Script for Data Webinar Video 2 – Averages

Time: 2:04

We are now going to calculate averages for the first 10 questions of our survey – “attitudes toward drinking alcohol”.

To do this, I place my cursor in a cell below the area that I wish to average, and then from the home tab on the ribbon, I go to the AutoSum button, and select AVERAGE from the function choices. I then select the values I want to average, using with my mouse button and I hit enter.

As you can see, the values that come back are 2.846154 – way more decimals than we need. So I go back and put my cursor back on that cell and using the formatting short cut keys up here, I go to decrease decimal and using my mouse button, simply reducing it to down to 2 decimal points.

Now you could go through these same steps over and over again to find an average for each of these questions, but I think it is easier to copy and paste the formula to the adjacent column.

To do this, again, highlighting the CELL that you want to copy, and you hold down your CTRL button, hit C (for Charlie or C for Copy). You then move your cursor to the adjacent cell (E18 in this case). Holding down CTRL, hit V for paste. Now look at cell E18 – it now calculates the average using the values in column E – rows 2 to 14.

Now you could, again, do this column by column, but to do them all at once, you simply decide which column, rather which cell you want to copy, you select CTRL C and then you sweep, using your mouse button, to all the columns that you want to copy this formula into, select CTRL V and you now have your averages for the first 10 questions.