

Instructions for the Histogram Function

1 Older version of Excel: Mac or PC

To get to the Histogram function go to:

Tools → Data Analysis → Histogram.

In the window that opens up, click on input range and highlight the column (or row) of data containing the values you want to make a histogram of, including the column (or row) label. Next, click on the bin range box and then highlight the column of bin midpoint labels, including the label (which you should probably have called something like 'bin midpoints'). Click the Labels box. Click on the Output range box and then click on a cell in your spreadsheet where the frequency table can start without over-writing other data. Then click on the Chart Output box, and hit OK.

This will generate your histogram and frequency table. Adjust the gap widths of your histogram by double clicking on any of the bars and then going to the Options tab and setting the Gap Width to 0.

If you do not see Data Analysis under tools, you will need to add the Data Analysis tool pack. To do this, go to Tools → Add Ins. Then click the Analysis ToolPak and hit OK. You should now have Data Analysis under your Tools menu.

2 New version of Excel: PC ONLY

To get to the Histogram function go to:

The Data Tab. Data Analysis will be an option under the Analysis Group. Click on Data Analysis and then Histogram.

In the window that opens up, click on input range and highlight the column (or row) of data containing the values you want to make a histogram of, including the column (or row) label. Next, click on the bin range box and then highlight the column of bin midpoint labels, including the label (which you should probably have called something like 'bin midpoints'). Click the Labels box. Click on the Output range box and then click on a cell in your spreadsheet where the frequency table can start without over-writing other data. Then click on the Chart Output box, and hit OK.

This will generate your histogram and frequency table. Adjust the gap widths of your histogram by double clicking on any of the bars and then going to the Options tab and setting the Gap Width to 0.

If you do not see Data Analysis under tools, you will need to add the Data Analysis tool pack. To do this, click on the MS Office logo button in the Left-hand corner (same one you click on to save). This opens a little window. Go to the 'Excel Options' button on the bottom Right-hand side. This opens a new little window. Click on 'Add Ins' in the Left-hand column. Click on Analysis Toolpack and GO (**not OK**). This opens a new window. Click on Analysis ToolPack and OK

Now Data Analysis will appear under the Data tab.

3 New version of Excel: Mac

To get to the Histogram function go to:

The Data Tab. Data Analysis will be an option under the Analysis Group. Click on Data Analysis and then Histogram.

In the window that opens up, click on input range and highlight the column (or row) of data containing the values you want to make a histogram of, including the column (or row) label. Next, click on the bin range box and then highlight the column of bin midpoint labels, including the label (which you should probably have called something like 'bin midpoints'). Click the Labels box. Click on the Output range box and then click on a cell in your spreadsheet where the frequency table can start without over-writing other data. Then click on the Chart Output box, and hit OK.

This will generate your histogram and frequency table. Adjust the gap widths of your histogram by double clicking on any of the bars and then going to the Options tab and setting the Gap Width to 0.

If you do not see Data Analysis under tools, you're screwed. No, just kidding, but it's not pretty. The histogram tools are no longer included in Office 2008 for Mac. Microsoft suggests a free alternative plug-in for Excel. Download this from the address:

<http://www.analystsoft.com/en/products/statplusmacle/>

You'll need to download this from the web and install it before you can build histograms. I don't have a Mac, so I haven't gone through this process myself. If you want to stop by my office we can try to figure it out on your laptop together.

4 Resources in Ford

You are welcome to use the computers in Ford 224 and 202 when class isn't in session. These computers all have the new version of excel and you'll need to install the Data Analysis kit on almost all of them. Room 202 has Macs, but you can run them as PCs. There should be instructions on how to start them as PCs on the dry erase board in that room.