

MegaStat® User's Guide

Microsoft Windows version

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MegaStat® User's Guide

MegaStat¹ is an Excel add-in that performs statistical analyses within an Excel workbook. After MegaStat is installed, it appears on the Excel Data ribbon and works like any other Excel option. The purpose of this User's Guide is to introduce you to how MegaStat works. The first chapter will describe the general operating procedures and conventions that are common throughout MegaStat. The second chapter will work through a few tutorials. The Reference section shows the dialog boxes for all of the options and notes briefly what data/input is expected and any unique aspects of each option.

While MegaStat is an excellent tool for learning statistics, this document focuses on using MegaStat and is not intended to teach statistics. Indeed, it assumes that you know what the various procedures do and are familiar with the terminology. It also assumes you have a basic working knowledge of Excel.

¹ MegaStat ® is a registered trademark of J. B. Orris. Excel and Windows are registered trademarks of Microsoft.

1. Basic Procedures

This guide is written for MegaStat 10.4 with Excel 2016 although it would still be relevant for other recent versions.

MegaStat also works with Mac Excel 2016 and later on Apple Mac computers. The Mac version has all the options and features of the Windows version although some dialog boxes have minor differences in appearance. There is a separate version of this User's Guide for the Mac version of MegaStat.

After MegaStat has been installed it will be at the right end of the Data ribbon. When you click the Data tab, your screen should look similar to Figure 1. The colors, fonts, and general appearance may be different on your computer depending on the version of Windows & Excel you have, and the color schemes you have selected.

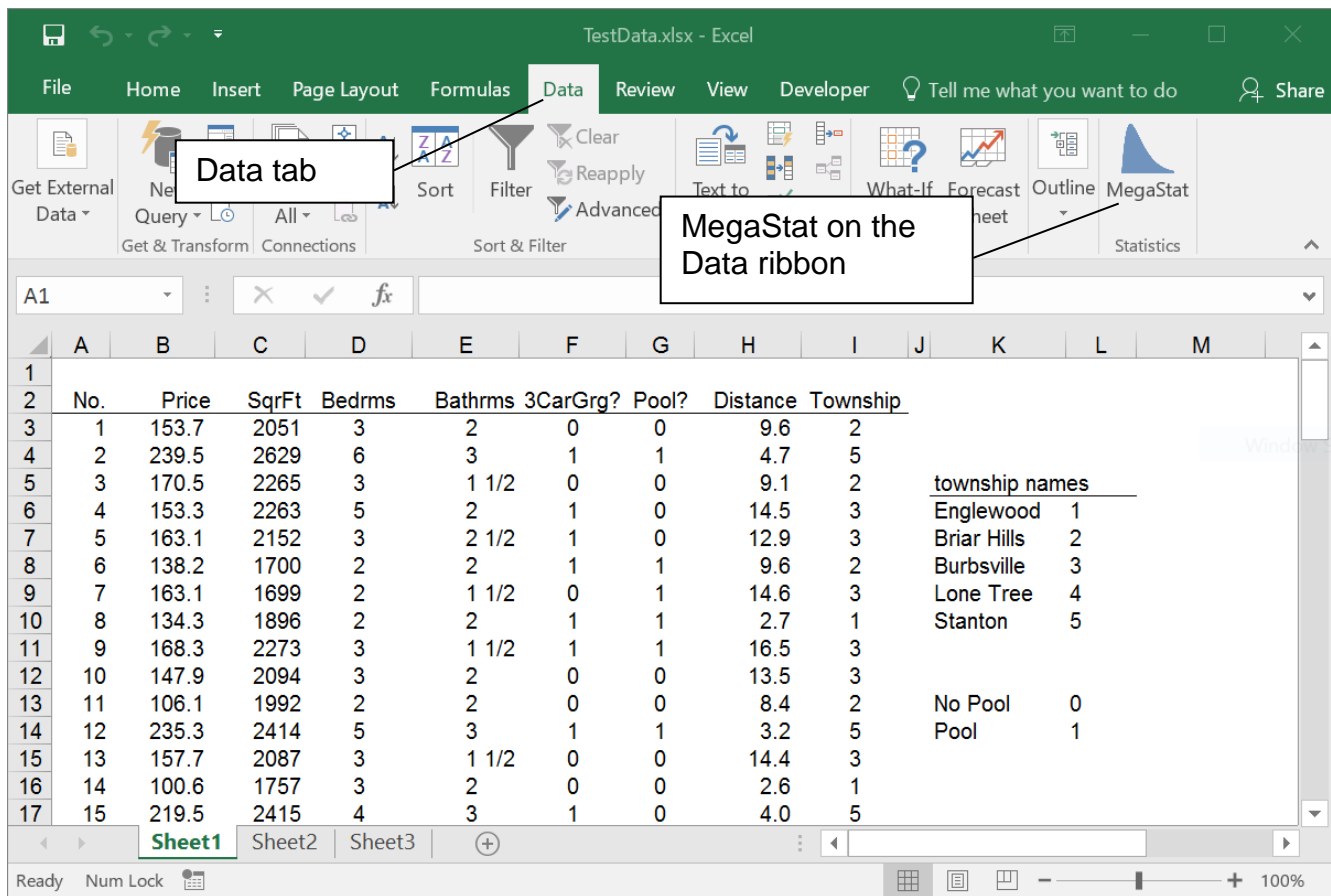


Figure 1 Excel with Data tab selected.

Appendix A shows how you can place on the Quick Access Toolbar and also how you can place MegaStat on other ribbons.

When you click on MegaStat on the Data ribbon (or the Quick Access Toolbar) the MegaStat menu appears (Figure 2). Most of the menu options display sub-menus (Figure 2a). If a menu item is followed by an ellipsis (...) clicking it will display the dialog box for that option.

Versions of MegaStat prior to 10.4 used dropdown menus. However, the menu structure is the same as previous versions so if you have used MegaStat before you should find this version very similar.

