

King Abd- Alaziz University

College of Science

Department of statistics

Syllabus

Stat 241, Statistical Lab 1

Instructor Informations:

Instructor	Date of lab	Office number	Office Hours	Email
Abeer Balubaid	Thursday 11-12:30	115-3	M.W 11-1 R 8-11	akbalubaid@gmail.com

Student Assessment:

- + 10 marks quiz.
- + 15 marks final exam.

Course Schedule template:

We will expect from student in this lab to know :

Excel Software:

Lab 1:

1. How to open excel 2007 from programs.
2. To know the contents of the screen :
 - + Microsoft office button (Open, Save, Save as, print,...).
 - + Title bar (Conclude title).
 - + Quick access toolbar (Minimize, Maximize ,close).
 - + The Ribbon are several tabs (Home, Insert, Formulas, Page layout,...) and each tab related command groups and each group related command button.
 - + Work sheet (Columns, Rows, Cells).
 - + Formula bar (Cell address, functions).
 - + Status bar
3. How to insert new sheets ,Rename sheets, arrange sheets (tiled, horizontal,vertical,cascade) and copy sheets.
4. How to select cells.
5. How to move around work sheets.
6. How to enter , save, copy, open, print, edit , delete, paste data.
7. How to switch work sheet from right to left or from left to right.
8. How to search on any cell.
9. How to Find and replace cell entry .
10. How to insert, delete, hide and unhide , move and clear contents in columns and rows.
11. How to edit width columns and height rows.

Lab 2:

Format Page

1. How to format using home such as (font type, font size, font color,borders).
2. How to format using format cells.
3. Alignment(right,left,center,top,bottom,middle).
4. Merge and center
5. Number(percentage,decimals,currency,date,...).
6. Styles.

Page setup

1. How to select cells before print.
2. Tap page (Orientation, Scaling, Paper size, Layout, Print quality, First page number).
3. Tap margin (Margin bottoms, ..).
4. Tap header /footer (Custom header, Custom footer).
5. Tap sheet (Print area, Print title, Page order).
6. Print preview.
7. Print:(Printer, Print page, Print what).

Revision and merge mailing

Lab 3:

In this lab we will take two parts:

- ✚ Solving many exercises about previous labs participating students.
- ✚ How to merge mailing from excel and word.

Filtering

Lab 4

We will do some of operations in excel such as:

- 1- Filtering the data by a certain criterion.
- 2- Sorting the filtering lists.
- 3- Create Arithmetic formula's or equations
- 4- Using some of the functions (Sum, Average,)

Conditional logic

Lab 5

Apply Conditional logic in excel such as

- ☒ The if function
- ☒ Countif

☒ Sumif

And apply some of processing data in excel as absolute cell references.

Charts in excel

Lab 6:

- + Revision in types of variables and the appropriate chart for each type of variable.
- + Create an excel chart as pie ,bar, column, scatter plot ,line plot .
- + Move and resize your chart
- + Chart title and layouts
- + Chart title and series title
- + Chart designs and styles.
- + Comment on each chart.

Entering Questionnaire

Lab 7

Enter questionnaire in to excel using code book.

Mega stat:(Statistical analysis)

Lab 8

- + Identify how to download mega stat in excel 2007
- + Describe quantitative variables
- + graph histogram,boxplot,dotplot,stem and leaf then comment on each.
- + Create frequency table for quantitative variable the graph histogram,polygon,ogive.

THE END



Stat 241