

## Introduction to Microsoft Excel (for mac) *Econ 261*

Microsoft Excel is a widely available and powerful statistical analysis tool. You should take the opportunity to become familiar with its data processing and analysis capabilities if you have not already done so. This set of instructions will enable you to access Excel and some of its statistical analysis tools.

### 1 Loading “Data-Analysis” Add-in

The Data-Analysis Add-In enables you to perform analysis on your data with ease. First, make sure that it is enabled on your system.

Log in to your Mac and start Excel

Locate **Data Analysis** on **Data** tab

N.B.: If **Data Analysis** is not available, you can load it by following the steps:

Click **Tools** on the **Menu** bar, and then click **Excel Add-Ins...**

Check the **Data Analysis ToolPak** to enable it. Then, click **OK**.

You can now locate **Data Analysis** on the **Data** tab.

### 2 Descriptive Statistics

To get a summary of your data,

Type or import your data

Click **Data-Analysis** on the **Data** tab

Click **Descriptive Statistics**

**Input range** - supply the range of the data or highlight the row/column of the data range

Check **Label in first row** if the title is in your Input range

Click **New Worksheet Ply:**

Check **Summary Statistics**

Click **OK** and print your test results

### 3 Using Scatter Plots

Type or import your data

Click on the **XY (Scatter)** on the **Insert** tab

or, Click on **Insert>Chart>XY Scatter** on the **Menu Bar**

*Right* Click the chart

Click **Move Chart**

Select **New Sheet**

Click **OK**

*Right* Click on any dot on the graph

Click **Add Trend-line...**

Check **Linear** (change dash type, size, or color if it is too hard to see)

*you may want to save your graph*

## 4 Correlation

Type or import your data

Click **Data-Analysis** on the **Data** tab

Click **Correlation**

You should select your data now. If the titles are included in your selection (recommended) then Click **Label in first row**

Click **New Worksheet Ply**

Click **OK** and print your results