

Extra Instructions for Homework 1 Excel 2007-

Excel 2007: Getting to tools you need to graph data.

1. Entering the data is the same, just click on a cell and type the information in.
2. To get to the data analysis option click on the 'DATA' tab and the 'Data Analysis' tool will be in the 'Analysis' section to the far right of the screen. Once you find the Data Analysis tool, the rest of the instructions are the same.
3. Graphing is still tricky using Excel 2007 and may be a little trickier. Your group titles, means and standard errors should all be next to each other in your spreadsheet. Highlight the titles and means together and click on the 'INSERT' tab. You will see a menu of different chart styles. Choose a style and a graph with your means and group names will be automatically created.
4. To add standard error bars and labels click on the graph and click on a 'CHART TOOLS' tab at the top of the screen.

Standard Error Bars-

1. Select 'Lay Out' then 'Error Bars' in the 'Analysis' Section
2. Select 'More Error Bar Options' and then custom.
3. Select 'Specify Value' and highlight the standard error values for BOTH of the groups.

For positive error value, you will highlight both of the SE values

For negative error value, you will highlight both of the SE values

TIP: make sure that your titles, means, and SE values are all lined up appropriately in your spread sheet. Graphing is much easier this way and everything will be put in the right place.

**\*\*\*\* DO NOT select 'Error Bars with Standard Error'. \*\*\*\*** This option does not graph the correct standard error.

Labels-

1. Select 'Design' and choose a 'Chart Layout' that allows you to add a title, X and Y axis labels, and bar labels or a legend.