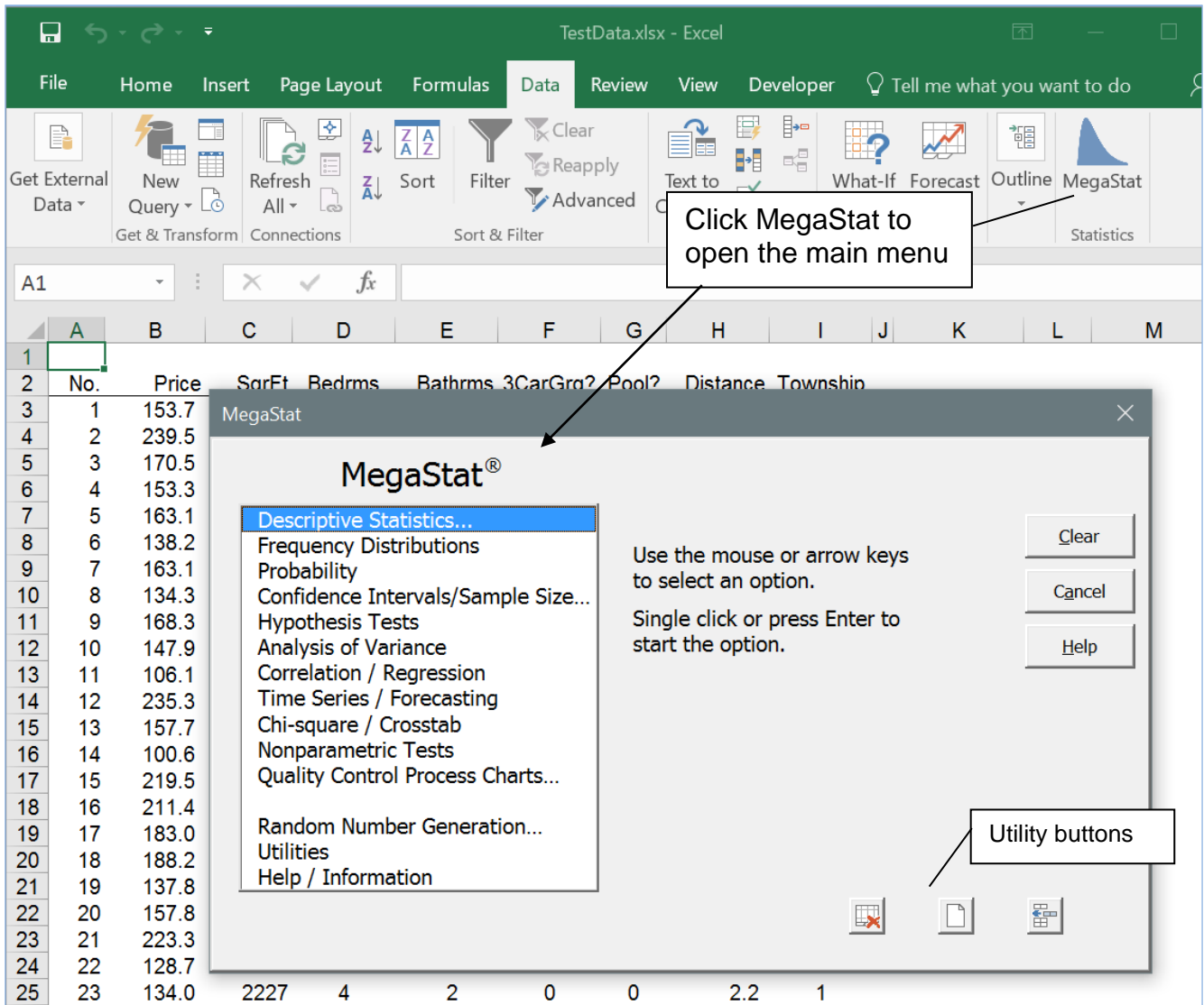


Figure 2. MegaStat main menu.

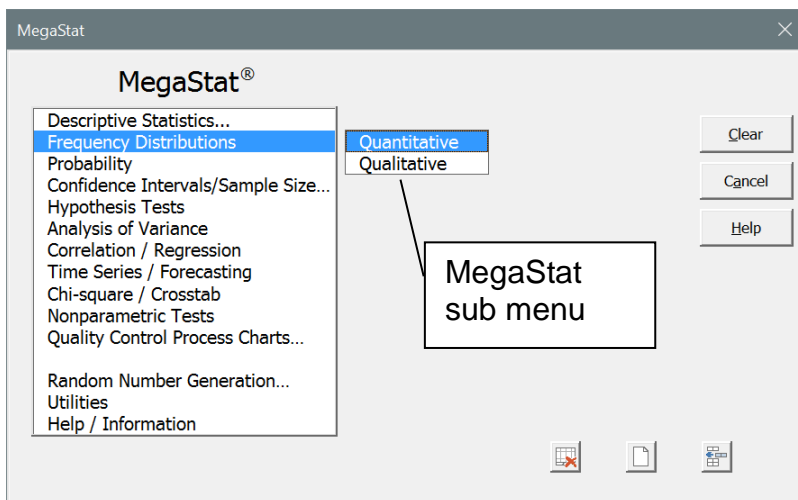


Figure 2a. MegaStat sub menu

A dialog box allows you to specify the data to be used and other inputs and options. Figure 3 shows a typical dialog box. After you have selected the data and options you click OK, the dialog box disappears and MegaStat performs the analysis.

