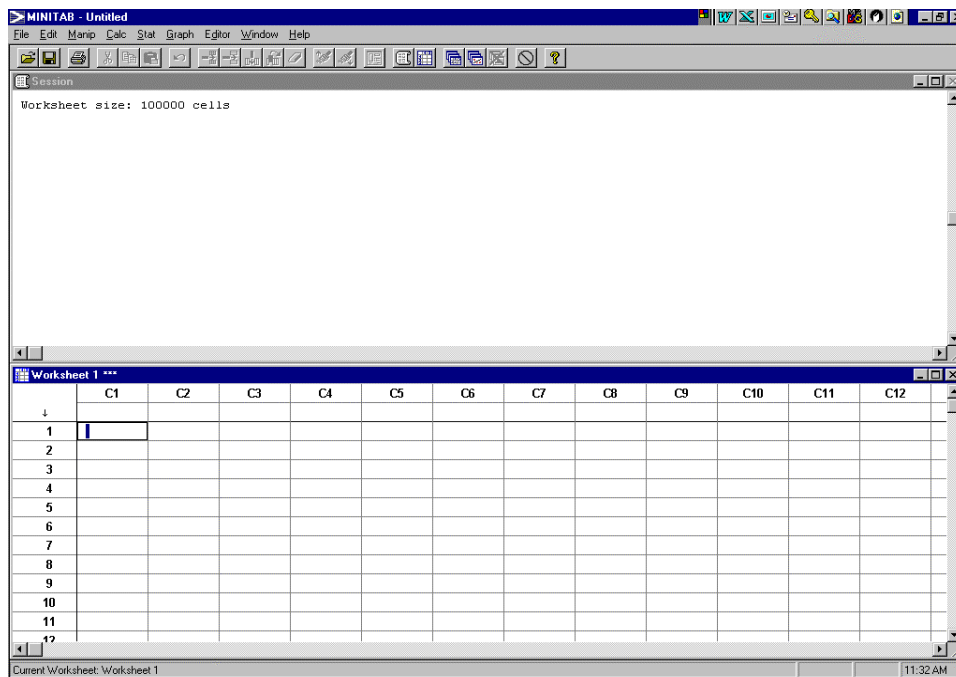


Introduction to MINITAB

Using Minitab:

MINITAB is a Windows-based software package that can be used to perform a wide range of statistical analyses, construct a variety of graphs and generate random data. When you first open MINITAB, the screen is divided into two parts. The top half is called the **Session Window**. The results of the statistical analyses are often displayed in the Session Window. The bottom half of the screen is the Data Window. It is called a **Data Worksheet** and will contain the data.

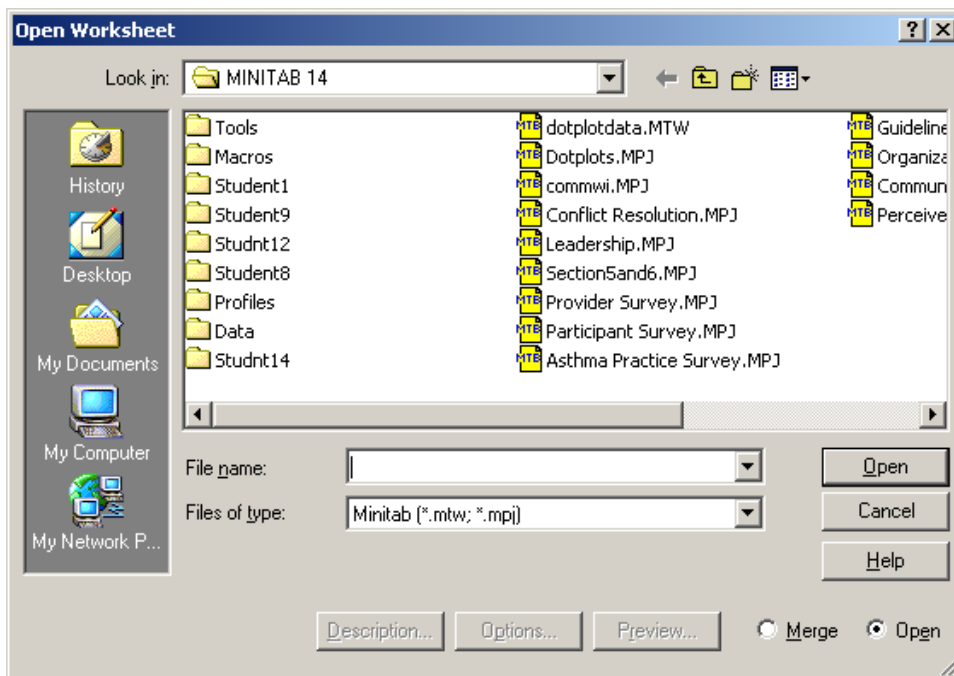


Data can be placed into a Worksheet in a variety of ways: it can be entered directly into the cells in the Worksheet; it can be imported from a file; or, it can be generated using a random number generator.

