

## Stat 217 – Minitab Basics

### Starting Minitab

To start Minitab, double click on the Minitab 15 icon on the desktop, or Click on Start, then All Programs, then Minitab Solutions then Minitab 15. You can also double click on a Minitab file and this will also launch Minitab.



Minitab 15  
English

### Minitab Features

When you launch Minitab, you will see two windows, the Session window (top half) and the Data window (bottom half). The data window is like a spread sheet. Generally each column represents a variable and each row a different observational unit. You can type data directly into the Minitab columns. However, you can't really manipulate the data there. To run commands, you can either type them into the Session window (at the MTB prompt, see below) or through the Minitab menus. Sometimes the output will appear in the Session window and sometimes it will appear in separate windows.

### MTB prompt

Make sure you see the MTB> prompt in the session window. If you do not, you will need to click in the Session Window, and then choose Editor > Enable Commands. *This is something you will probably have to do each time you use Minitab.* (To set this permanently, choose Tools > Options > Session Window > Submitting Commands and select Enable.) See the online tutorials for how to do this.

### Minitab file types

- .mtw “worksheet” files store the Minitab worksheet
  - .mpj “project” files store worksheets, session window, and any graph windows you’ve created
- These files can only be read by Minitab, so you need to have Minitab installed on the machine before you will be able to open these files.*

### Opening an existing Minitab file

- From the course webpage (under the External Links in Blackboard or <http://statweb.calpoly.edu/bchance/stat217/data/>)  
Clicking on the file link should launch Minitab and display the data in the Data window. (You may need to configure your browser to recognize the .mtw extension.) You can also right click on the file and choose “Save (Link) Target As...” to save to your own computer or, if in the Studio, then click on the “My Computer” icon and select the appropriate USB drive.
- From within Minitab:
  1. Choose File > Open Worksheet (6<sup>th</sup> option down) or File > Open Project.
  2. In the next window, either double click on the Desktop icon on the left or click on the



Desktop



down arrow at the top, to the right of the Data folder icon and then click on Desktop in the list. Then locate the folder containing the data file.

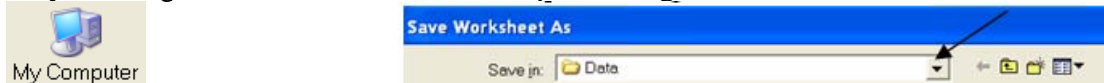
*Note: You can have multiple worksheets open. Choose Window in the Minitab menu bar to help toggle between worksheets. You can select different Minitab worksheets at the bottom of this menu.*

### **Saving a Minitab file**

1. Choose File ➤ Save Project or File ➤ Save Current Worksheet (8<sup>th</sup> option down).  
Enter a name into the “File name” box and click the Save button.

2. In the labs, you can only save files onto the Desktop (temporarily) or onto your own drive:

- To save to your own drive, next click My Computer icon on the left or use the pull-down menu by clicking on the down arrow at the top of the Data folder:



This opens a menu. Click on My Computer in that menu.

OR

- To save to the Desktop, next click the Desktop icon on the left or use the pull-down menu to select Desktop. If you save a file to the Desktop, you should then be able to attach this file in an email message to send it to yourself. This file will not be on the Desktop the next time you use this machine.



You can also choose File ➤ Save Session Window As to save the output in the (activated) Session window into a text file which can be opened in Word.


### **Copying graphs into a Word file**

- Copy and Paste: Make sure the graph is highlighted and then use ctrl-C to copy (or Edit ➤ Copy Graph). Then in Word, use ctrl-V to paste (or Edit ➤ Paste). If you have problems (e.g., the picture floating around in ways you don't want it to), use the picture toolbar (right click, select Show Picture Toolbar) to make sure the Text Wrapping style is “In Line With Text.”

OR

- Save the graph onto your disk: Make sure the graph is highlighted, then select File ➤ Save Graph As. Use the menu to change the file type to JPEG (.jpg). In Word, choose Insert ➤ Picture ➤ From File.

### **Formatting Minitab Graphs in Word**

If you double click on the image twice (either in Word or still in Minitab), you can also do additional edits (e.g., fixing up axis labels) and formatting (e.g., change fill color to white). In Word, you should also trim excess white space by selecting the Crop tool  (from the Picture Toolbar), then moving the mouse to an edge of the graph image and dragging inward.

Once the graph is in Word, if you click once on the graph, you can resize the image by placing the mouse over one of the edge squares and dragging the mouse. (See tutorial in Blackboard.)