

### Finding Basic Statistics Using Minitab

1. Put your data values in one of the columns of the Minitab worksheet.
2. Add a variable name in the gray box just above the data values.
3. Click on "Stat", then click on "Basic Statistics", and then click on "Display Descriptive Statistics".
4. Choose the variable you want the basic statistics for click on "Select".
5. Click on the "Statistics" box and then check the box next to each statistic you want to see, and uncheck the boxes next to those you do not want to see.
6. Click on "OK" in that window and click on "OK" in the next window.
7. The values of all the statistics you selected will appear in the Session window.

**Example** (Navidi & Monk, *Elementary Statistics*, 2<sup>nd</sup> edition, #31 p. 143, 1<sup>st</sup> 4 columns): This data gives the number of tribal casinos in a sample of 16 states.

3	7	14	114	2	3	7	8
26	4	3	14	70	3	21	1

Open Minitab and enter the data under C1. The table below shows a portion of the entered data.

↓	C1	C2
	<b>Casinos</b>	
<b>1</b>	3	
<b>2</b>	7	
<b>3</b>	14	
<b>4</b>	114	
<b>5</b>	2	
<b>6</b>	3	
<b>7</b>	7	
<b>8</b>	8	
<b>9</b>	26	
<b>10</b>	4	

Now click on "Stat" and then choose "Basic Statistics" and "Display Descriptive Statistics". Click in the box under "Variables:", choose C1 from the window at left, and then click on the "Select" button.

Next click on the "Statistics" button and choose which statistics you want to find. We will usually be interested in the following statistics: mean, standard error of the mean, standard deviation, minimum, maximum, range, first quartile, median, third quartile, interquartile range, mode, and skewness. We will not be finding anything else, so those items can be unselected. Under "Check Statistics", leave the circle next to "Default" selected.

When you have made your choices, click on the "OK" button and then click on "OK" in the next window. The statistics will appear in the "Session" window under the heading "Descriptive Statistics".

For this example, the following results should appear.

<b>Mean</b>	<b>Std. Error</b>	<b>Std. Dev.</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Range</b>
18.75	7.64	30.55	1.00	114.00	113.00
<b>1<sup>st</sup> Quartile</b>	<b>Median</b>	<b>3<sup>rd</sup> Quartile</b>	<b>IQR</b>	<b>Mode</b>	<b>Skewness</b>
3.00	7.00	19.25	16.25	3 (4 times)	2.58