



Using Excel for Creating Boxplots

1. Enter the statistics below into Excel, in exactly the same order as they are shown. This is important; otherwise the 'trick' will not work.

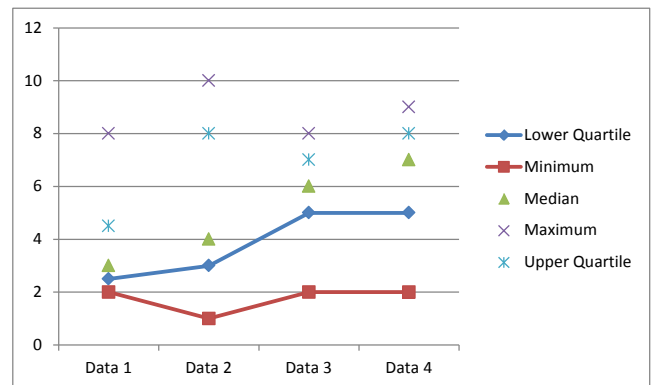
Statistic	data 1	data 2	data 3	data 4
Lower Quartile	2.5	3	5	5
Minimum	2	1	2	2
Median	3	4	6	7
Maximum	8	10	8	9
Upper Quartile	4.5	8	7	8

2. Select all of the cells in the chart above, including the row headers in the first column. Click **Insert** on the top of the window, and then click the **Line** button in the **Charts** area. Choose the **Line with Markers** button, and your chart will appear.

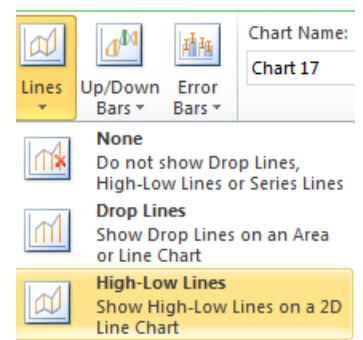


3. Click the **Switch Row/Column** button at the top of the screen.

4. Right-click on any of the data points on the chart. Select **Format Data Series** from the menu that pops up. Then choose **Line Color** on the left side of the new window, and click the radial button next to **No Line** before clicking **Close**. Repeat this for the other four data lines.



5. Click the **Layout** tab at the top of the screen and then in the **Analysis** area click **Lines**, then select **High-Low Lines**. Then click **Lines** again, but this time select **Up/Down Bars** to reveal a menu, and select the **Up/Down Bars** button from this new menu. Make sure you have clicked on one of the data series when you do this.



NB: When you create a boxplot it will need a title and labels on the axis.

