

Excel 2007 Instructions

(To supplement the Descriptive Statistics and Graphical Summaries Worksheets)

General Information

- 1.) Click on the colorful icon at the left top corner to open a file, print, etc.
- 2.) Remember to save all data files from the course website as Excel Files and then open them up after saving them. Otherwise, the file is a web file (not an Excel file) and you may not be able to use all the built-in Excel tools.

Installing Analysis Toolpak

1. Click the Microsoft Office Button (icon on the top left corner) and click Excel Options at the bottom right corner.
2. Click Add-Ins
3. In the Manage Box in the lower left corner select Excel Add-ins and then click Go.
4. Click the box next to Analysis Toolpak
5. Click OK.

You should only need to do this once per computer.

Accessing Data Analysis Toolbox

- 1.) Go to the Data Tab and select Data Analysis (far right).
- 2.) Select options as in previous version of Excel.

Making a Bar Chart

1. Make a contingency table.
2. Highlight the category and frequency (or relative frequency) data and the column titles/labels.
3. Then go to Insert and pick the Column Chart.
4. Click on the title and edit it.
5. Remove the legend since it is not needed.
6. Click on the Chart Tools Layout tab (upper left corner) and use the Axis Titles (both Horizontal and Vertical) to add labels to the axes. You can use Chart Title to create a title for your chart.

Making a Pie Chart

1. Make a contingency table.
2. Highlight the category and frequency (or relative frequency) data and the column titles/labels.
3. Then go to Insert and pick the Pie Chart.
4. Click on the title and edit it.
5. To add percents (or change the labeling) use the Chart Tools Layout Tab (upper left corner), then select Data Labels and then More Data Label Options. Alternatively, you could right-click within a pie wedge and then select Format Data Labels.
6. To edit the legend use the Chart Tools Layout Tab (upper left corner), then select Legend.

Labeling Graphs on a Mac

1. Go to View and add the Formatting Palette (which will appear on the right).
On the palette, under Chart Options you'll see "Title".
Use the drop down menu to add titles to the chart and horizontal (x) and vertical (y) axes.

To Sort Data

1. Highlight the column you wish to sort (or if you want to keep the order for the entire data set highlight all columns).
2. Be sure to check the box that say “My data has headers” if your columns have titles.
3. Select the Sort By (column) and Order. You can also use Add Level (Top left) if you want to sort by multiple criteria or multiple columns. Enter the next level(s) of sorting criteria.
4. Click Ok.

Making a Scatterplot

1. Highlight the X and Y data, with titles/labels. The column on the left is assumed to be X.
2. Go to Insert and pick the Scatterplot.
3. Click on the title and edit it.
4. Click on the Chart Tools Layout tab (upper left corner) and use the Axis Titles and select both the Primary Horizontal Axis Title and Primary Vertical Axis Title. Then click in and edit both titles.

Finding the Linear Regression Equation

1. Follow the steps for Making a Scatterplot (above).
2. Click on the Chart Tools Layout tab (upper left corner). Select Add Trendline/More Trendline Options
3. Choose Linear Trend and check the boxes for Display Equation on Chart and Display R-squared value on chart.
4. Click Close.
5. Delete the Legend.