

Essentials: Using Excel as a Stats Package

Table of Contents

Objective	2
Your PC, Your Friend, Your Tool	2
What Do You Want to Learn Today?	3
Windows	3
Getting Started with MicroSoft Excel™	4
Using Your Quality Improvement Tools	5
A Systematic Approach	5
Getting Intimate with Graphing Methods	6
Run Charts: Why and How to	6
Run Charting Exercise	6
Run Chart Construction Cheat-Sheet	9
Computer Steps for Creating Your Run Chart	10
Control Charting: Why and How to	15
Control Charting Exercise	15
Control Chart Construction Cheat-Sheet (non-Excel)	17
Computer Steps for Constructing a Simple Control Chart	18
Pareto Diagramming: Why and How to	21
Pareto Diagramming Exercise	21
Pareto Diagram Construction Cheat-Sheet (non-Excel)	24
Computer Steps for Creating Your Pareto Diagram	26
Internet Basics for the Information Guru	33
What is the Internet and Why Access is Important	33
Typical Steps for Browsing the Internet	33
Search the Net	36
Table of Search Engines	37
Getting Started on Your Web Search	37
Searching Exercise 1	38
Searching Exercise 2	38
Index	39