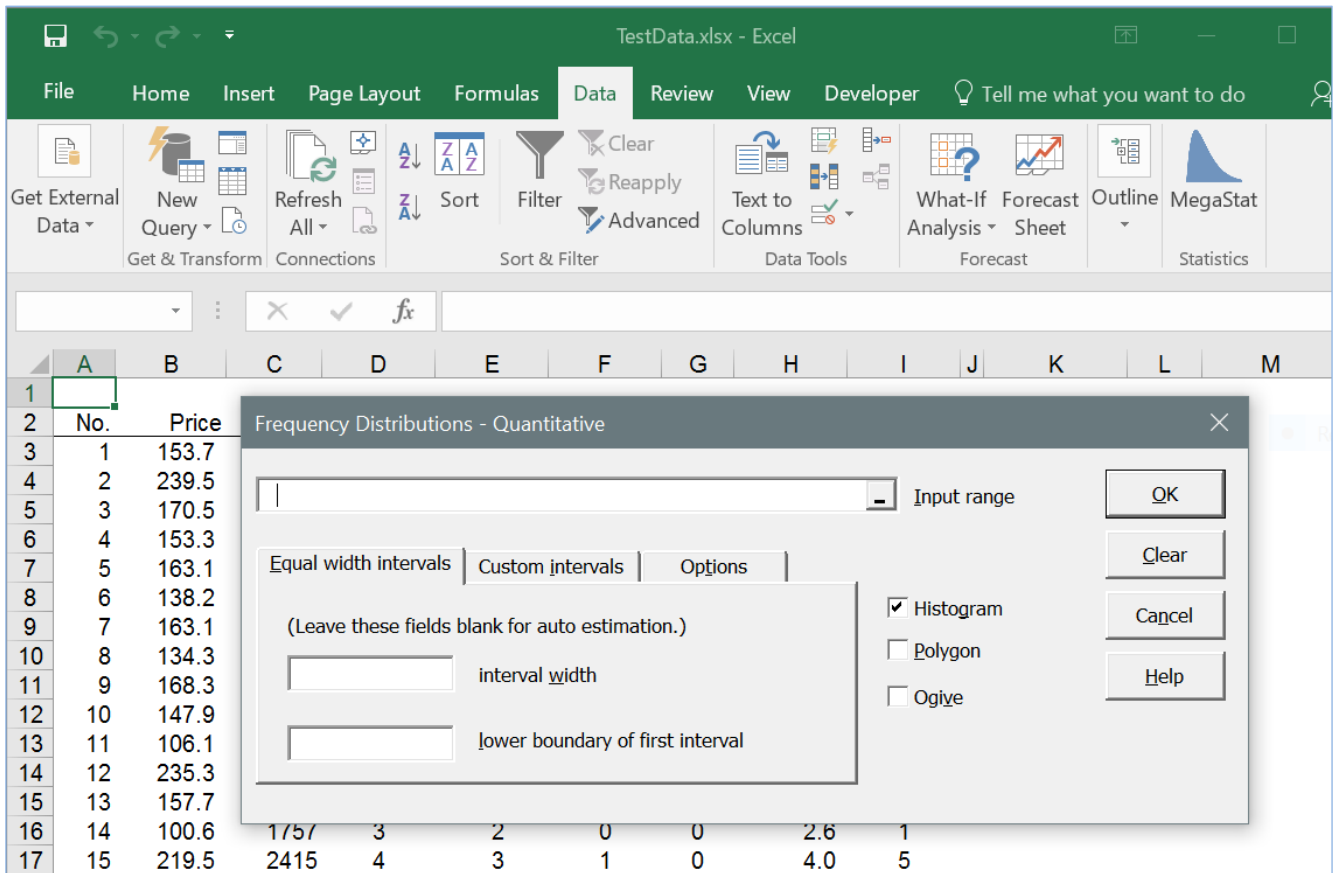


Figure 3. MegaStat dialog box

Before we look at specific dialog boxes let's take a minute to look at some items that are common to all of the options. MegaStat use is intuitive and very much like other Excel operations; however, there are some features unique to MegaStat and some ways to make using it more efficient so it will be worth your time to look at the following material

Buttons

Every dialog box has the four buttons shown on Figure 3.

- OK** This button could also be labeled "Calculate", "Go", "Execute" or "Do it". It tells MegaStat that you are done specifying inputs and you are turning control over to it to do its thing. First your input values are validated and then the dialog box disappears and the output worksheet is displayed with the results. When the dialog box disappears but it is still in memory and will contain the same inputs if recalled later.
- Clear** This button removes all input values and resets any default options on the form.
- Cancel** This button could be labeled "Never mind". It simply hides the dialog box. The dialog box is not cleared or removed from memory until you exit Excel. Dialog boxes do not take much memory and there is no problem with having several of them in memory. However, if you really want to unload the form, click the "X" in the upper right corner of the form.

Help

This button displays context sensitive help for the active dialog box. If you want to see the full Help System, use the Help selection on the main menu.

Data Selection

Most MegaStat dialog boxes have fields where you select input ranges that contain the data to be used. Input ranges can be selected four ways:

1. Pointing and dragging with the mouse (the most common method).

Since the dialog box “pops-up” on the screen it may block some of your data. You can move dialog boxes around on the screen by placing the mouse pointer over the title bar (colored area at the top), clicking and holding the left mouse button while dragging the dialog box to a new location. You can even drag it partially off the screen.

You will also notice that when you start selecting data by dragging the mouse pointer, the dialog box will collapse to a smaller size to help you see the underlying data. It will automatically return to full size when you release the mouse button. You can also collapse and uncollapse the dialog box manually by clicking the Collapse button at the right end of the field. Clicking the button again will uncollapse the form. (Do not use the ‘X’ button to uncollapse a form.).

2. Using MegaStat’s AutoExpand feature

Pointing and dragging to select data can be tedious if you have a lot of data. When you drag the mouse down it is easy to ‘over-shoot’ the selection and then you have to drag the mouse back until you get the area correctly selected.

AutoExpand allows rapid data selection without having to drag through the entire column of data. Here is how it works:

- Make sure the input box has the focus. (Click in it or tab to it.) An input box has the focus when the insertion pointer is blinking in it.
- Select one row of data by clicking in one cell of the column you want. If more than one column is being selected, drag the mouse across the columns.
- The data range will expand to include all of the rows in the region where you selected one row when you do one of the following:
 - Double-click over the input field
 - Right-click over the input field
 - Left-click the label next to input box.

With a little practice you will find this is a very efficient way to select data. The only time you cannot use it is when you want to use a partial column of data. You should also be aware that the AutoExpand stops when it finds a blank or non-numeric cell; thus any summations or other calculations at the bottom of a column would be selected. It is good practice to leave a blank cell at the bottom of each column before inserting formulas or text.

Note: When using the above methods of data selection, you may select variables in an alternate sequence by holding the CTRL key while making multiple selections and then do the AutoExpand.

3. Typing the name of a named range

If you have previously identified a range of cells using Excel's name box, you may use that name to specify a data range in a MegaStat dialog box. This method can be very useful if you are using the same data for several different statistical procedures. Range names are not case sensitive.

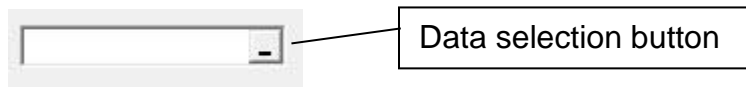
4. Typing a range address

You may type in any valid Excel range address, e.g. B5:B43. This is the least efficient way to specify data ranges but it works.

Entering values

If an input box requires a **single value**, you may do one of the following (make sure the insertion cursor is blinking in the box):

- Type a value into the box.
- If an input box has a data selection button (as shown below) that means that, in addition to typing in a value, you may also select an existing value by clicking a cell.



Click on any Excel cell that contains a value. When you click on a cell, the cell address is shown in the input box. If you double-click the input box, the address will change to the value in the cell.

- Type any formula that you could be entered into a cell. You do not have to type the '=' sign as you would in an Excel cell.
- Type a cell address, e.g. B6, or the name of a named cell.

Data Labels

For most procedures the first cell in each input range can be a label. **If the first cell in a range is text it is considered a label; if the first cell is a numeric value it is considered data.** If you want to use numbers as variable labels you must enter the numbers as text by preceding them with a single quote mark *e.g.* '2. Even though Excel stores times and dates as numbers, MegaStat will recognize them as labels if they are formatted as time/date values.

If data labels are not part of the input range, the program automatically uses the cell immediately above the data range as a label if it contains a text value.

If an option can consider the entire first row (or column) of an input range as labels, any numeric value in the row will cause the entire row to be treated as data.

If the program detects sequential integers (1,2,3...) in a location where you might want labels it will display a warning message otherwise the rule is: **text cells are labels, numeric cells are data².**

² An exception is the Crosstabulation option that can count text data.

