

**Archaeological Approaches to  
Chesapeake Slavery**  
Anthropology 394/794

Fraser D. Neiman

University of Virginia  
1.28.08

---

## Excel Tips-2

### Occurrence Seriation in Excel

1. Start by counting and writing down the number of rows and columns in the data matrix. It is easy to accidentally delete one. So you need to make sure that you end up with the same number that you started with. Also make a note of the number of Gaps -- you want to
  
2. To move a row:
  - **Select** the row. <Left Click>. **Cut.**
  - Choose the place you want to put the row you just cut.
  - **Select** the row just *below* it. <Left Click>. **Insert Cut Cells**NOTE: Make sure you do NOT choose **Paste** -- this will wipe out the row you selected in the second step.
  
3. Moving columns works the same way. When you **Insert Cut Cells**, they are placed to the *left* of the column you selected.
  
4. Do you have fewer gaps than when you started? Do you have the same number of rows and columns?