Opening Saved Worksheets

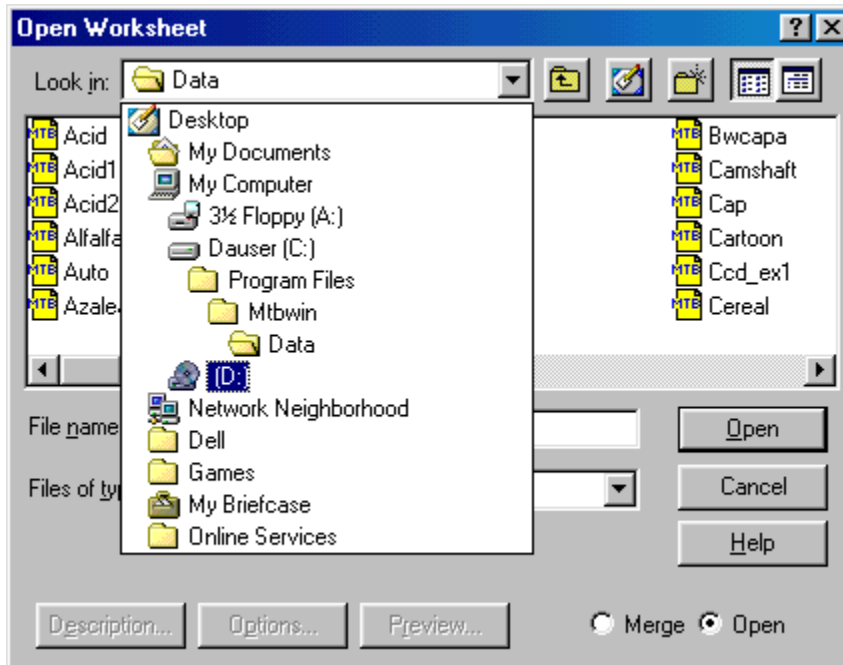
In Minitab, data is saved in files that are called **Worksheets**. There are many worksheets that have been created to go with Minitab as a learning tool. You can also create your own worksheets if you have data that you want to save.

To open a saved worksheet, click on **File → Open Worksheet**. The following screen will appear.

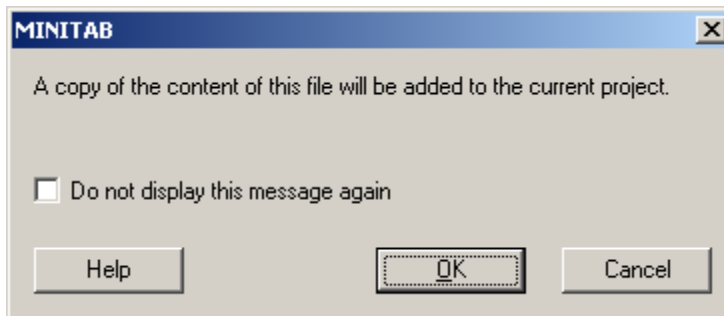


First, you must tell MINITAB where the data files are located. For example, if the data files are located on a CD, you must tell MINITAB to **Look In** your CD drive. To do this, click on the down arrow to the right of the top input field and select the CD drive by double-clicking on it.

4 Getting Started with MINITAB



A list of Minitab worksheets will be displayed, and you can select the one you want to work with by clicking on it. The following screen will pop up. Just click on **OK** and the data will be in the Data Window.



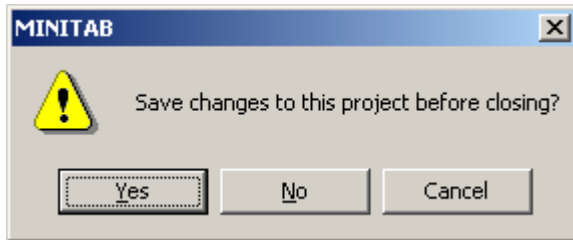
You are now ready to begin working with the data file.

Saving a Worksheet

When you are finished working with the data, you can either save the worksheet or exit without saving. To save the data, click on **File → Save Current Worksheet**. If you want to save the file under a new name, click on **File → Save Current Worksheet As**. Choose a **location** and enter a file name on the screen that appears.

Exiting Minitab

When you are finished working in Minitab, click on **File → Exit**. The following screen will pop up.



Click on **No** and Minitab will close.