Output

When you click OK on a MegaStat dialog box it performs some statistical analysis and needs a place to put its output. It looks for a worksheet named Output. If it finds one it goes to the end of it and appends its output; if it doesn't find an Output worksheet it creates one. MegaStat will never make any changes to the user's worksheets, it only sends output to its Output sheet.

MegaStat makes a good attempt at formatting the output but it is important to remember that the Output sheet is just a standard Excel worksheet and can be modified in any way by the user. You can adjust column widths and change any formatting that you think needs improvement. You can insert, delete and modify cells. You can copy all or part of the output to another worksheet or to another application such as a word processor.

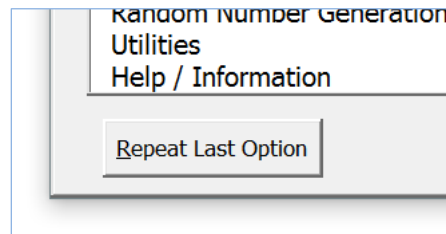
MegaStat charts get their values from cells on the Output sheet (or one of your worksheets in the case of the Scatterplot). You can click a chart and select 'Source Data' to see what values are being displayed.

When the program generates output it adjusts column widths for the current output. If you have previous output from a different option already in the Output sheet, the column widths for the previous output may get messed up. You can attempt to fix this by manually adjusting the columns widths or by always starting a new output sheet.

The Utilities menu has options for deleting the Output sheet or making a copy of it and starting a new one.

Repeat Last Option

Once you have performed a MegaStat option, this menu selection will allow you to re-display the last dialog box without having to go through the menu selections. If you hover the mouse over the button a tool tip will indicate the option that will be repeated.



This can be handy if you need to make a change or when you need to repeat the same operation with the different data sets.

Utilities

The Utilities menu contains some items that perform useful functions.

Delete output sheet

This option deletes the current Output sheet. It will present a warning message because there is no way to recover a sheet once it is deleted. You may delete the Output sheet without the warning message by right-clicking the button on the main menu (see below).

Start new output sheet

If there is an existing Output sheet it will be renamed Output(2) so that your next output will be on a fresh Output sheet. You can rename Output(2) to whatever you wish by double-clicking the name tab.

You can also start a new Output sheet by using Excel to rename the existing Output sheet (right-click the Output worksheet tab).

Insert descriptive information

This option is used for identifying output. It will insert rows with labels for Description, Name, Workbook information, Date/Time and Environment (version of Windows, Excel, and MegaStat).

You then use the adjacent cells to type in the Description and Name information. Figure 9 in the next chapter shows an Output sheet after clicking this option.

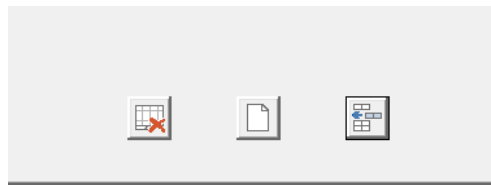
The Workbook line will show the path/name of the workbook and worksheet where the descriptive information is being inserted. The Time entry will show the current time/date and the version of MegaStat. Any of the inserted information can be edited. If the MegaStat menu is still active you will need to click Cancel before you can edit the worksheet.

This option is not limited to MegaStat output sheets – it can be used on any Excel worksheet. The cells will be entered at the active cell.

If you inadvertently insert the information where you didn't intend to, select the five rows and delete them or copy them to a different location.

The first tutorial example in the next section (Figure 9) shows an example of inserting descriptive information.

The Delete, Start new, and Insert information utilities can also be accessed from buttons on MegaStat main menu:



If you right-click the buttons the operation is invoked without displaying a message box. Just remember that there is no undo operation for a deleted output sheet.

ChartDataSheet utilities

In order to display a graphical output (e.g., a chart) Excel must reference values in a worksheet. If the values are not available as a part of the output sheet, MegaStat stores them in a hidden worksheet called "ChartDataSheet_". If MegaStat needs a ChartDataSheet it creates one unless one already exists, in which case it appends its values to the end.

The following options use ChartDataSheets:

- Descriptive Statistics – Boxplot
- Regression Analysis – Plot residuals by X values
- Regression Analysis – Normal Probability Plot
- Quality Control Process Charts

In general, you do not need to be concerned with ChartDataSheets and probably will not even be aware that they exist; however, the following utilities exist for advanced users.

Show

ChartDataSheets exist only to provide values to charts and thus the output is not labeled. However, at the top of each output section is a label telling what type of chart it is used for and a time/date stamp. Under the corresponding chart there is also a time/date stamp so you can associate the data with a chart.

If you change or delete any of the values on ChartDataSheet the corresponding chart will be changed.

Hide

This will hide the ChartDataSheet after viewing it.

Delete

You would use this option if you wanted to delete a ChartDataSheet that no longer has any associated charts. If you delete a ChartDataSheet that has an existing chart, the chart will still exist but will not have any values plotted. There is no Undo so make sure before you click OK.

You can also right-click the worksheet tabs to Unhide, Hide, and Delete the ChartDataSheets.

Remove MegaStat

This option is used to remove the 'MegaStat' item from the Data ribbon. It does not delete any files or uninstall MegaStat. To restore the 'MegaStat' to the Data ribbon item click Excel Options → Add-Ins → Go and then check the MegaStat option that you will see in the list of available add-ins.

Uninstall MegaStat

This menu item does not actually uninstall MegaStat. It displays a dialog box prompting you on how to start the uninstallation process. There is also an option to remove MegaStat from the Data ribbon.

Uninstalling is the process of removing the installed MegaStat files from your system. MegaStat is a relatively small program (less than 2MB) so it probably won't hurt anything to leave it on your computer if you are no longer using it; however, the uninstall steps are listed below.

Uninstall steps:

If you still have the workbook MegaStat_Add-In_Installer.xlsm you can open it and click the **Uninstall MegaStat** button.

Or here are the manual steps:

1. Click MegaStat > Help/Information > System Information and note the location of the program file and help file.
2. [Remove MegaStat](#) from the ribbon using the Utilities menu. If you forget to do this, you will get a message the next time you open Excel saying that it cannot find the add-in.
3. Exit Excel
4. Use Windows Explorer to delete MegaStat.xlam and MegaStat.chm from the Add-ins folder you found in step 1. The standard location is:

C:\Users\{your_username}\AppData\Roaming\Microsoft\AddIns\

On a Mac use Finder to remove MegaStat from the Applications folder.

Help/Information

Help System

This option displays the full MegaStat help program as shown in Figure 4. Help on the Mac version will have the same content; however, it will be for the Mac and will work differently because it is viewed with the default web browser.

The Help button on dialog and message boxes will display context sensitive help.

The ‘How it works (General Operating Procedures)’ section contains all of the information in this tutorial. You can click specific topics or search for a particular item by clicking on Index. Click Using Help for details on using the help system.

