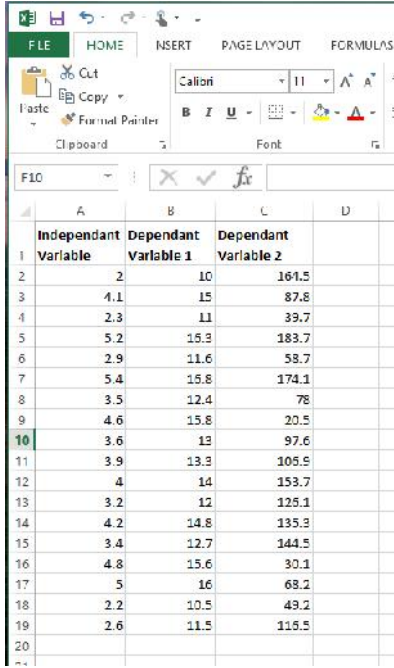# Basic Statistical Analyses in Excel 2013
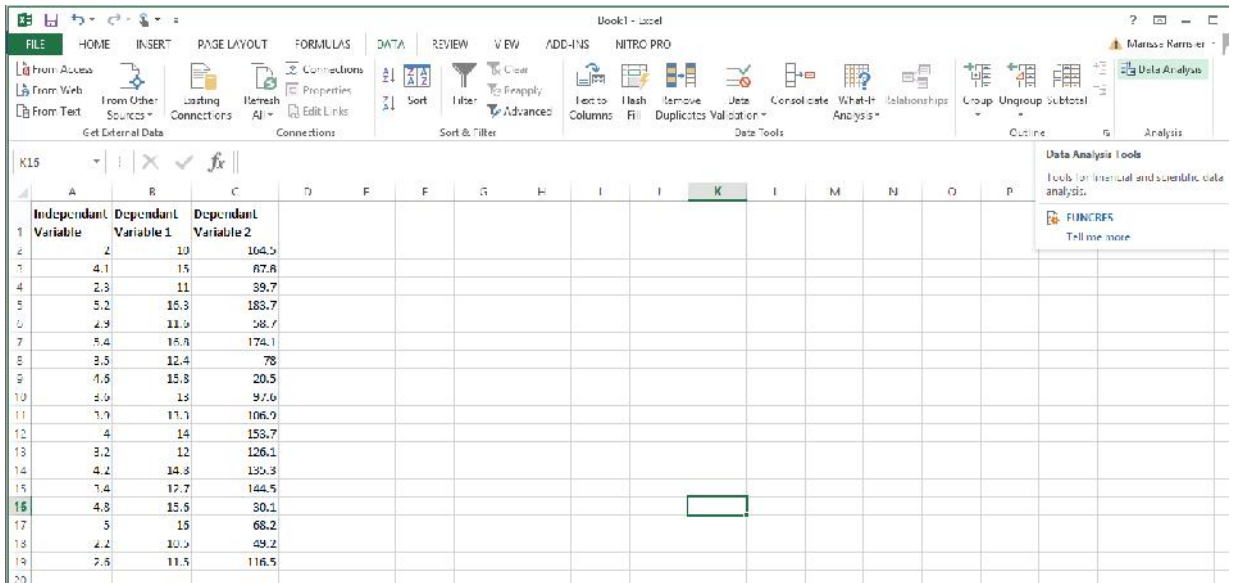
Note: Other versions of excel generally have these same functions, but the menus/paths may differ

(1) **Input data into excel.** Make sure data are formatted as numbers with no additional information in the cells:

