**MINITAB**

**Generate a Random Number**

Calc → Random Data → Integer

“Number of rows of data to generate” box is the number of random numbers you want.

“Minimum value” box is the lowest number you want and the “Maximum value” box is the highest number you want.

Click OK

**Construct a Histogram**

Enter data into C1 column

Graph → Histogram → Simple → OK

“Graph Variables” box is where you are going to put the data from C1 so click once on the empty white box then double click on C1 in the box to the left and it will appear into the graph variables box.

The Labels button is where you click to insert a Title for your graph.

Click OK and your graph will appear.

You might want to change your x-scale so put mouse cursor on the X-scale and wait a second until you see the words X-scale appear then right click. Go to Edit X Scale. Click on the Binning tab on the top. “Interval Type” should have the black dot on “Midpoint” and “Interval Definition” will have black dot on “Midpoint/Cut-point positions.” Type all your midpoints into this box with a space between each one.

Click OK

To Print graph click on File → Print Graph → OK
**MINITAB**

**Construct a stem-and-Leaf Plot**

Enter data into C1 column.

**Graph ➔ Stem-and-Leaf**

“Graph Variables” box is where you are going to put the data from C1 so click once on the empty white box then double click on C1 in the box to the left and it will appear into the graph variables box.

Click OK

**Construct a Pie Chart**

Enter information or categories into C1 column and corresponding data into C2 column

**Graph ➔ Pie Chart ➔ OK**

Select “Chart values from table”

Click once on “Categorical Variable” box and then double click on C1 in box to the left and it will appear into the box. Do the same procedure for the “Summary Variables” box but put C2 into this box.

The **Labels** button is where you click to insert a Title for your graph. Also if you can put labels on graph by clicking on the **Slice Labels** tab up top, and then select the labels you want to appear.

Click OK twice
**MINITAB**

**Construct a Dot plot**

Enter data into C1 column

**Graph → Dot Plot → Simple → OK**

Click in “Graph Variables” box once then double click on C1 in box to left and it will appear in the box.

The **Labels** button is where you click to insert a Title for your graph

Click OK

**Construct a Pareto Chart**

Enter categories into C1 and data numbers into C2

**Graph → Bar Chart → Simple**

Change “Bars represent” to **Values from table**

Click OK

In “Graph Variables” box click once then double click on C2 on box on left. In “**Categorical Variable**” box do the same procedure as above but enter C1 instead.

Click on “**Chart Options**” button. Select “**Decreasing Y**” Click OK

The **Labels** button is where you click to insert a Title for your graph

Click OK when done

**Note:** If there are spaces between rectangles then remove them by right pointing mouse cursor on the **x-axis**, wait for x-scale to show and **right click**. Select **Edit X-Scale** then **Scale** tab up above and then in the “**Gap between clusters**” box enter 0

Click OK
**MINITAB**

**Construct a Scatter plot**

Enter data into columns C1 and C2

**Graph → Scatterplot → Simple**

“Y variable” box is where you put C2 and “X variable” box is where you put C1.

The **Labels** button is where you click to insert a Title for your graph

Click **OK** twice

**Find Range, Mean, Variance, and Standard Deviation**

Enter data into column C1

**Stat → Basic Statistics → Display Descriptive Statistics**

The “Variable” box is where you put C1 and C2 if you have a C2 column

Click **OK**

**Find 1st, 2nd, and 3rd quartiles**

Enter data into C1 column. **Note:** It does not need to be in numerical order

**Stat → Basic Statistics → Display Descriptive Statistics**

The “Variable” box is where you enter C1

Click **OK**
MINITAB

**Construct a box-and-whisker plot**

Enter data into C1 column

**Graph → Boxplot → Simple**

Click once on “Graph Variable” box and then double click on C1 in box to the left and it will appear into the box.

Click on “Scale” button. Select the “Transpose value and category scales” so that you plot will be displayed horizontally.

The **Labels** button is where you click to insert a Title for your graph

Click **OK** twice