

**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