

MICROSOFT EXCEL: DESCRIPTIVE STATISTICS

EXERCISE 1

Request 2.

To move a column:

- Select the column that you want to move.
- Right click and Cut.
- Select the column to the left of which you want to move your column.
- Right click and **Insert Cut Cells...**

Request 3. Working with predefine functions

To use predefined function:

- Place the mouse in the cell where you want to obtained the result and from **Insert** menu choose **fx...** option and All (under “Or select a category” option)
- From the “Select a function” window choose the function according with the following table:

Statistics	Name of Predefine Function
Centrality parameters	
Arithmetic mean	=AVERAGE(array)
Median	=MEDIAN(array)
Mode	=MODE(array)
Central value	=(MAX(array)+MIN(array))/2
Geometric mean	=GEOMEAN(array)
Harmonic mean	=HARMEAN(array)
Measures of spread	
Range / Amplitude	=MAX(array)-MIN(array)
Standard deviation	=STDEV(array)
Standard error	=STDEV(array)/SQRT(COUNT(array))
Coefficient of variation	=STDEV(array)/AVERAGE(array)
Measures of symmetry	
Skewness	=SKEW(array)
Kurtosis	=KURT(array)
Measures of localization	
1 st Quartile	=QUARTILE(array,1)
2 nd Quartile (median)	=QUARTILE(array,2)
3 rd Quartile	=QUARTILE(array,3)
95 th Percentile	=PENCERTILE(array,0.95)