

## ***Introduction to Minitab Workshop Details***

### **Description**

Introduces basic features of Minitab. Specific topics covered include: Session Window, Minitab Worksheet, Graphing in Minitab, Data entry and manipulation, similarities and differences to Excel. Course will use MINITAB statistical software **Duration - 8 hours.**

### **Goal**

Understand how to enter and manipulate data in Minitab, conduct simple statistical tasks and basic graphs in Minitab.

### **Outline / Topics**

#### **Windows and Menus**

- 4 Minitab Windows
- Compatibility with other Windows Applications
- Minitab Menus, File - Help

#### **Data Window versus Excel**

- Similarities and Differences
- Saving and Adding Worksheets
- Minitab Worksheets
- Data Entry Methods

#### **Manipulating Data**

- Stack / Unstack
- Calculation
- Random
- Sort

#### **Graphing and Statistics in Minitab**

- Box Plot
- Scatterplot
- Histogram
- Run Chart
- Descriptive Statistics
- Hypothesis Tests

### **Results**

Upon successful completion of the training, participants will have demonstrated the ability to:

1. Enter data directly into Minitab, copy data from or to Minitab.
2. Manipulate data in Minitab worksheets.
3. Create various graphs using Minitab, customize the graphs and interpret the graphs.

4. Use Minitab to obtain statistical measures for a data set including selection of preferred statistical measures.
5. Copy output from Minitab for use in other Windows based applications such as Excel or PowerPoint.
6. Use the Session Window as a log for documenting statistical analysis decisions and interpretations.