STEPS TO MEAN, MEDIAN, MODE & STANDARD DEVIATION ON MINITAB
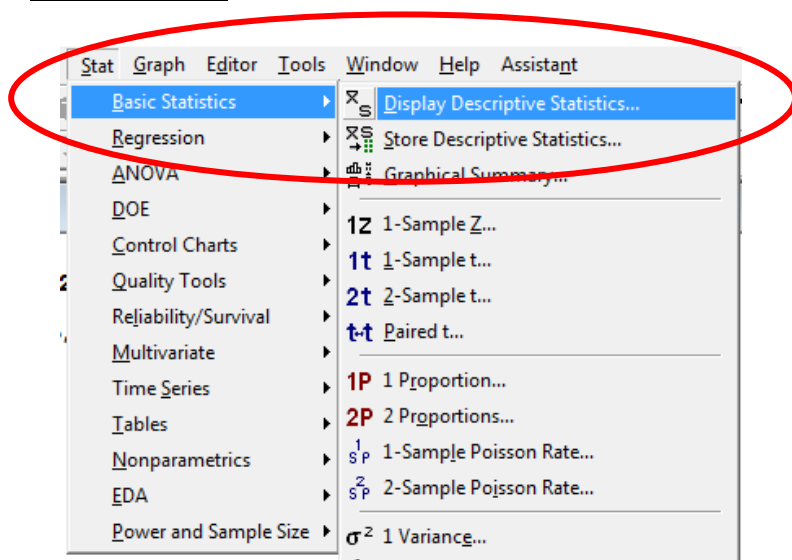
DISCLAIMER: SOME STEPS MAY SLIGHTLY DIFFER BASED ON YOUR MINITAB VERSION

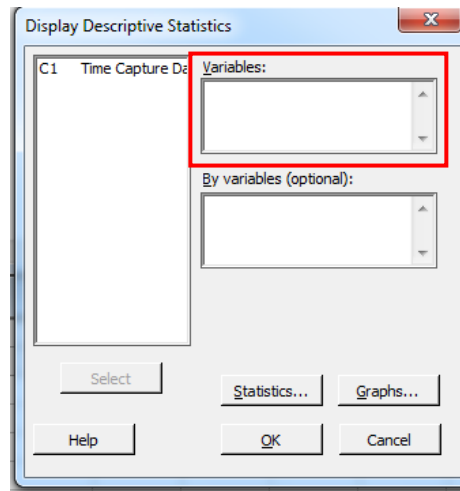## STEP 01: PASTE DATA IN COLUMN C1 OF THE WORKSHEET

STEP 02: CLICK STAT -> BASIC STATISTICS -> DISPLAY DESCRIPTIVE STATISTICS
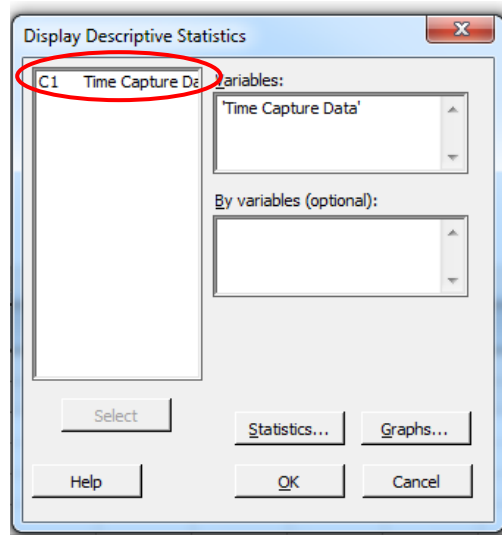
STEP 03: IN DISPLAY DESCRIPTIVE STATISTICS WINDOW, OBSERVE IF THE CURSOR IS BLINKING INSIDE THE "VARIABLES" BOX
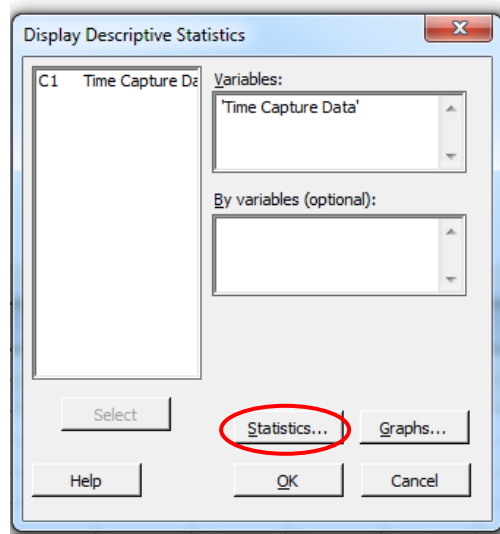
- **IF THE CURSOR IS BLINKING INSIDE THE BOX, GO TO STEP 04**
- **IF THE CURSOR IS NOT BLINKING INSIDE THE BOX, CLICK INSIDE THE BOX SO THAT THE CURSOR STARTS BLINKING THERE, THEN GO TO STEP 04**
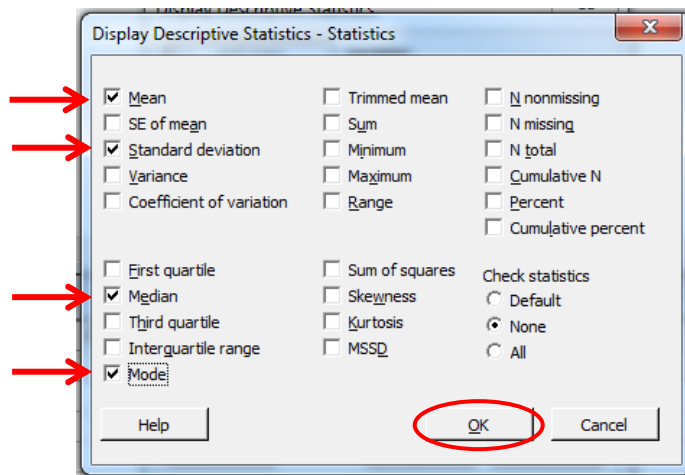

