Basic Statistics Command in Excel

* Make sure the “**Data Analysis**” Toolkit is loaded:

Check by going to the “**Data**” tab and look to see if you see a “**Data Analysis**” icon in the tool bar. If so, it is already loaded, otherwise do the following:

1. Click the **File** **Button** and then click **Options**
2. Click **Add-Ins**, and then in the **Manage** box, select **Excel Add-ins**.
3. Click **Go**.
4. In the **Add-Ins available** box, select the **Analysis ToolPak** check box, and then click **OK**.
   1. **Tip**    If **Analysis ToolPak** is not listed in the **Add-Ins available** box, click **Browse** to locate it.
   2. If you get prompted that the Analysis ToolPak is not currently installed on your computer, click **Yes** to install it.
5. After you load the Analysis ToolPak, the **Data Analysis** command is available in the **Analysis** group on the **Data** tab.

* Descriptive statistics: Descriptive statistics will give you, among other things, the mean, median, mode, and standard deviation of your data. To use,
  + click on **Data Analysis** (on the Data tab – you must have this toolkit installed (above))
  + highlight **Descriptive Statistics** and click OK
  + click in the **input range** box then select your data (left click on the first cell containing data point and hold the left button down while you drag your cursor to the last data point so that your range of data is selected, then let go) – your range should appear in the input range box
  + click the **Summary Statistics** box so that it is checked
  + under **Output Options** click the circle that says **output range**, then put your cursor in the blank box and click on a cell on your page where you want to put the output data or graph (alternatively leave the “new worksheet ply” circle clicked and the output data or graph will appear on a new worksheet
  + click OK – your summary statistics will appear in the output range you selected or on a new workpage
* To order your data:
  + Select the columns that you want to order
  + On the **Home** tab select **Sort and Filter**
  + choose **custom sort** and select which column you wish to sort by
* To make a histogram or bar chart:
  + From the **Data** tab select **Data Analysis**
  + highlight **Histogram** and click OK
  + click in the **input range** box and select the cells containing your data
  + click in the **bin range** box and select the cells containing your bin data (these are the upper bounds on the histogram bars)
  + make sure the **chart output** box is checked
  + if desired change the output range as explained above
  + click OK
* Format of chart:

Your histogram will likely appear with gaps between the bars (which we want to get rid of for a histogram with quantitative data but leave if you are making a bar graph with categorical data) and the bars labeled as the bin numbers (which you may wish to change)

* To get rid of the gaps between the bars right click on one of the bars and select **Format Data Series**. Make sure the **series option** tab is open (on the left) and under **Gap Width** slide the tab until the width is 0. Hit close.
* To outline the bars so you can see them better right click on one of the bars and select **Format Data Series.** Then click on the tab on the left that says **Border Color** and click in the circle that says **solid line**. Then click on the **color** tab and select the desired color. Hit close.
* To change the bin labels: Next to your histogram a table should have popped up with a column labeled **Bin**. Just type in the labels you want for your bars into the bin rows and they will appear on your graph.