

Discovering Statistics Excel directions for Office 2007

If the "Data Analysis" option is not present in the Data menu item:

1. Click on the Office Button and then press the "Excel Options" button.
2. Then click on the "Add-Ins" tab on the left tool bar then select the "Excel Add-ins" drop down option from the "Manage:" option and press "Go..."
3. Then select the check box for "Analysis ToolPak" and press OK.
4. Depending on how Excel was installed, you may be prompted for the original installation CD.

Chapter 2 - Line Chart

Use the information from Example 2.7.1.

1. Enter the data for the years into column A – label as "Year".
2. Enter the data for the batting averages into column B – label as "Batting Average".
3. Highlight the data in column B and click on the **Insert** tab located on the toolbar and select **Line** for the Chart Type. A line chart will appear in the worksheet.
4. Once the graph appears, the **Design** tab under **Chart Tools** should be open. Click **Select Data** and choose "Edit" under Horizontal Axis Label. Highlight Column A and hit OK twice. This should change the x-axis to years.
5. Under **Chart Tools** select the **Layout** tab. You can title the graph and label each axis. You can also remove the legend by clicking on the **Legend** tab and selecting "None".
6. To change the labeled intervals of the axes, click on both axes one at a time. Choose the **Format** tab and then select "Format Selection". An example for the y-axis is Minimum: select "fixed" and type 0.25, Maximum: select "fixed" and type 0.41, Horizontal Axis Crosses at: "Axis value" 0.25. An example for the x-axis is Intervals between tick marks: 4 and Intervals between labels: choose "specify interval unit" and type 4.

Chapter 3, 4, 5

1. Instead of selecting **Tools** to get to Data Analysis, select the **Data** tab and then Data Analysis.

Chapter 6 – no change

Chapter 7, 8, 9, 10

1. Instead of selecting **Insert** to get to the functions, select the **Formulas** tab and then choose the Fx button or choose a specific topic for functions.

Chapter 11, 12 – no change

Chapter 13, 14

1. Instead of selecting **Tools** to get to Data Analysis, select the **Data** tab and then Data Analysis.

Chapter 15, 16 – no change

Chapter 17 – Scatter Plot

1. Follow the directions in the book through step 4.
2. Starting with step 5: Highlight the data in cells H2 through H15 and click on the **Insert** tab located on the toolbar and select **Scatter** for the Chart Type. A scatter plot will appear in the worksheet.
3. Under **Chart Tools** select the **Layout** tab. You can title the graph and label each axis. You can also remove the legend by clicking on the **Legend** tab and selecting “None”.
4. To change the labeled intervals of the axes, click on both axes one at a time. Choose the **Format** tab and then select “Format Selection”. An example for the y-axis is Maximum: select “fixed” and type 0.18.
5. To add the lines, click on the **Insert** tab and select **Shapes**. Select the line and draw it on the graph. You can then format the line using the “Shape Outline” menu in the **Drawing Tools, Format** tab.