

For those who may have little or no experience using MS Excel, here is a crash course in using functions in MS Excel; you will find additional information in the *A Short Tour of MS Excel* and *Using MS Excel: Basics* handouts posted in the same section, Course Handouts and Data, of the main course page.

To use one of the functions in MS Excel, you left click on the cell into which you would like to enter then function and type an equal sign (=) followed by the function itself and the range of the cells for the data to be examined. For example, if we want to determine the mean for data in cells A1 through A 29, inclusive, we would left click on the cell into which we want to enter the function and type

- =average(a1:a29) or
- =AVERAGE(A1:A29)

We can enter the function using either lower case or upper case since MS Excel understands both to be the same when entering functions. The “a1:a29” or, if you prefer, “A1:A29” is the range of the data, and the function for the mean is specified, obviously, by “average” or, if you prefer, “AVERAGE”.

The functions for the mode, minimum, maximum, sample standard deviation, and population standard deviation are MODE, MIN, MAX, STDEV, and STDEVP, respectively; here, for clarity, these functions are specified using upper case. For the quartiles, we use the function QUARTILE with the form QUARTILE(range, #) where the range is the range of the data as discussed above and # is the quartile number. For the function QUARTILE, # can take on the values 0, 1, 2, 3, and 4. From your reading, the quartiles for which # is 1, 2, and 3 should be straight forward. What are the values of QUARTILE when # is 0 or 4?