 'Custom' selected under 'Error Amount'. A 'Custom Error...' dialog box is open in the center, with a blue callout box highlighting it. The callout box contains the text: 'A questo punto seleziono le celle con i dati da inserire nelle barre d'errore'.

	C	D	E	F	G	H	I	J	K	L	M	N	O
6	6.082	7.202											
4	7.428	7.364											
2	4.896	8.1											
1	5.148	7.48											
7	5.618	8.91											
0	8	7											
9	2.158296	1.00656											

Format Error Bars
Error Bar Options

- Minus
- Plus
- End Style**
 - No Cap
 - Cap
- Error Amount**
 - Fixed value: 0.1
 - Percentage: 5.0 %
 - Standard deviation(s): 1.0
 - Standard error
 - Custom: Specify Value

A questo punto
seleziono le celle
con i dati da inserire
nelle barre d'errore

Excel 2016

INSERIMENTO nel grafico di media e deviazione standard

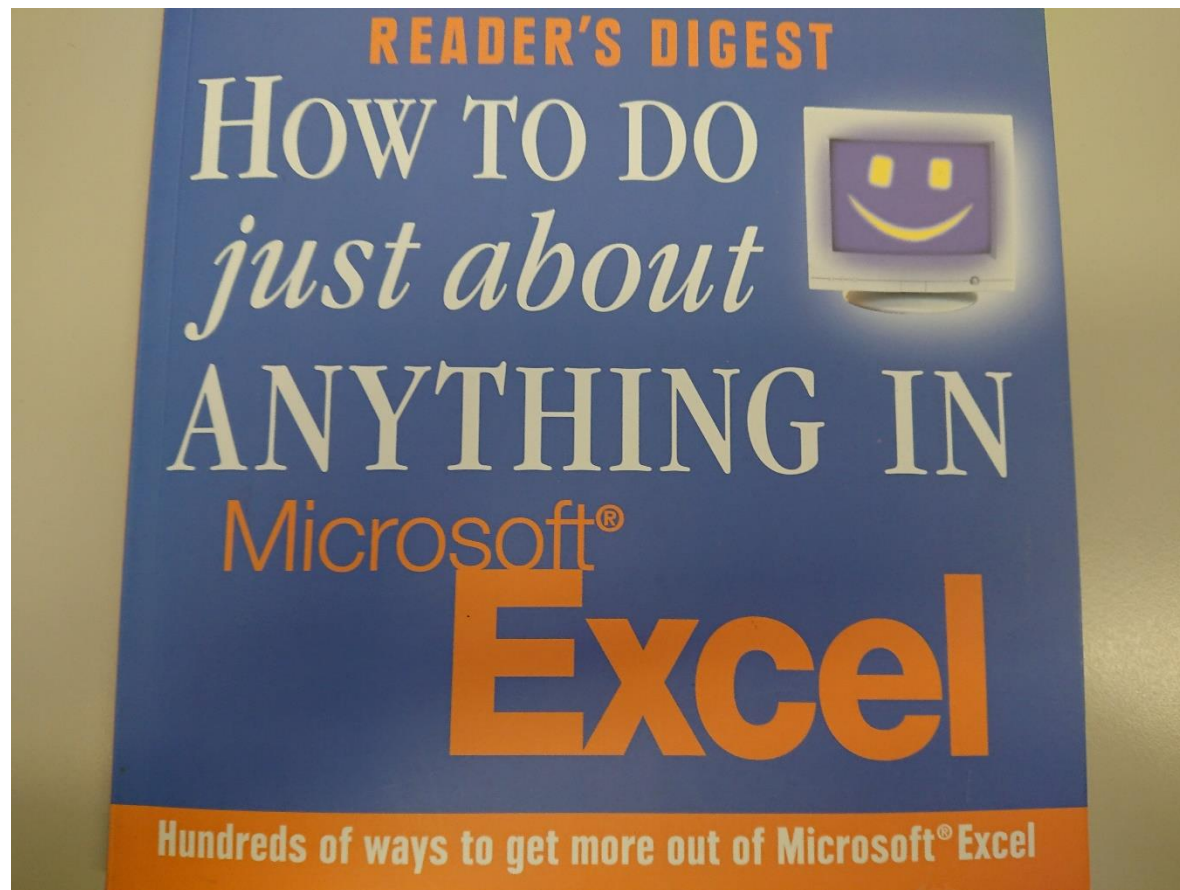
The screenshot displays the Excel 2016 interface. The ribbon is set to 'Design' and 'Format'. The chart area shows a bar chart with two bars labeled '1' and '2', each with error bars. The chart is titled 'MEDIA'. The 'Format Error Bars' task pane is open on the right, showing options for 'Error Bar Options', 'Shadow', 'Glow', and 'Soft Edges'. A context menu is also visible over the chart, with 'Format Error Bars...' highlighted.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
96	7.566	6.082	7.202											
97	9.834	7.428	7.364											
98	10.862	4.896	8.12											
99	12.181	5.148	7.448											
100	7.927	5.618	8.591											
A	10	8	7											
td	1.412469	2.158296	1.006256											

Nota: sono sempre all'interno del menu "format error bars" a cui posso accedere anche con un click (tasto dx) sulle barre d'errore per cambiare colore/spessore linee ecc.



Excel - resources



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*Esistono molte
guide per l'uso di
Excel*

*Questo è un
esempio*

*ATTENZIONE alla
versione di Excel a
cui si riferiscono e
quale avete voi*