Note that the Help system has Index and Search tabs.

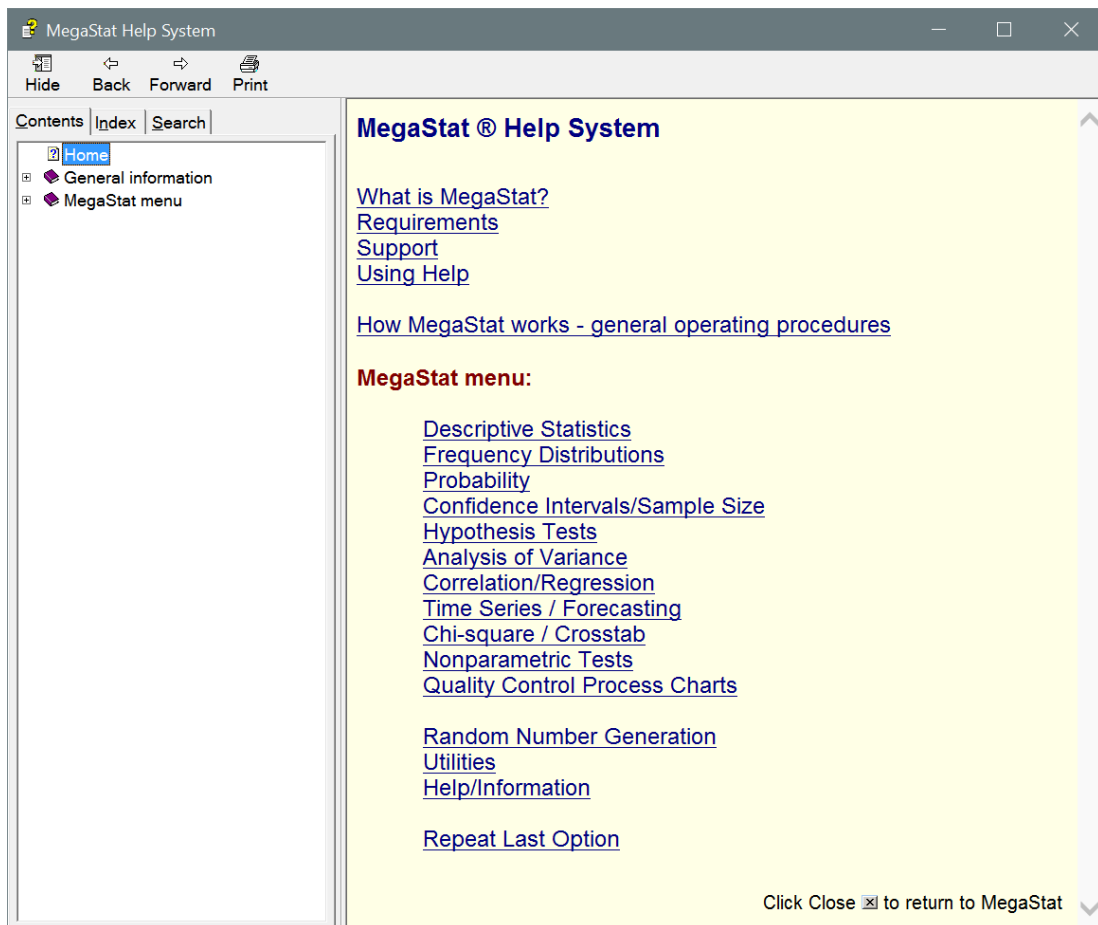


Figure 4a. MegaStat Help System

System Information

This form displays technical information regarding software versions and file locations. If you click the Insert button, the information will be placed in the current Output sheet.

About MegaStat

This option displays current version information. There is also a link for the MegaStat website. This links will only work if you have an active Internet connection and your system is setup to properly respond to Internet links.



Figure 4b. About MegaStat and System Information.

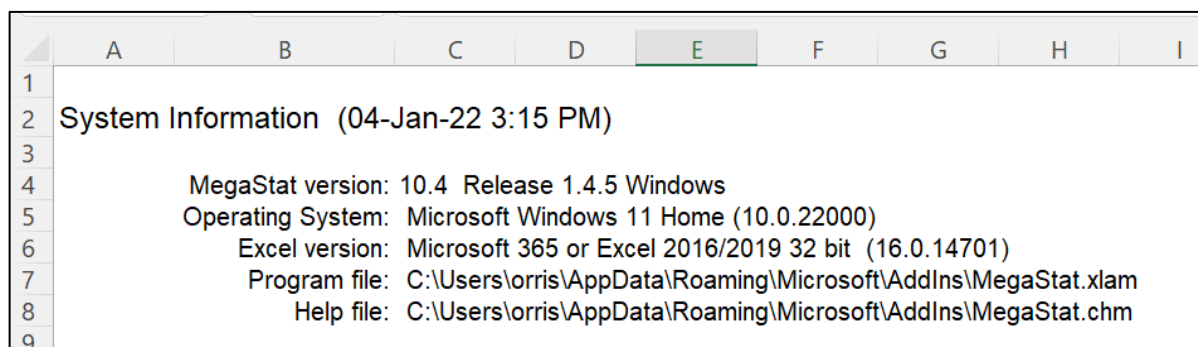


Figure 4c. System Information in Output sheet by clicking 'Insert'.

2. Tutorial Examples

Although MegaStat performs many different statistical options the various dialog boxes all work the same way and have standard Excel objects (input boxes, buttons, checkboxes, etc.). This chapter will work through a few detailed examples and will point out a few things that are unique to MegaStat. The next chapter will provide a reference source for the various options.

Example 1: Frequency distribution – selecting data

The first tutorial example will perform a quantitative frequency distribution on the Price variable of the Sheet1 worksheet of the Testdata.xlsx workbook. If you want to work through this example, start Excel and open Testdata.xlsx and click on the Sheet1 worksheet tab.

The steps **in this font** are what you would do to work through the tutorials.

- Open the Quantitative Frequency Distributions dialog box by clicking: MegaStat → Frequency Distributions → Quantitative.
- Click the Help button on the MegaStat main menu dialog box. Review the Help screen and then exit Help.

Since we want to do the frequency distribution on the Price variable we need to select all the data in column B. This example will illustrate the use of the AutoExpand feature although you could get the same result with any of the other methods of data selection.

- Make sure the insertion cursor is blinking in the input box. If necessary, click in the box with the left mouse button.
- Click anywhere in column B, e.g. cell B6
- Place the mouse pointer over the input box and double click the left mouse button activate AutoExpand.

You can also activate AutoExpand by right-clicking the input box or left-clicking the 'Input range' label. Figure 5 shows the dialog box at this point.

