

HOW TO USE DATA FROM THE TEXTBOOK CD

These are some notes about how to use the data that's on the McClave-Benson-Sincich textbook's CD. They are text files (try opening one in Notepad or Wordpad and it'll do just fine), so they have to be "parsed" (identified and reorganized in certain ways) before your spreadsheet or statistical program can work with them. Here's how to use "Hoodtime" (p. 113) with two spreadsheet programs, starting with Microsoft Excel.

I. MICROSOFT EXCEL:

Choose File|Open, and then browse to the EXERCISE directory on (or copied to your hard disk from) the CD. When you select (double-click) it, you'll see nothing because Excel's default "files of type" is an Excel spreadsheet, and "exercises" are text files, so change "files of type" to "All Files (*.*)", and a lot of small files with ".dat" extensions should appear. Most of them are 1K, which must be the minimum file size.

If you now simply double-click on "Hoodtime.dat" Excel's "Text Import Wizard" will start the process of converting the text-formatted data into spreadsheet cells. In the first step, you want to leave the data type as "Delimited" (the default) and proceed to the Next step.

The "Delimiters" are either field (cell) delimiters or record (row or line) delimiters. Many data sets use Tab delimiters, so in a table of exam scores one row might be "Joe[TAB]83" and the next row "Harriet[TAB]69". That's the Excel default... but the data in the EXERCISE are separated not by tabs but by MULTIPLE SPACES. So... you need to change "Delimiters" from Tab to Space, deleting the "Tab" check and adding a "Space" check, and then check "Treat consecutive delimiters as one." (If you don't, each space will be imported as a cell.) Your "Data preview" should now show two columns.) Now... click NEXT.

You don't need to do anything with this third screen (Step 3 of 3). With some data sets you might want to change the format of the columns, but we're OK here. Now just click "Finish"...

I started with my cursor in A1 (upper left corner), and the Hoodtime data came in as columns B (the number of the observation: 1, 2, 3, etc. up to 25) and C (the minutes the hood was open). I deleted column A (right-click, delete, entire column); I don't know why it's there. My index numbers are now in A, and the hood-open times in B.

You can now work with the hood-open times. Mine end at row 49 (25 times, with a blank row between each). In B51 I typed "=AVERAGE(" , selected the column B1:B49, and closed the parentheses; pressing ENTER gives the mean, 13.24. You can use =STDEV or =VAR or =COUNT and any of the other Excel functions with this data.

Other data sets may require some delimiters other than multiple space, but most seem to work like this. You can try Tab and see what happens with Hoodtime; I think each row simply comes in as one cell and is considered "text," so you won't be able to work with it.

II. OPENOFFICE.ORG CALC and SUN STAROFFICE CALC:

The OpenOffice.Org office suite is available free for download or with nearly all Linux distributions. It is identical (as far as I can tell) to Sun's StarOffice.

Choose File|Open, browse to your EXERCISE folder and change "Files of type:" to "All Files (*.*)", and select "Hoodtime.dat" to bring that file's title into the "File name" box. Do NOT open it yet, though.

Move back to "Files of type," select the down arrow and scroll down to the Spreadsheet section of offerings. In the section that begins with "OpenOffice.org 1.0 Spreadsheet" move down to Text CSV, and click on Open. No files will be shown in your main window, because there are no "CSV" files in EXERCISE, but you already have Hoodtime.dat in your "file name" window.

When you click OPEN, a "Text Import" window will open, with (as with Excel) TAB delimiters as the default. UNCHECK Tab, and check "Merge delimiters" and "Space." Your preview window should show the data properly lined up in columns. If it looks OK to you, click OK.

That brings the Hoodtime data into columns B and C. The spreadsheet is READ-ONLY, however, so you'll have to save it with a different name (such as HoodtimeDAT). You will now be able to work with the data; for example, typing =AVERAGE(in C50, selecting all of the data from C1 to C49 and closing the parentheses produces 13.24 as the mean.

III. COREL QUATTROPRO

This is actually my preferred spreadsheet, but I'm still working on how to parse and open these EXERCISE text files. A question to the QuattroPro newsgroup might be needed...