

Minitab lab session1. **Minitab basics:**

- (a) Start a *Minitab* session. In the first column of the empty Worksheet, enter the variable name **Salaries A** and the following data values:

Annual salaries (in thousands of dollars) for 14 employees at Company A

137.3	201.2	78.2	71.0	54.2	95.3	113.2
74.6	20.5	44.2	18.3	49.9	208.7	91.8

- (b) Go to **Graphs: Histogram...** In the dialog box that opens, choose the option **Simple**. In the next dialog box, enter a choice for **Graph variables:** by double-clicking on the name **Salaries A** in the list of available variables. After you have done this, hit the **OK** button. A histogram for this distribution should open in a graphics window.
- (c) Experiment with changing the number of bins. To do this, double-click on the horizontal axis of the histogram to open a dialog box entitled **Edit Scale**. Click the *Binning* tab in this dialog box and look at the available options. Experiment to get a histogram with six bins.
- (d) Make a stemplot for this distribution by going to **Graph: Stem-and-Leaf...** Note that the stemplot will be produced in the **Session** window and that the stemplot will have three columns. You can ignore the first column.
- (e) Make a boxplot for this distribution by going to **Graph: Boxplot...** Use the option **Simple** under **One Y**.
- (f) Get basic descriptive statistics for this distribution by going to **Stat: Basic Statistics: Display Descriptive Statistics...** and entering the relevant **Variable**. Before you hit **OK**, hit the **Statistics...** button and select only the items we've talked about so far in this course.
- (g) In the second column of your Worksheet, enter the variable name **Salaries B** and the following data values:

Annual salaries (in thousands of dollars) for 14 employees at Company B

29.5	43.3	26.4	61.6	27.5	52.8	31.6
43.6	41.5	52.4	35.5	24.8	34.8	40.7

- (h) Make side-by-side boxplots by going to **Graph: Boxplot...** and using the option **Simple** under **Multiple Y's**.

2. **Minitab graphs into Word:** For your course project, it's likely you will use *Minitab* to generate graphs and *Word* for your word processing. If you have a graph in *Minitab*, you can click in the graph window and then copy (using the key combination **Ctrl+C** or the menu item **Edit: Copy Graph**). Now open a *Word* document and put the cursor at the place you want the graph inserted. You can try pasting directly (**Ctrl+V** or **Edit: Paste**) but this might not work. If not, use the menu item **Edit: Paste Special...** In the dialog box, you will see several graphics formats. Select **Bitmap** and then hit **OK**.

As practice, create a Word document and insert into it one of the Minitab graphs you have created today.

3. **The stats share on Alexandria:** *Minitab* files for data sets from the textbook are available in several places. The most convenient source might be the server **Alexandria** here on campus. Follow these steps to connect to **Alexandria**:
 - (a) Under the *Windows Start* menu, choose **My Computer**
 - (b) In the **My Computer** window, find the **Tools** menu and choose **Map Network Drive...**
 - (c) In the **Map Network Drive** dialog box, find **Folder:** and type
\\alexandria\stats
You don't need to change the label in **Drive:** but you can if you want.
 - (d) Hit the **Finish** button.

You should now see something like '**stats**' on **Alexandria (J:)** under the **Network Drives** section of the **My Computer** window. You can navigate to this like any other drive. Note that you only need to map a network drive once for your account. The drive should appear again the next time you log on. If you are working with a partner today, you should log off the account you started with. Then, log on to the partner's account and map to **stats** on **Alexandria** again.

To get Minitab files for the textbook data sets, go to **stats** on **Alexandria** and navigate to the folder labeled **Jackson** and then to the folder labeled **Textbook Data**.

As practice, open the data file for Table 1.8. This data is guinea pig survival times (in days) for a certain medical experiment. Make a histogram of this data distribution.

4. **Your share on Alexandria:** Everyone on campus has their own share on Alexandria. To access your share, follow the instructions above but use your Puget Sound login name in place of **stats**. (That is, you will type \\alexandria\yourloginname rather than \\alexandria\stats). You can use your share on Alexandria to make a backup copy of files from your own computer. It's also a good place to save your files when you are working on a university computer. You can then access your files from any other computer on the university network.

For the OIS instruction sheet on connecting to Alexandria, go to <http://resnet.ups.edu/infosheets.shtml>