

Stat 200: Introductory Statistics

Using Excel for Statistical Analysis

Chapter 2: Using Data from the Textbook CD

Many of the data sets that feature in Examples and Exercises in Bluman's text are to be found on the textbook CD. The available data sets are denoted in the by a CD icon. Look at question 17 on page 44, for an example of how these questions are marked.

You do not need to open the textbook CD to use the data sets. Each set can be opened directly from Excel. To do this you need to be aware how the files are named.

Finding the data set you need: Filenames

The publishers have adopted a system for naming data set files which at first glance requires a degree in cryptology to unravel. Actually it isn't that difficult, although you will be hard pressed to find too many people who believe there couldn't be a better way. Each file has a name that is made up of a number of codes.

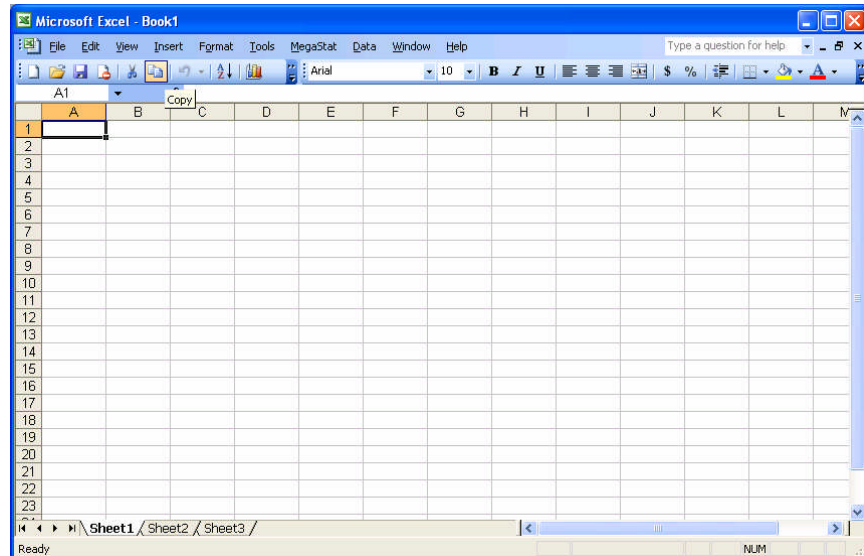
- First, a letter.
 - E = Example in the text
 - P = Problem from the Exercise set
 - Q = Quiz question
 - RP = Review Problem from the Review Exercises
 - EC = Extending the Concepts
 - CT = Critical Thinking
 - XL = Excel Examples
- Then a C and a 2-digit number representing the chapter. C02 would mean chapter 2, for example.
A file name beginning P-C02 will refer to a problem from an exercise set in chapter 2
- Next, an S and a 2-digit number representing the chapter section. Therefore, S03 would mean section 3.
A file name beginning P-C02-S04 will refer to a problem from the exercise set in chapter 2, section 4.
- A two digit number representing the question number.
A file name beginning P-C02-S04-12 will be the data set for problem 12 chapter 2, section 4 exercise set.

If you wish to find the data set for question 17 in the Section 2-2 exercises, for example, you will look for file E-C02-S02-17.

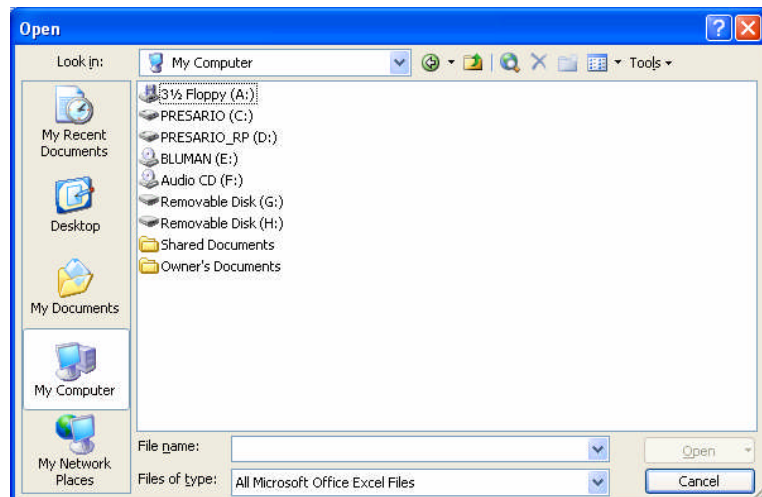
Similarly, the data for problem 35 in the Chapter 3 quiz has the file name Q-C03-S06-35.

