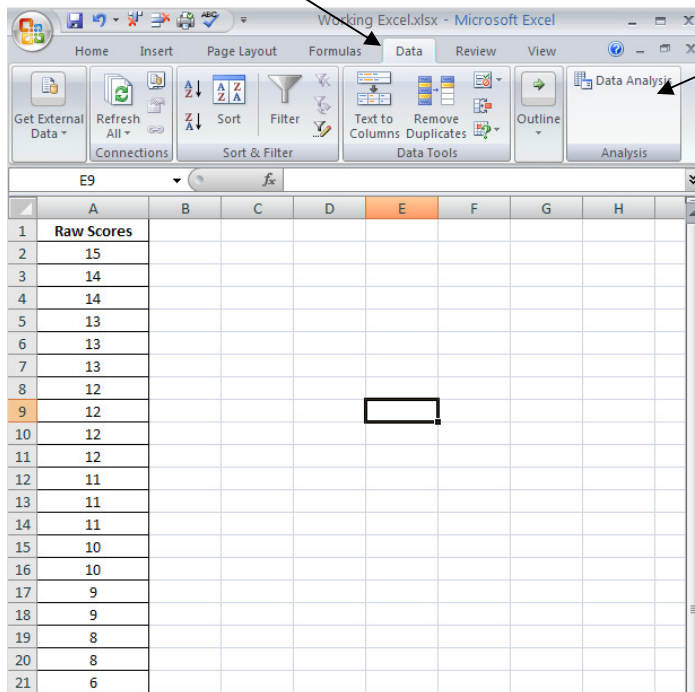
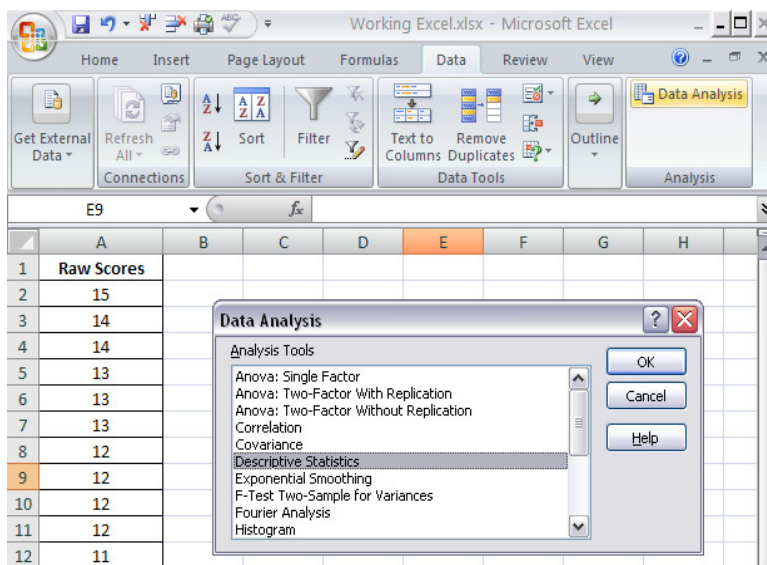


# Using Excel Data Analysis Toolpak

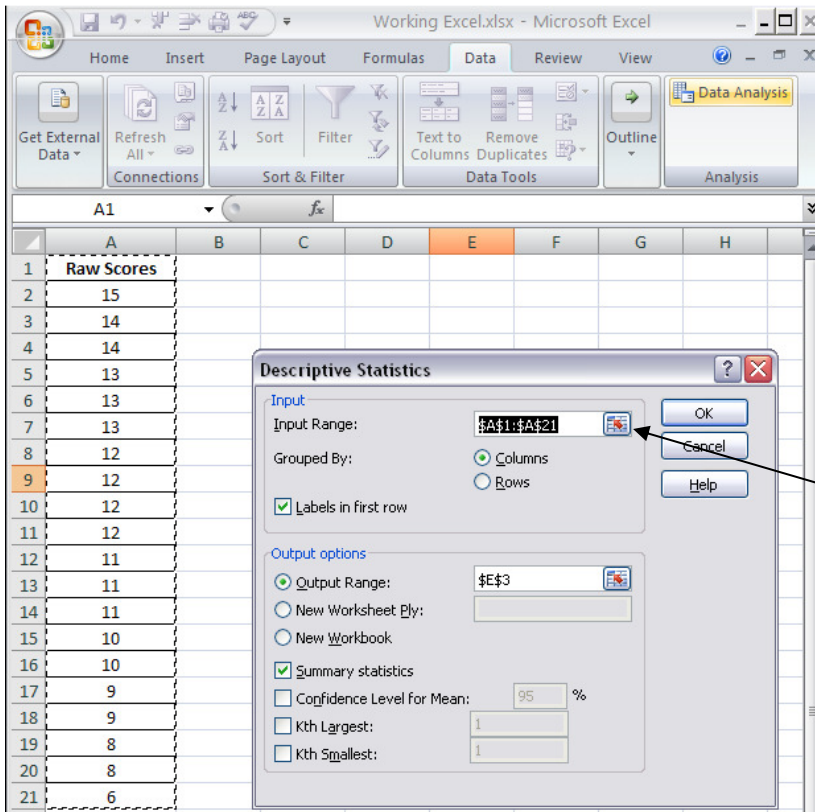
1. Enter your data in a column. You can give it a column heading if you want.
2. Click on the **DATA** tab the top and go to the right and click on **DATA ANALYSIS**.



