INTRODUCTION TO MINITAB
Minitab Training Topics

- Worksheet Conventions and Menu Structures
- Minitab Interoperability
- Graphic Capabilities
  - Pareto
  - Histogram
  - Box Plot
  - Scatter Plot
- Statistical Capabilities
  - Capability Analysis
  - Hypothesis Test
  - Contingency Tables
  - ANOVA
  - Design of Experiments (DOE)
Worksheet Format and Structure

- Session Window
- Worksheet Data Window
- Menu Bar
- Tool Bar
Data Window Column Conventions

Text Column C1-T  
(Designated by -T)

Date Column C2-D  
(Designated by -D)

Numeric Column C3  
(No Additional Designation)
Other Data Window Conventions

Column Names
(Type, Date, Count & Amount)

Data Entry Arrow

Entered Data for Data Rows 1 through 4
Menu Bar - Menu Conventions

Hot Key Available (Ctrl-S)

Submenu Available (… at the end of selection)
Menu Bar - File Menu

Key Functions

- **Worksheet File Management**
  - Save
  - Print
  - Data Import
Menu Bar - Edit Menu

Key Functions

- *Worksheet File Edits*
  - Select
  - Delete
  - Copy
  - Paste
  - Dynamic Links
Menu Bar - Manip Menu

Key Functions

• **Data Manipulation**
  - Subset/Split
  - Sort
  - Rank
  - Row Data Manipulation
  - Column Data Manipulation
Menu Bar - Calc Menu

Key Functions

• **Calculation Capabilities**
  - Column Calculations
  - Column/Row Statistics
  - Data Standardization
  - Data Extraction
  - Data Generation
Menu Bar - Stat Menu

Key Functions

- Advanced Statistical Tools and Graphs
  - Hypothesis Tests
  - Regression
  - Design of Experiments
  - Control Charts
  - Reliability Testing
Menu Bar - Graph Menu

Key Functions

- **Data Plotting Capabilities**
  - Scatter Plot
  - Trend Plot
  - Box Plot
  - Contour/3D plotting
  - Dot Plots
  - Probability Plots
  - Stem & Leaf Plots
Menu Bar - Data Window Editor Menu

Key Functions

• Advanced Edit and Display Options
  ➢ Data Brushing
  ➢ Column Settings
  ➢ Column Insertion/Moves
  ➢ Cell Insertion
  ➢ Worksheet Settings

Note: The Editor Selection is Context Sensitive. Menu selections will vary for:
  • Data Window
  • Graph
  • Session Window
Depending on which is selected.
Menu Bar - Session Window Editor Menu

Key Functions

• Advanced Edit and Display Options
  ➢ Font
  ➢ Connectivity Settings
Menu Bar - Graph Window Editor Menu

Key Functions

- Advanced Edit and Display Options
  - Brushing
  - Graph Manipulation
  - Colors
  - Orientation
  - Font
Menu Bar - Window Menu

Key Functions

- Advanced Window Display Options
  - Window Management/Display
  - Toolbar Manipulation/Display
Menu Bar - Help Menu

Key Functions

• Help and Tutorials
  ➢ Subject Searches
  ➢ Statguide
  ➢ Multiple Tutorials
  ➢ Minitab on the Web