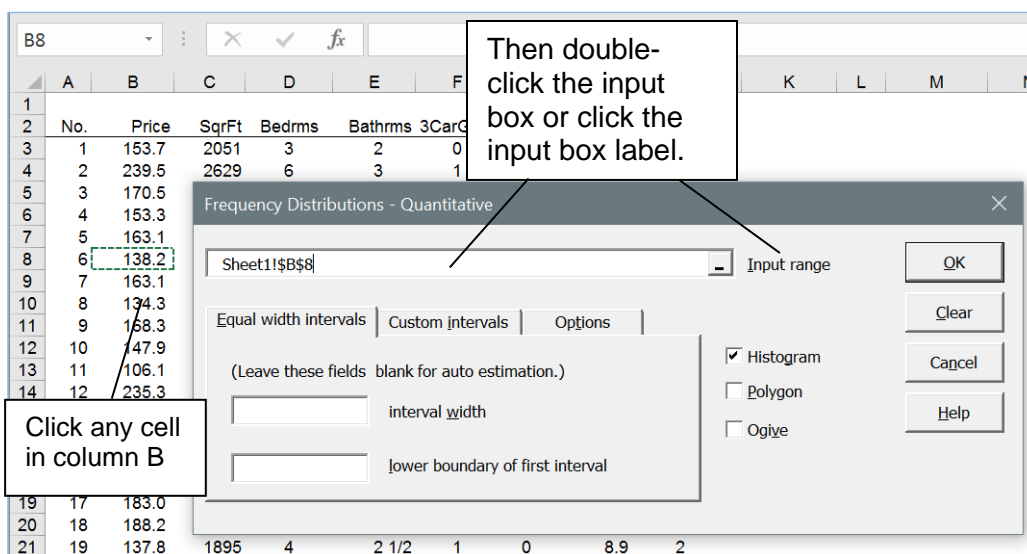


Figure 5. Illustration of AutoExpand

After clicking the label, the dialog box appears as shown in Figure 6 with all of the data in column B being selected. The selection expands up/down until it encounters a blank cell or the top/bottom of the column.

When using AutoExpand make sure you do not have sums or other non-data values in the last cell of the range.

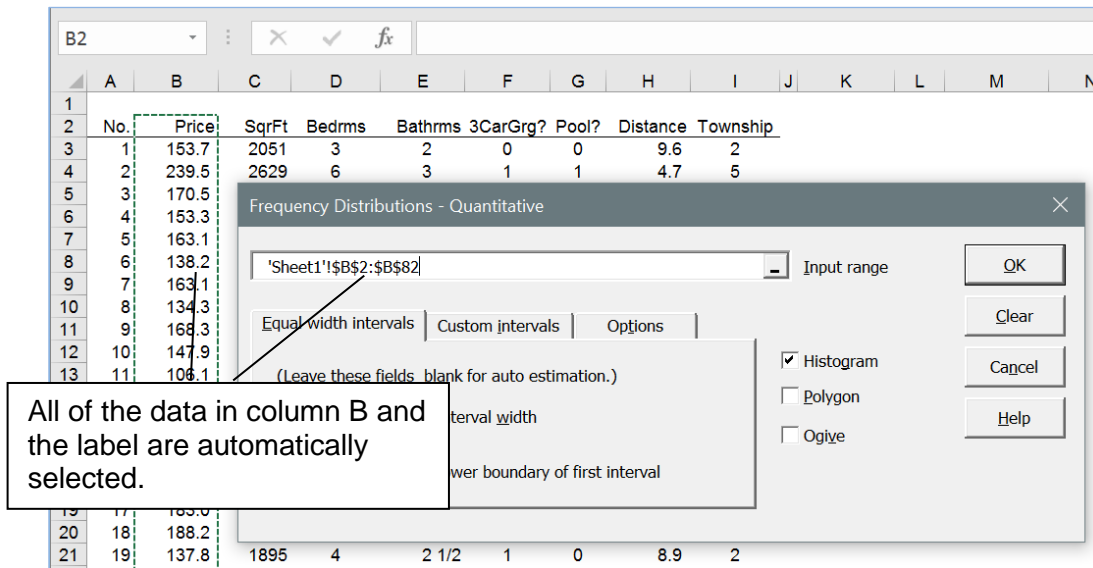


Figure 6. All of the data in column B and the label are selected with AutoExpand.

f. Type 50 in the interval width box. Click OK.

Determining the proper number to enter for the interval width is something you will learn in your statistics course. If you leave either input box empty, the MegaStat will attempt to calculate an appropriate value. Prior to clicking OK, the dialog box will look like Figure 7.

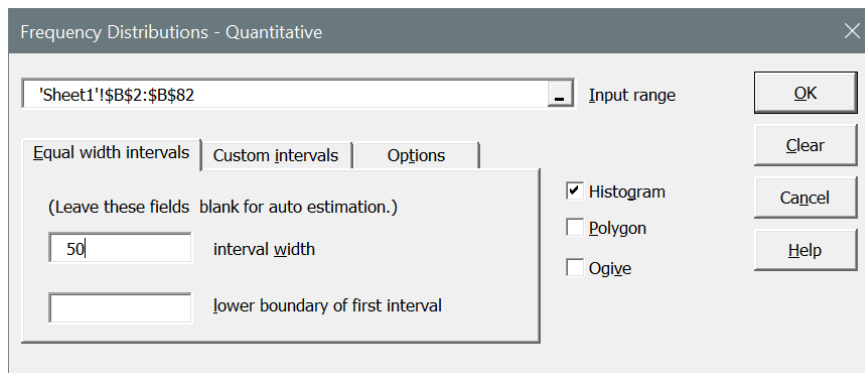


Figure 7. Completed dialog box waiting for OK click.

After you click OK the dialog box disappears and MegaStat does the requested calculations. A new Output worksheet (shown in Figure 8) is created and displayed. If there were already an Output sheet MegaStat would have appended the new output to the end.