(2) **First, get your basic descriptive statistics.** Go to the DATA tab, and select the Data Analysis Tookpak (on the right). If you do not see that option, do a google search for "Data Analysis Tookpak in Excel" to find the instructions on how to add it (for free)
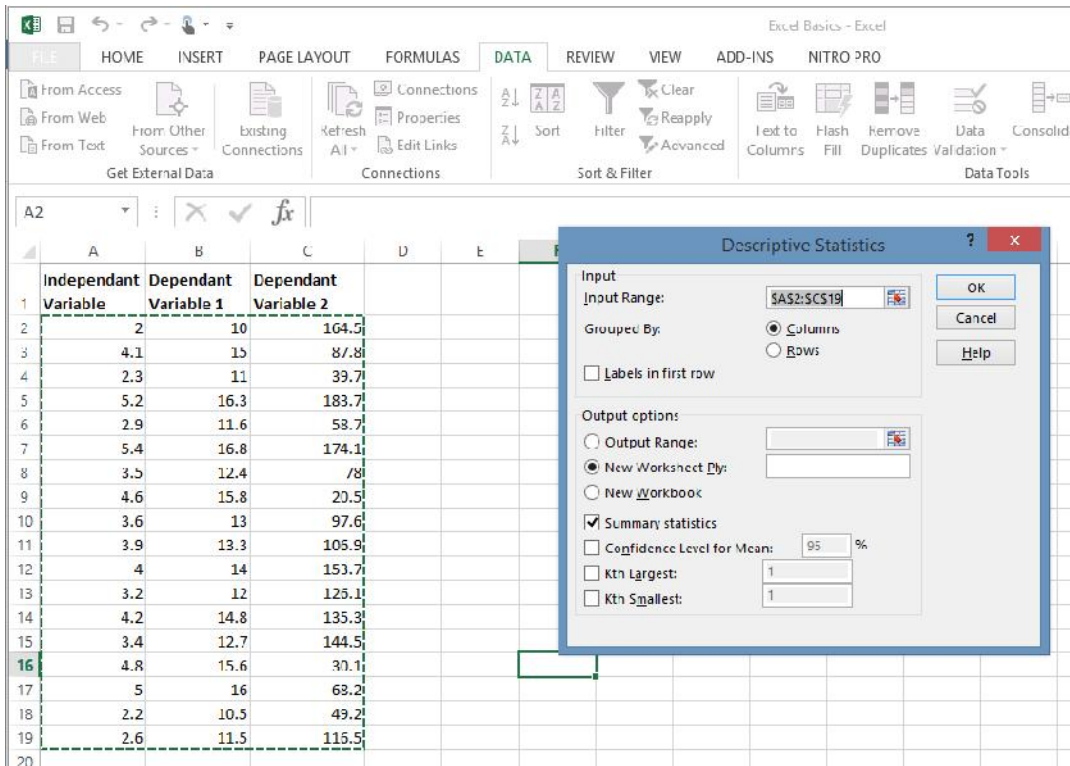
(3) In the Data Analysis popup window, scroll down to select "Descriptive Statistics" and then "OK"
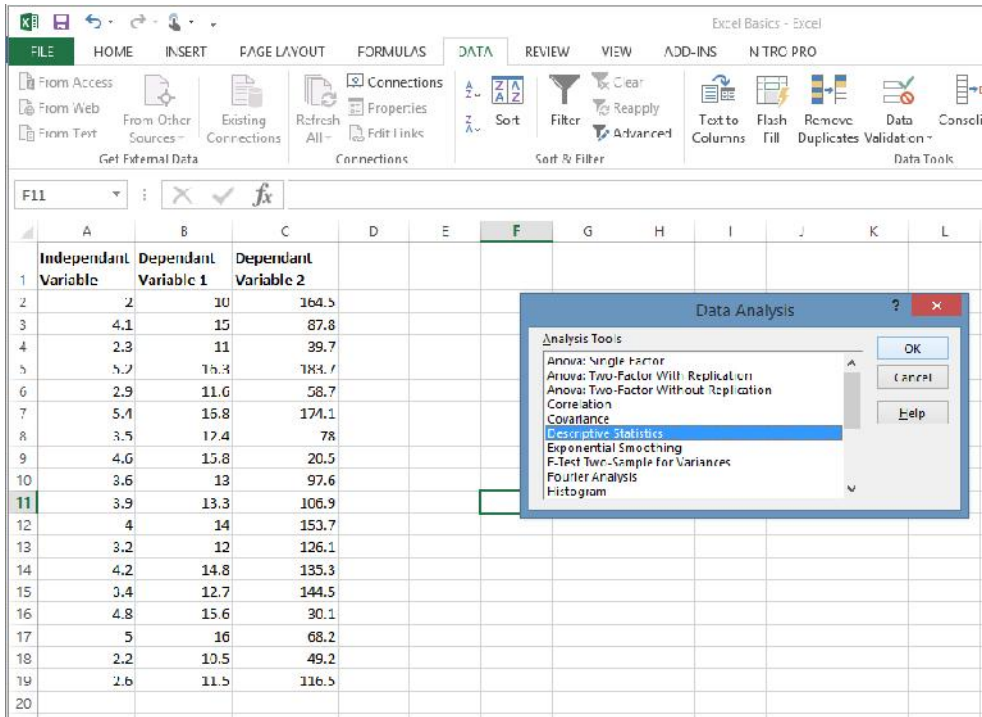
(4) Put your mouse in "Input Range" and draw a box around all of your data. Check the box for "Summary statistics", and then click OK.

(5) In the data output, you are likely most interested in the mean and standard deviation. These are standard statistics to present when describing your data.

(6) You can also get mean and standard deviation by entering formula in the sheet itself, dragging a box around the data, closing the parentheses, and hitting enter. You need to do each column of data separately. Make sure to not include the title or any words in the data.

(7) You can also run a basic correlation analysis this way, but to do so you need to highlight one column of data, then put in a comma, then the second column of data and a closing parentheses. The output will tell you how correlated the data is (closer to 1 is more strongly correlated).