

## Using Microsoft Excel for Statistics

1. Enter data into Excel spreadsheet in column format, with columns side-by-side.

	Group 1	Group2	
	69	75	
	77	80	
	88	96	
	56	55	
	89	90	
	90	95	

2. In Excel's **Tools** menu, check for **Data Analysis**. If it does not appear, choose **Add-Ins** from the **Tools** menu to install the **Analysis Toolpak**. You may need the Office CD-ROM to add the tools.
3. After the tools are added, click on **Tools** → **Data Analysis**.
4. Choose your statistic:
  - ANOVA single factor—computes sum, average, and variance of the data sets, and decides whether the sets of data are significantly different. If the P-value is below 0.05, it is considered different.
  - Correlation—computes the degree of relationship among the data sets.
  - Descriptive Statistics—computes mean, median, mode, standard deviation, range, min, max, etc. for data sets.
  - *Excel's Help menu will explain more about each analysis*
5. The screen will prompt you for the **Input Range**. You may need to move the box aside to see the cells containing your data. Surround the cells with your data (numbers only, not column labels or headings).
6. The screen also asks for the **Output Range**, and it's best to check **New worksheet ply** to see the analysis on a new layer of the spreadsheet.
7. You can discuss the findings and you can copy and paste them into your document or presentation.