Finding the data set you need: Locating the data file from within Excel

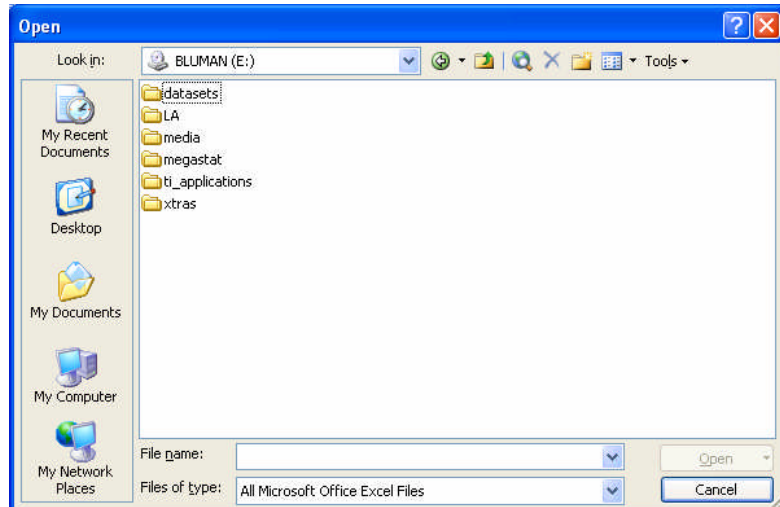
1. Open *Excel*
2. Click on the *Open* menu icon (a picture of a file being open, located directly below the File menu item.)



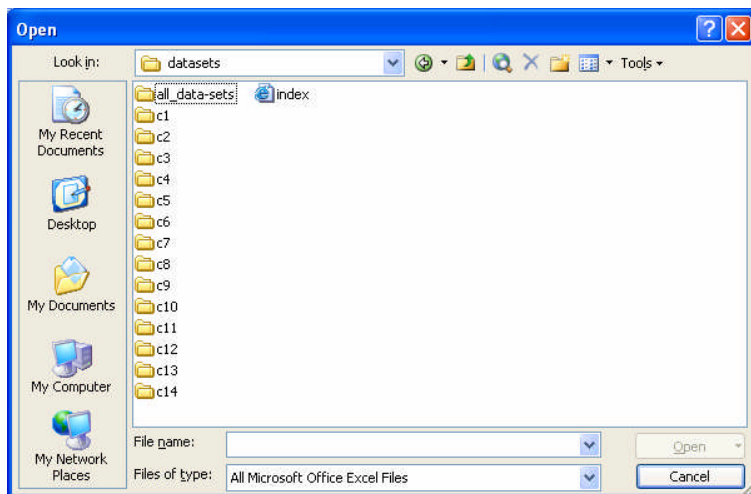
This will open the *Open* dialog box. Using the *My Desktop* and *My Computer* options to locate your computers CD drive (in this screen shot, drive E):



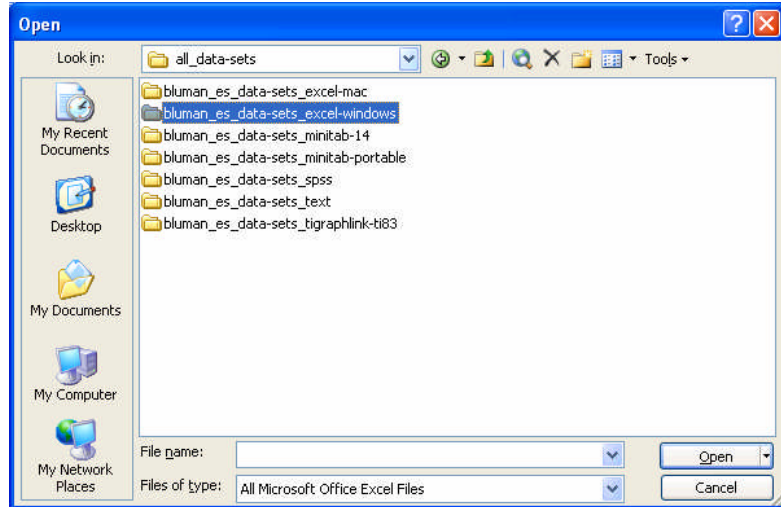
3. Click on the location of the CD drive - in this image: BLUMAN (E:). The following dialog box should appear:



