The purpose of this handout is to provide you information about using Minitab with Windows in the labs of the Office of Information Technology (IT). The Information Technology Computer Labs are located in room 370 of the Applied Science & Technology Building. The primary IT Labs that support Minitab are the Open Lab I, Pentium Lab II, and Pentium Lab III. Page 1 of this handout discusses how to access, logon and logoff, the computers in the IT Computing Labs. Page 2 will discuss how to access the Minitab computer package.

Student Logins

Upon finding a Windows PC you are ready to log on. There should appear a small window that says

**Welcome to Windows**
**Press Ctrl-Alt-Delete to begin**

Upon doing so another small window should appear that says

**Log On to Windows**
User name [ yourusername ]
Password [ yourpassword ]
Log on to [ NKU ]
[ OK ]

Notes
1. *yourusername* is your NKU email address (before the @ sign).
2. *yourpassword* is your NKU email password
3. Your original password is the last 8 digits of your ISO number (found on your NKU ID card).
4. The username can be found and/or the password changed by going to [http://www.nku.edu/password](http://www.nku.edu/password).
5. Please see a lab assistant if you have any difficulty.

If you are successful, you should see a typical desktop display with the “Start” bar at the bottom, left-hand corner of the screen.

It is very important that you remember to log out of the computer when you are finished. This will prevent others from accessing your information.

To do so, click on **Start > Shut Down**

A small window will appear and you will complete:

**Log off** [ yourusername ]
[ OK ]

USING MINITAB
Minitab is a powerful statistical package that provides a wide range of basic and advanced data analyses. Using Minitab requires two essential elements: (1) Entering data into the Minitab worksheet, and (2) Requesting something be done with the data values entered, usually the construction of a graph or some form of computation.

A. **Directions to get in and out of Minitab:**

1. Use the following set of clicks to open Minitab: **Start > Programs > Minitab 14 > Minitab 14**
   After a few seconds a split-screen will appear. The top screen is referred to as the "Session" window, and the bottom screen is the "Data" window.

2. To exit Minitab, click on "X" in the very top right corner. You will be asked by Minitab if you wish to save the changes and you should respond (click on) “No”.

B. **Entering data into Minitab**

Data is entered into Minitab by entering values in the “Data” widow, or worksheet. Two primary methods are used to enter data into the Minitab worksheet.

1. **Entering data values for problems assigned in the text:**

   For most problems you will be assigned from the text, the data values have already been entered in a data file. All you need to do is to "load" the data into the Minitab worksheet. For example, the following sequence of clicks

   File > open worksheet > _data > STA 205 > CH 02 > c02s03e01.MTW > open

   would be used to retrieve the data values for Chapter 2, Section 3, Exercise 1, and enter them in the worksheet.

2. **Entering data values directly into the worksheet:**

   After getting into Minitab you are in the data window, and may enter data values directly into column C1 of the worksheet. The cursor should be in the first cell of C1. Enter a data value, press the "down arrow " key, enter a value, and press the "down arrow" key, etc. until all the data values are in the worksheet. If you need to correct a value, move the cursor to the incorrect cell and enter the correct value.

C. **Performing Computations**

After the data has been entered into any column, say C1, we may now request that computations be done on these values. For example, the sequence of clicks

   **Stat > Basic Statistics > Display Descriptive Statistics > select C1 > OK**

will have Minitab compute various descriptive statistics for the values in C1. Throughout the semester, specific examples will be provided to demonstrate how data is entered and desired analyses are obtained.

D. **Printing**

You are able to edit your session window that will contain the desired calculations. Somewhere within the session window you should type in your name, some title identifying the work, and any other pertinent information. To print the session window, double click on the printer icon while in the session window.