

**Minitab Basics**

**Course Number:** MTNB-100
**Duration:** 1 day

**Overview**

This live, online Introductory Minitab training course teaches attendees the Minitab® fundamentals they need to start using Minitab immediately and effectively.

**Prerequisites**

All students must have some Excel experience.

**Materials**

All Minitab training students receive comprehensive courseware.

**Software Needed on Each Student PC**

Each student should have Minitab software installed (or use the [free 30-day trial](https://www.minitab.com/en-us/products/minitab/free-trial/)).

**Objectives**

* Get started with Minitab Statistical Software
* Analyze and compare variables with graphs
* Learn your way around the Minitab interface
* Select and use distribution models in Minitab

**Outline**

* Introduction
* Getting Started with Minitab Statistical Software
	+ Opening a New Minitab Project
	+ Loading Data into the Project
	+ Creating a Graph
	+ Calculating Descriptive Statistics
	+ Exploring Relationships between Variables
	+ Brushing Data
	+ Navigating with the Project Manager
	+ Creating a Report
* Analyzing and Comparing Variables with Graphs
	+ Graphing the Distribution of One Variable
	+ Comparing Distributions of Multiple Variables
	+ Graphs of Quantitative Y Versus Categorical X Variables
	+ Graphing in Three Dimensions
	+ Other Graphs in Minitab
* Exploring the Minitab Environment
	+ Data Types in Minitab
	+ Working with Excel and Minitab
	+ Minitab Session Commands
	+ Constants, Columns, and Matrices
	+ File Types in Minitab
	+ Menus in Minitab
	+ Toolbars in Minitab
	+ Customizing Minitab
* Selecting and Using Distribution Models in Minitab
	+ Graphing Probability Mass Functions and Density Functions
	+ Probability and Quantile Calculations
	+ Generating Random Numbers
	+ Selecting a Distribution Model
	+ Selecting a Normalizing Transformation
	+ Meet the Distributions
	+ A Word of Caution
* Conclusion