

GENERAL INTRODUCTION TO MINITAB FOR WINDOWS

Minitab is a powerful statistical package that provides a wide range of basic and advanced data analyses. Using Minitab requires two essential elements: (1) entering data into the Minitab worksheet and (2) requesting something be done with the data values entered, usually a graph or some form of computation. The purpose of this handout is to provide you information about using Minitab with Windows in the Information Technology Computing Labs. The IT Computing Labs are in the Applied Science Building in room 370 (ST370). After entering ST370, go into ST375 and follow directions to the PCs with Windows.

A. Directions to get in and out of Minitab:

1. Use the following set of clicks to open Minitab: **Start > Math Software > Minitab**
After a few seconds a split-screen will appear. The top screen is referred to as the "Session" window, and the bottom screen is the "Data" window.
2. To exit Minitab, click on "X" in the very top right corner. You will be asked by Minitab if you wish to save the changes and generally the response is no.

B. Entering data into Minitab

Data is entered into Minitab by entering values in a worksheet composed of columns and rows. The columns are denoted C1, C2, ... Within the data window, at the top of every column is a space where you should type in a name for the data to be entered in the column. Two primary methods are used to enter data into the Minitab worksheet.

1. Entering data values for problems assigned in the text:

For most problems you will be assigned from the text, the data values have already been entered in a data file. All you need to do is to "load" the data into the Minitab worksheet. For example, the following sequence of clicks

file>open worksheet>minitabdata>MAT 212 >Ch02 > Xr02-12 > open

would be used to retrieve the data values for Chapter 2, Exercise 12.

2. Entering data values directly into the worksheet:

After getting into Minitab you are in the data window, and may enter data values directly into column C1 of the worksheet. The cursor should be in the first cell of C1. Enter a data value, press the "down arrow" key, enter a value, press the "down arrow" key, etc. until all the data values are in the worksheet. If you need to correct a value, move the cursor to the incorrect cell and enter the correct value.

C. Performing Computations

After the data has been entered in C1, we may now request computations be done on these values. For example, the sequence of clicks

Stat>Basic Statistics>Display Descriptive Statistics>select C1>ok

will have Minitab compute various descriptive statistics for the values in C1. All results of computations appear in the session window.

D. Printing

You are able to edit your session window. Somewhere within the session window you should type in your name, some title identifying the work, and any other pertinent information. To print the session window, double click on the printer icon while in the session window.

Throughout the semester, examples will be provided to demonstrate the entering and analyzing of data.