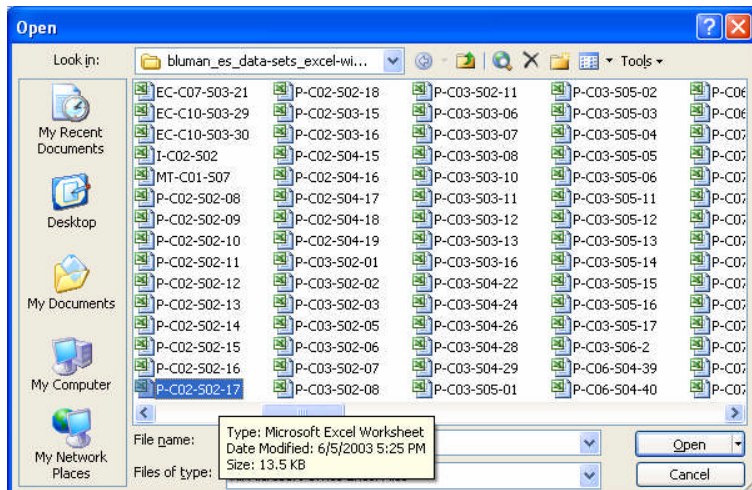
4. Select *datasets*. The dialog box displays directories corresponding to chapters in the text.



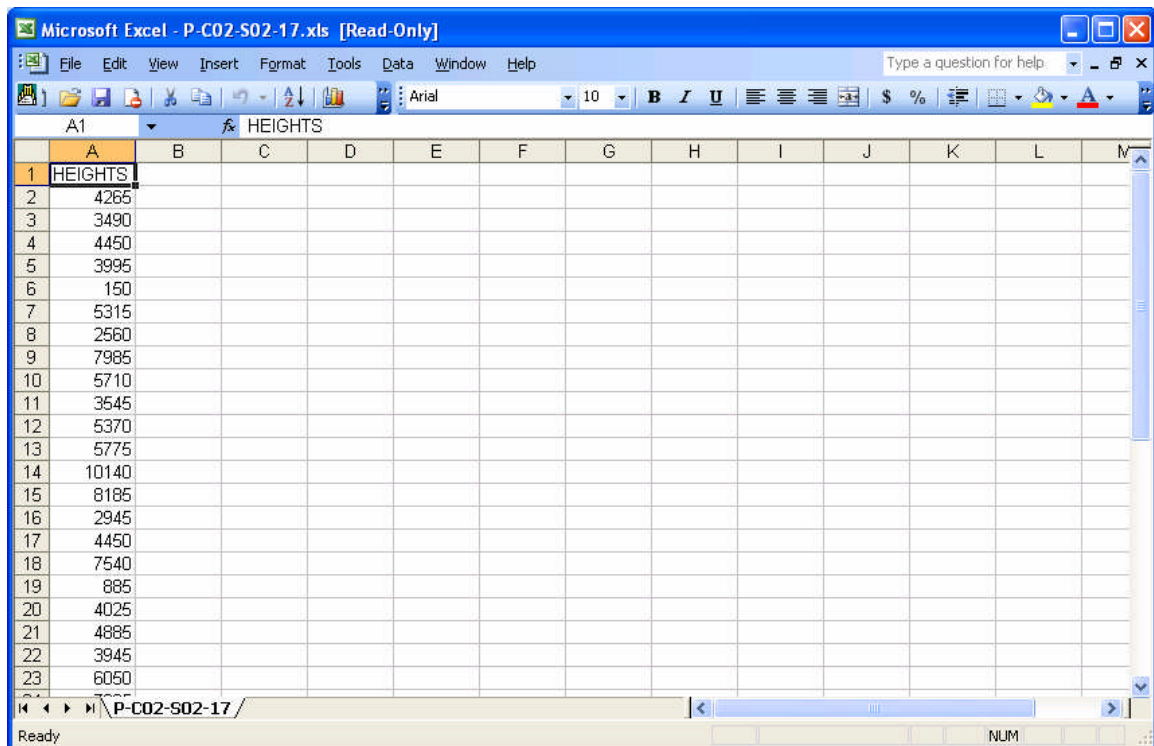
5. The only way I have avoided problems with accessing data is to select *all-data-sets* from the list. This brings up yet another dialog box from which you should select *bluman_es_data-sets_excel-windows* (if you are using Excel for windows.)



6. You can then open then locate and open the file you need. If we want the data for question 17 in section 2-2 on page 44 for example, we select file P-C02-S02-17 and click *Open*.



7. The file should open as a new Excel workbook.



8. This workbook is marked *Read Only*. You will not be able to edit it in any way. As a final step, save the file under another name. This will enable you to edit and analyze the data.

To save the workbook under a new name:

- Click on *save* on the tool bar
- A dialog box will tell you that you have to save it under a different name. Click OK.
- Give the file a meaningful name so that you will be able to find it again and choose to save it in a folder in your *My Documents* area. Click *Save*. You can now get to work on the file.