STEP 04: DOUBLE-CLICK ON "C1 TIME CAPTURE DATA". AS YOU DO THIS STEP, YOU WILL OBSERVE THAT THE VARIABLES BOX IS UPDATED WITH "TIME CAPTURE DATA" AS SHOWN IN THE SCREENSHOT BELOW:
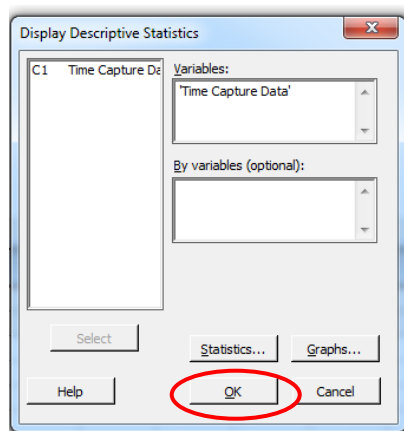
STEP 04: CLICK ON THE "STATISTICS" BUTTON, A NEW WINDOW WILL POP-UP CALLED "DISPLAY DESCRIPTIVE STATISTICS – STATISTICS"

STEP 05: IN THE "DISPLAY DESCRIPTIVE STATISTICS – STATISTICS WINDOW", ENSURE THAT ONLY MEAN, STANDARD DEVIATION, MEDIAN & MODE ARE CHECKED. UNCHECK EVERYTHING ELSE. THEN CLICK OK.
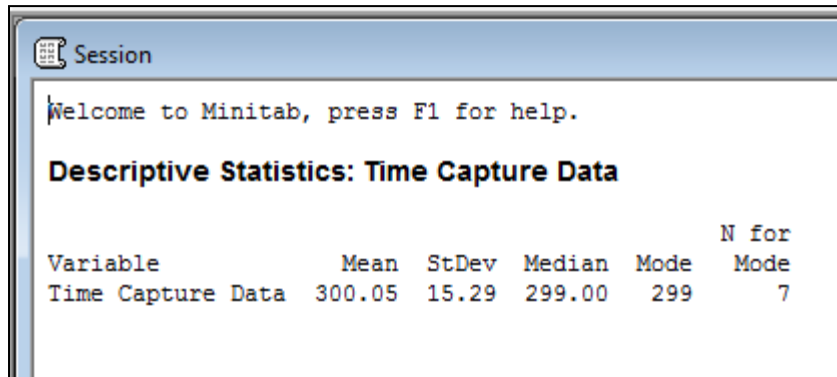

STEP 06: IN THE "DISPLAY DESCRIPTIVE STATISTICS" WINDOW, CLICK OK

STEP 07: YOU WILL RECEIVE THE FOLLOWING OUTPUT IN THE SESSION WINDOW:

- **MEAN = 300.05**
- **STANDARD DEVIATION = 15.29**
- **MEDIAN = 299.00**
- **MODE = 299**

```
Session

Welcome to Minitab, press F1 for help.

Descriptive Statistics: Time Capture Data

                                              N for
Variable             Mean   StDev  Median  Mode   Mode
Time Capture Data  300.05   15.29  299.00   299      7
```