Guide to Minitab (Step by Step) A/S2R06

• Start Minitab

> choose Start > Programs > Minitab Solutions
> Minitab 15 Statistical Software English

opening a Worksheet

> choose File > open Worksheet > click Look in Minitab Sample Data folder
> Double-click Meet Minitab > choose shippingdata.mtw (for example)
> open

graphing Data

> File > Open Worksheet > Look in Minitab Sample Data folder
> shippingdata.mtw > open > Graph > Individual Value Plot
> Under One Y, choose With Groups, then click OK
> In Graph variables, enter Days
> In Categorical variables for grouping
> Click Data View, check Mean connect line
> OK

Create a grouped histogram

> choose Graph > Histogram
> choose With Fit and Groups, OK.
> In Graph variables, enter Days
> In Categorical variables for grouping, enter Center
> click OK.

Create a paneled histogram

> choose Graph > Histogram
> With Fit > click ok
> In graph variables, enter Days.
> click Multiple Graphs, then click the "By variables" tab.
> In By variables with groups in separate panels, enter Center.
> click OK.

— cont.

Examing Relationships between Two Variables

Access "Help": To find out which graph shows the relationship between two variables, use Minitab Help.

> choose Help > click the Index help
> In type in the keyword to find, type Graphs
> double-click the Overview entry to access the Help topic
> In the Help topic, under the heading Types of graphs, click "Examine relationships between pairs of variables."

Create a Scatterplot

> choose Graph > Scatterplot
> choose With Regression, then click Ok.
> under Y variables, enter Days. Under X variables, enter Distance.
> click Multiple Graphs, then click the "By Variables" tab
> In By variables with groups in separate panels, enter center
> click OK.

Edit scatterplot

> Graph > Scatterplot
> choose Editor > Add > Footnote
> In Footnote, type " x x x x "
> click OK.

Using Graph Layout and printing

> with the scatterplot active, choose Editor > Layout Tool (The active graph, the satterplot, is already included in the layout.)
> Click the scatterplot and drag it to the bottom right corner of the layout
> click "▣" to place the individual value plot in the upper-left corner of the layout
> click "▣" to place the grouped histogram in the upper-right corner.
> click "▣" to place the paneled histogram in the lower-left corner.
> "Finish".

Analyzing Data

> choose File > New
> then choose Minitab Project, click OK
> click Look in Minitab Sample Data folder
> double-click Meet Minitab, then choose Shippingdata.Mtw > click Open
> Choose Stat > Basic Statistics > Display Descriptive Statistics
> In variables, enter Days
> In By variables (optional), enter Center Status.

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> click Statistics.
> Uncheck First quartile, Median, Third quartile, N nonmissing and N missing.
> check N total.
> click OK in each dialog box.

- Performing an ANOVA
  > choose Stat > ANOVA > One-Way
  > In Response, enter Days. In Factor, enter Center.
  > click Comparisons.
  > click Tukey's, family error rate, then click OK.
  > click graphs
  > check individual value plot and Boxplots of data
  > under Residual plots, choose Four in one
  > click OK in each dialog box.
- Save project
  > choose File > Save Project As.
  > Navigate to the folder in which you want to save your files
  > In File name, type my_stats.mpj (for example)
  > click Save.