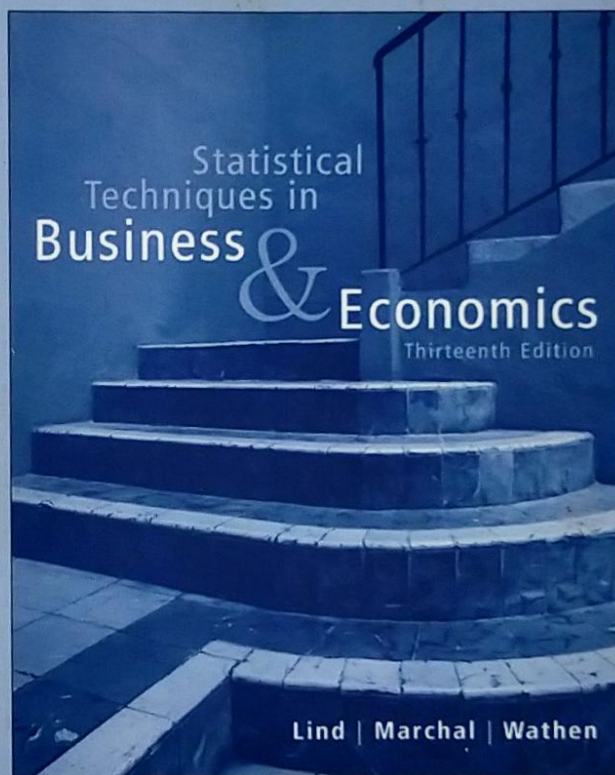
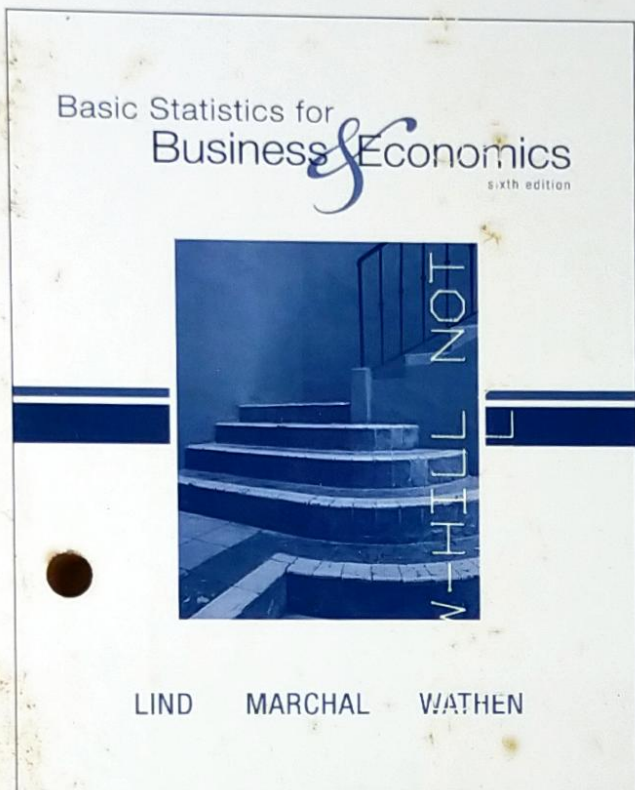


Basic Statistics using Excel 2007

for use with



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for use with

Basic Statistics for Business & Economics

Sixth Edition

and

Statistical Techniques in Business & Economics

Thirteenth Edition

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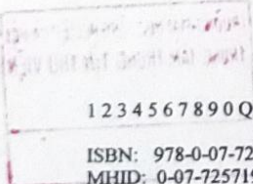
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Basic Statistics using Excel 2007 for use with
BASIC STATISTICS FOR BUSINESS & ECONOMICS AND STATISTICAL TECHNIQUES IN BUSINESS
& ECONOMICS
Douglas A. Lind, William G. Marchal, and Samuel A. Wathen

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1 2 3 4 5 6 7 8 9 0 QPD/QPD 0987

ISBN: 978-0-07-725719-4
MHID: 0-07-725719-7

www.mhhe.com

PREFACE

Basic Statistics Using Excel 2007 is a workbook, which empowers students to use the computer to help them understand and apply the basic tools taught in an introductory statistics course. When students use Excel to experiment and illustrate their problems, they can better visualize them and more easily see what happens.

Given the popularity of Excel and its continuing expanded capacity to handle statistical data, it is a natural in colleges; in fact, many colleges have Excel on all of their computers. In addition, Excel is the software of choice in today's business world. What students learn with Excel can often be applied immediately on the job as well as in other classes. Many students have been exposed to this powerful software program and may already have it on their own computers.

This workbook is especially designed to accompany the Thirteenth Edition of **Statistical Techniques in Business and Economics** by Douglas A. Lind, William G. Marchal, and Samuel A. Wathen. It also works well with the Sixth Edition of **Basic Statistics for Business and Economics** by Lind, Marchal, and Wathen. Both of these books use Excel and Minitab illustrations. They sometimes use only Excel on problems where the authors feel Excel is superior and Minitab where they feel Minitab is superior. **This workbook fills a special niche for instructors who use only Excel 2007 in their courses.** It can also be used as a companion to most other introductory statistics texts, or by itself.

The chapter goals listed at the beginning of each chapter provides overviews of the main topics covered and the tasks students should be able to do after having worked through the chapter.

Following each chapter are several exercises to provide additional practice in applying the topics covered. Thus the students can check their comprehension of the material as they progress through each chapter. These exercises can also be used as class assignments.

The illustrations in this workbook are from Excel 2007 and are often different than previous versions of Excel. You may want to consider using a previous version of this workbook if you are using a previous version of Excel.

If you are using Excel 2007, you should not have any problems using this workbook.

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Virginia E. Koehler

ACKNOWLEDGMENTS

We are grateful to many people for the help and encouragement throughout the development of this workbook: Mike Antonucci, Gail Korosa, Christina Sanders and Katie Jones at McGraw-Hill Irwin, our students for their patience while classroom testing our rough drafts, and the feedback from several reviewers. Julie Sanborn's editing skills improved the earlier versions of this manuscript immensely.

We welcome comments about the book and suggestions for improvement:

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CHAPTER
1
USING MICROSOFT EXCEL SPREADSHEETS

CHAPTER GOALS

After completing this chapter, you will be able to:

1. Understand why Excel is so useful as a statistical tool.
2. Define what is meant by a spreadsheet.
3. Enter data into a spreadsheet.
4. Create formulas and solve problems with a worksheet.
5. Edit data that is in a spreadsheet.
6. Use a spreadsheet to experiment and illustrate.

Introduction

Welcome to **Basic Statistics Using Excel 2007**.

Excel is the most popular spreadsheet program in the world and has the capacity to handle a wide variety of statistical applications. Most colleges have Excel on their campus computers; it is part of the Microsoft Office package. You may have already had some exposure to Excel and used it for other applications. You may even have Excel on your home computer.

Using Excel will enhance your ability to understand and apply statistical principles. It is the software choice in the business world.

Basically, spreadsheets are used to help you with analysis of numerical data and to solve problems. In a spreadsheet, you can enter data that is related, and see what the results are if you change that data. You can create charts and graphs. You can run statistical analysis. Spreadsheets are used in businesses by managers to assist in decision making.

This chapter is for those who have never used a spreadsheet or worksheet, or for those who want a review of the basics.