Making Dot Plots Using Minitab

1. Put your data 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 "Graph" and then click on "Dotplot …".

4. Make sure "Simple" is highlighted under "One Y" and click on "OK".

5. Choose the variable you want to graph and click on "Select".

6. Click on the "Labels" box.

7. Under "Title:", type in a description for your dot plot.

8. Under "Subtitle 1:", state that you created the graph.

9. Click on "OK" in that window and click on "OK" in the next window.

10. Double click on the axis title. A window will appear. The axis title will be in a box near the bottom of the window under the word "Text". You may edit the axis title in this box, and then if you click on "OK", the axis title on the graph will show your changes.

11. If you have a Microsoft Word document open, you can right click on the graph and choose "Send Graph to Microsoft Word" and the histogram will appear in your Word document. Otherwise, click in the gray area outside the graph. Choose the "Edit" tab at the very top of the window and then choose "Copy Graph". You now will be able to copy your histogram into a text document.

Example #23 p.76 (1st 3 cols) This data is a sample of high temperatures in degrees Fahrenheit from Macon, GA during January and February, 2013.

70	77	52	73	58	67	77	61	52	65	48	76	61	64	61

Open Minitab. Enter the data values under C1. A portion of the entered data is shown at left.

↓	C1	C2
	Temperature	
1	70	
2	77	
3	52	
4	73	
5	58	
6	67	
7	77	
8	61	
9	52	
10	65	

Click on "Graph" and then choose "Dotplot …".

Make sure "Simple" is selected under "One Y" and then click on "OK".

Click in the box under "Graph variables:", choose your variable from the box at left, and then click on the "Select" button.

Click on the "Labels …" button. Enter a description of the data like "High Temperatures in Macon, GA – January and February 2013" under "Title:". Enter "Created by *your name*" under "Subtitle 1".

Click on "OK" in that window and click on "OK" in the window below.

If you double click on the axis title, a window will appear with the axis title in a box near the bottom, under the word "Text". You can edit the axis title in that box. I changed the title from "High Temp" to "Temperature (degrees Fahrenheit)". If you click on "OK" in that window, and click on "OK" in the window below, the graph will appear.

If you have a document open in Word, you can right click on the graph and then choose "Send Graph to Microsoft Word". If you are working with another program, you can right click on the graph and choose "Copy Graph".

If you right click on the dotplot in Word, and then choose "Size", you can cut off the excess area from the dotplot. I think that Minitab puts too much border area above and below its dotplots, so I remove a lot of the border area above and below the graph. This will usually remove the title as well, but you can insert the title in a line just above the graph.

High Temperatures in Macon, GA: January and February, 2013