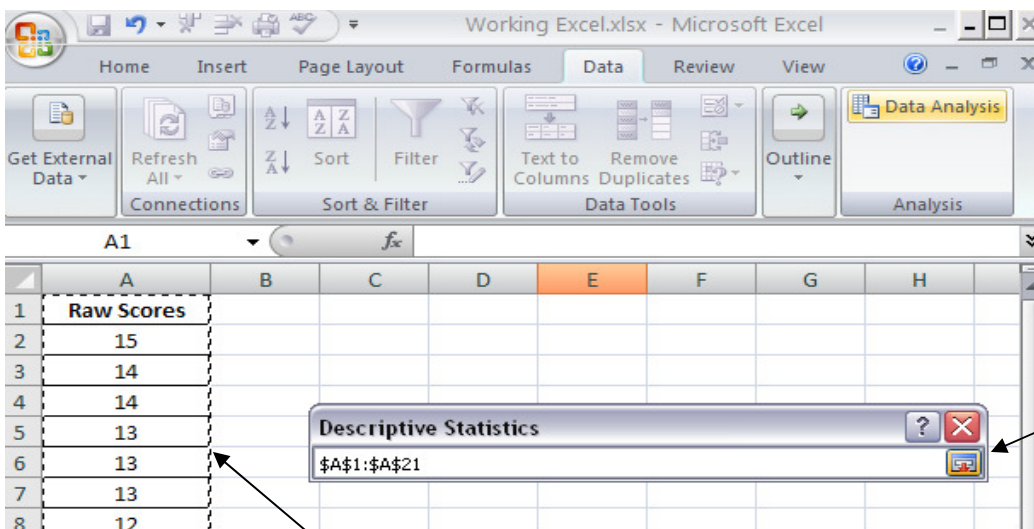
3. From the menu, select **DESCRIPTIVE STATISTICS** and click **OK**.



4. You will see a screen like the one below. The next step is to tell Excel what column of data you want it to summarize (i.e., INPUT). Click on the window button across from INPUT RANGE. This opens a range finder.



6. With your cursor, right click and drag from the top to the bottom of the column of data you want summarized. You can include the first row which has a label.

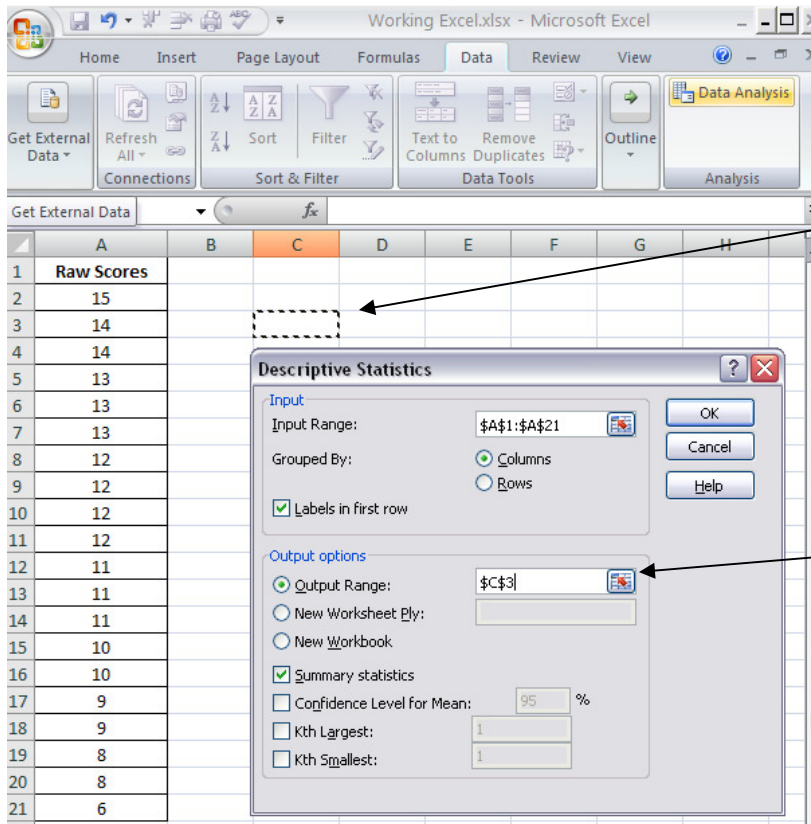


When you highlight a column you get a 'dancing' border.

7. Excel wants to know where to put the summary table. Under the OUTPUT OPTIONS click on OUTPUT RANGE. Then click on the OUTPUT RANGE window button.

8. Click on a cell in the worksheet where you want the summary table to appear. This cell will be the top-left corner of the table.

9. Make sure you've told Excel the data is in COLUMNS and the LABEL IS IN THE FIRST ROW. Select SUMMARY STATISTICS and then OK.



I want to put the table right there.

Click Output Range and click on the Output range window. Click it again to return to the main view.

10. Your summary table will appear where you told Excel to put it using the label from the column of data from which the summary was made.

	A	B	C	D	E	F	G
1	<b>Raw Scores</b>						
2	15						
3	14		<i>Raw Scores</i>				
4	14						
5	13		Mean	11.15			
6	13		Standard Error	0.519489			
7	13		Median	11.5			
8	12		Mode	12			
9	12		Standard Deviation	2.323224			
10	12		Sample Variance	5.397368			
11	12		Kurtosis	-0.22756			
12	11		Skewness	-0.45338			
13	11		Range	9			
14	11		Minimum	6			
15	10		Maximum	15			
16	10		Sum	223			
17	9		Count	20			
18	9						
19	8						
20	8						
21	6						

Click and drag between the column lines to widen the columns