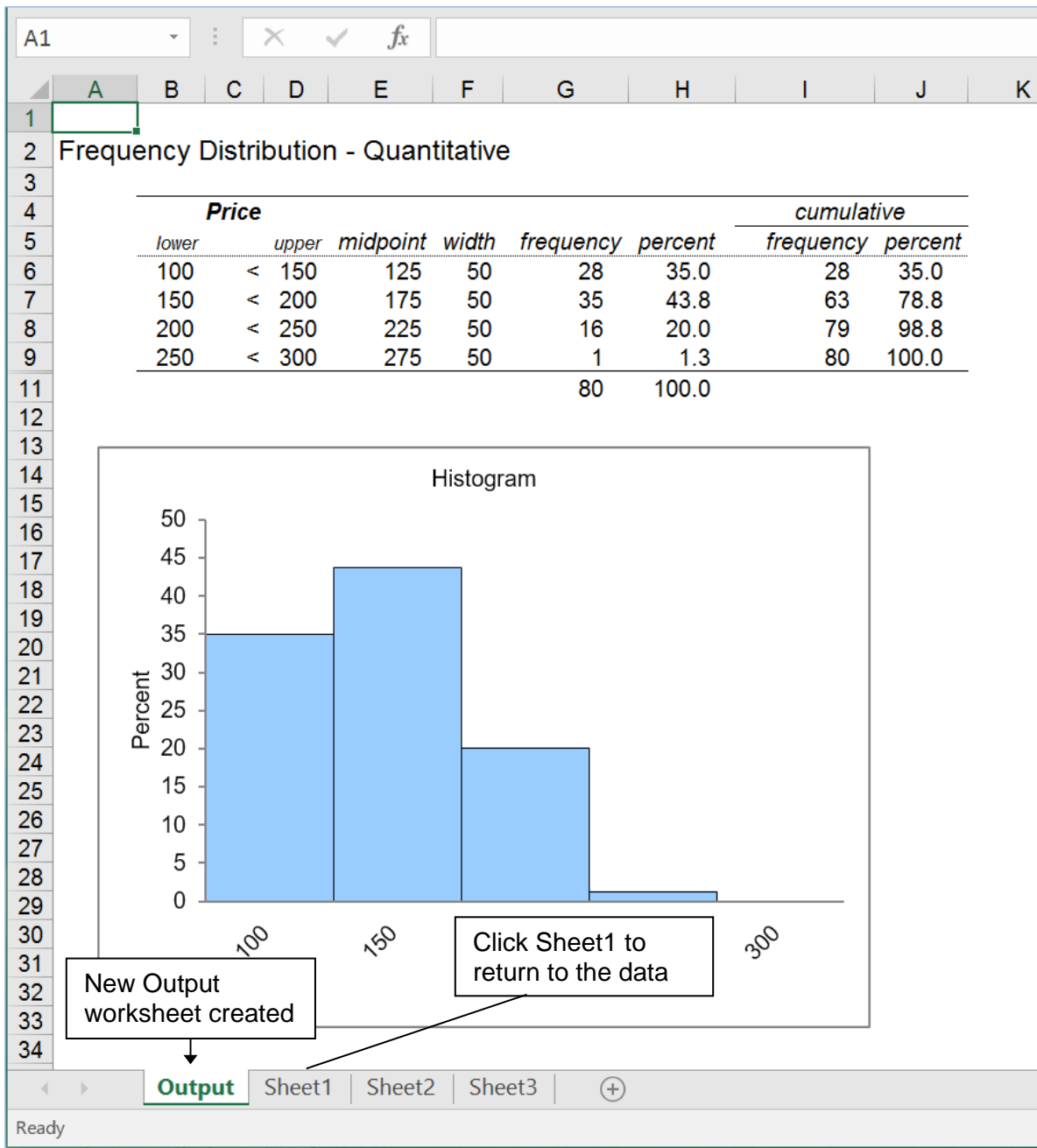


Figure 8. MegaStat Output sheet

The amount displayed on your screen will be different depending on the size of your screen. You may need to use the vertical and/or horizontal scrollbars to view the entire output.

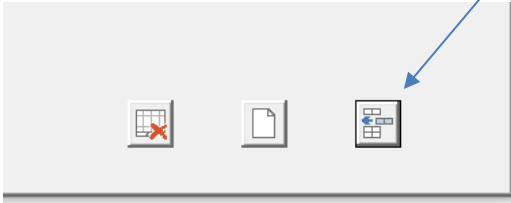
The Output sheet is just an Excel worksheet and it can be formatted and manipulated just like any other worksheet. You may change the font style / size / color; increase / decrease decimal places; add annotations, etc. However, you do need to be careful if you delete part of the output. For example, if you delete the midpoint cells, the Frequency Polygon cannot be plotted.

Also note that the charts are Excel charts and may be edited also to change colors, axis scaling and anything else. One thing you should routinely do is change the generic title (e.g. 'Histogram') to something more meaningful and relevant to the data.

Insert descriptive information

If you are submitting MegaStat output as part of a report or homework project you can have MegaStat insert descriptive cells.

- g. Click in cell A1 and then click MegaStat → Utilities → Insert descriptive information. You could also use the utility button on the main menu. (End of tutorial steps for Example 1)



This will insert rows with descriptive labels (as shown in Figure 9) and you can type in the appropriate information and edit and/or delete the other inserted cells.

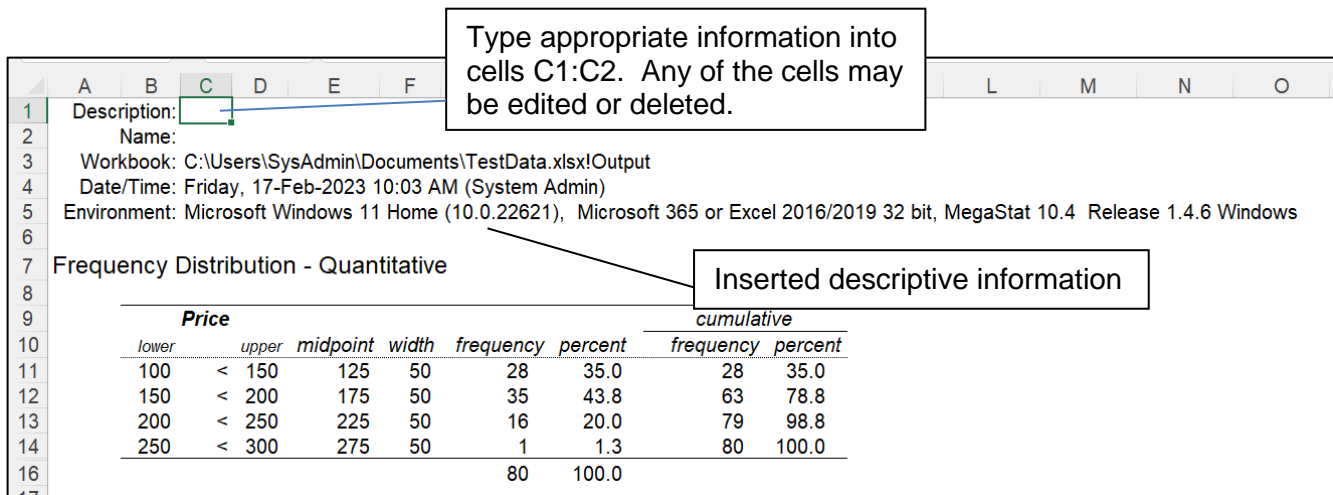


Figure 9. Inserted descriptive information.

Example 2: Normal Distribution – entering values; modifying output

Most MegaStat options work with data; however, some options use other types of input. For example, when using probability distributions, you need to specify the appropriate input values. The tutorial example will use the normal distribution dialog box but the concepts apply also to other MegaStat options.

