

| The Data | Universities | Annual Tuition |
|----------|--------------|----------------|
| 1 | Yale | \$57,565 |
| 2 | Harvard | \$52,675 |
| 3 | Stanford | \$44,670 |
| 4 | Chicago | \$38,925 |
| 5 | Penn | \$38,550 |
| 6 | MIT | \$48,880 |
| 7 | Columbia | \$43,770 |
| 8 | Duke | \$31,660 |
| 9 | Dartmouth | \$30,445 |
| 10 | Northwestern | \$36,125 |

57565
52675
44670
38925
38550
48880
43770
31660
30445
36125

Required – Input the above data into Excel’s ‘Descriptive Statistics ‘.

Note: The Data Analysis Tool must first be installed on your computer before you can successfully follow this tutorial. Instructions for both Excel 2003 and 2007 are located in Unit One of the Course.

Step One: Left click on the mouse and ‘cover’ only the ten annual tuition amounts

Step Two: Click ‘Copy’

Step Three: Open your Excel spreadsheet to a new/blank document and make sure it is in the ‘Data’ view. This is the very top line of the spreadsheet located between ‘Formula’s’ and ‘Review’.

Step Four: Go to the far right hand side of your Excel sheet and locate ‘Data Analysis’. It is located to the far right, top of the Excel sheet. Click on ‘Data Analysis’ and a drop down menu will appear.

Step Five: From the drop down double click ‘Descriptive Statistics’ and a box will open.

Step Six: In the box entitled ‘Input Range’ you can now ‘paste’ your ten annual tuition numbers from Steps One and Two.

Step Seven: Once you ‘paste’ the data click the following boxes:

“Grouped by Columns”

“New Worksheet Ply:”

“Summary Statistics”

“Confidence Level for Mean 95% “

“Kth Largest and Smallest at One”

Step Eight: Click OK.

Your output should look like this:

| Column1 | |
|--------------------------------|-----------------|
| | |
| Mean | 42326.5 |
| Standard Error | 2806.861 |
| Median | 41347.5 |
| Mode | #N/A |
| Standard Deviation | 8876.075 |
| Sample Variance | 78784711 |
| Kurtosis | -0.75413 |
| Skewness | 0.341917 |
| Range | 27120 |
| Minimum | 30445 |
| Maximum | 57565 |
| Sum | 423265 |
| Count | 10 |
| Largest(1) | 57565 |
| Smallest(1) | 30445 |
| Confidence Level(95.0%) | 6349.562 |

You can check your results to see if the input numbers are correct. Note the 'Count'. That is the number of data entry points. It should be '10' as we entered data for 10 universities.

The other is the 'Sum'. This is the total of all the data points. In other words, the total annual tuition for all 10 universities should be \$423,265 !

Correct !

