

Biometry Practical Notes for Excel

How to open worksheet correctly

1. Save as
2. Network drive
3. Do not open saved file straight away
4. Open Inetkey
5. Search for and open XLSTAT
6. Enable Macros
7. File> Open

How to enable Data Analysis Toolpak (Found under Data Tab)

1. File> options
2. Add-ins> Manage> Excel add ins
3. Go> Analysis toolpak

CATEGORICAL DATA: FREQUENCY TABLES AND VISUALISATIONS

(Nominal or ordinal scale)

Using Excel

1. Set up Frequency Table Distribution
2. Use =COUNTIF function
3. Set data range using → \$column\$row (can use F4) eg. \$A\$4
4. Drag down from bottom right hand corner of cell using black +
5. Use =SUM function for total

Frequency Distribution Table	
Category 1	=COUNTIF(Range \$A\$1:\$A\$26, Criteria)
Category 2	"
Category 3	"
Total	=SUM(Range of Category Frequencies above)

Suitable representation of nominal data: Pie Chart

Charting functions in Excel required Frequency Distribution Table

How to set up a pie chart:

1. Select Frequency Distribution Table (above) just select categories and category frequencies
2. Insert > Pie > Choose format
3. Can add percentages etc.

Using XLSTAT

1. Go to XLSTAT toolbar tab
2. Describing data drop down > Descriptive Statistics
3. General tab within descriptive statistics: Select "Qualitative Data" and deselect "Quantitative data"