To run this option, you must specify values for z, mean, and standard deviation. The default values for the mean and standard deviation are 0 and 1 which means the input would be a z value; however, you may specify any mean and standard deviation.

For example, using the TestData.xlsx file, what is the probability that a house would be less than 2500 square feet (assuming a normal distribution)? Let's first use the Descriptive Statistics option to find the mean and standard deviation.

- Open TestData.xlsx
- Run MegaStat → Descriptive Statistics with the default options for the SqrFt variable.
- Locate the cells that contain the mean and standard deviation.

- d. (optional) Run MegaStat → Frequency Distributions → Quantitative on the SqrFt variable to verify that the distribution is approximately normal.
- e. Select MegaStat → Utilities → Start new output sheet. This will rename the Output sheet Output(2) so our next output will be on a fresh sheet.
- f. With the Output(2) worksheet selected, open the Normal Distribution dialog box by clicking: MegaStat → Probability → Normal Distribution.

The dialog box appears as shown in Figure 10a.

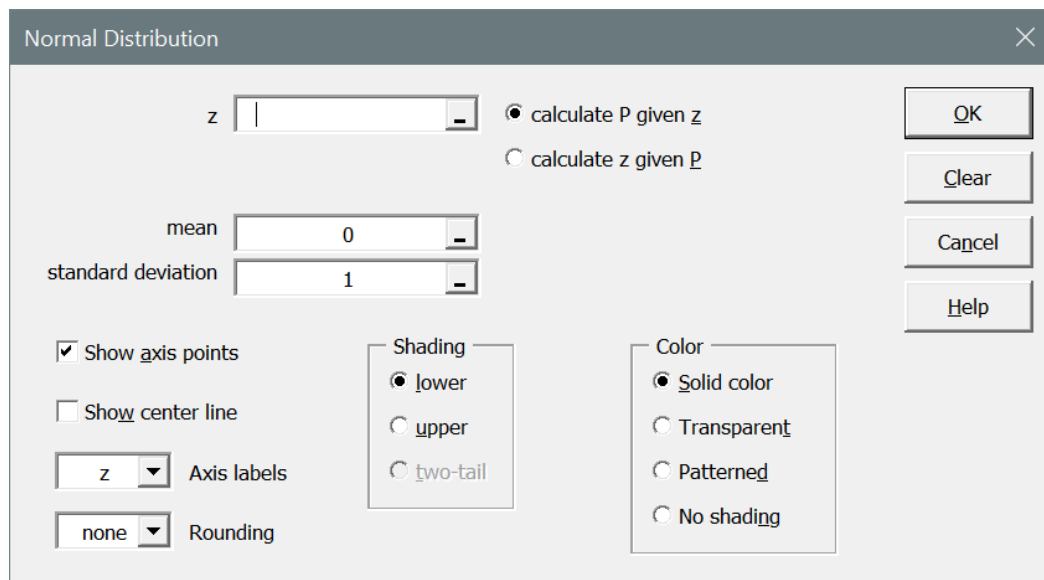
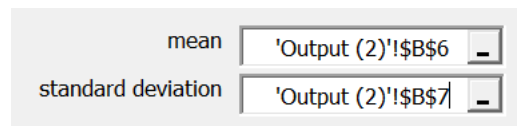


Figure 10a. Normal distribution dialog box.

You could just type the mean and standard deviation in the boxes but let's get the values from the cells.

- g. Click in the mean box and then click the cell that contains the mean.
- h. Click in the standard deviation box and then click the cell that contains the standard deviation.

The boxes should now look similar to this depending which cells had the mean and standard deviation:



It is OK to leave the boxes like this; however, if you double-click each of the boxes the actual numbers will be shown, and the dialog box will appear as shown in Figure 10b.

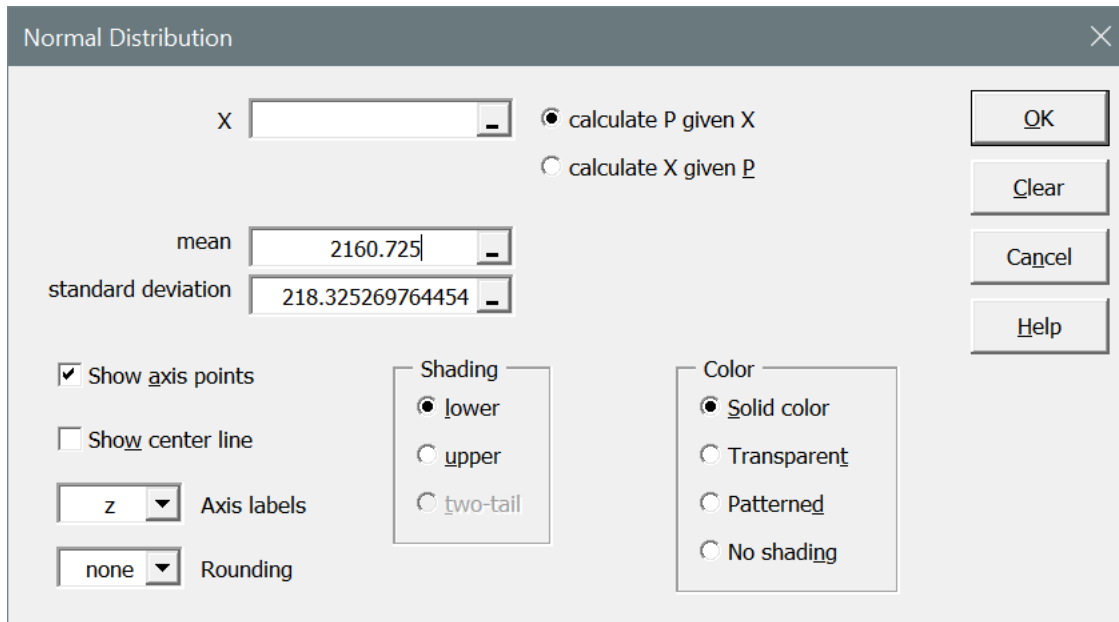


Figure 10b. Normal distribution dialog box with mean and standard deviation.

Notice that an advantage of selecting the cell rather than typing in the values is we get the full accuracy of the values since you would probably have typed in the rounded values. However, if you did not want all of the decimal places you could click the cells and edit the values.

Note that the input labels that were 'z' in Figure 10a are now labeled 'X' in Figure 10b since the mean and standard deviation are no longer 0 and 1.

If a cell contained the X value, you could also click in that cell but we will just type it in. We will also specify the X axis labels and round the calculated z value to two places so the output will correspond to table values.

- i. Click in the input box for X and type 2500.
- j. Click the dropdown arrow for Axis labels and select 'X'
- k. Click the dropdown arrow for Rounding and select '2'.
- l. Click OK and the output will appear as shown in Figure10c.

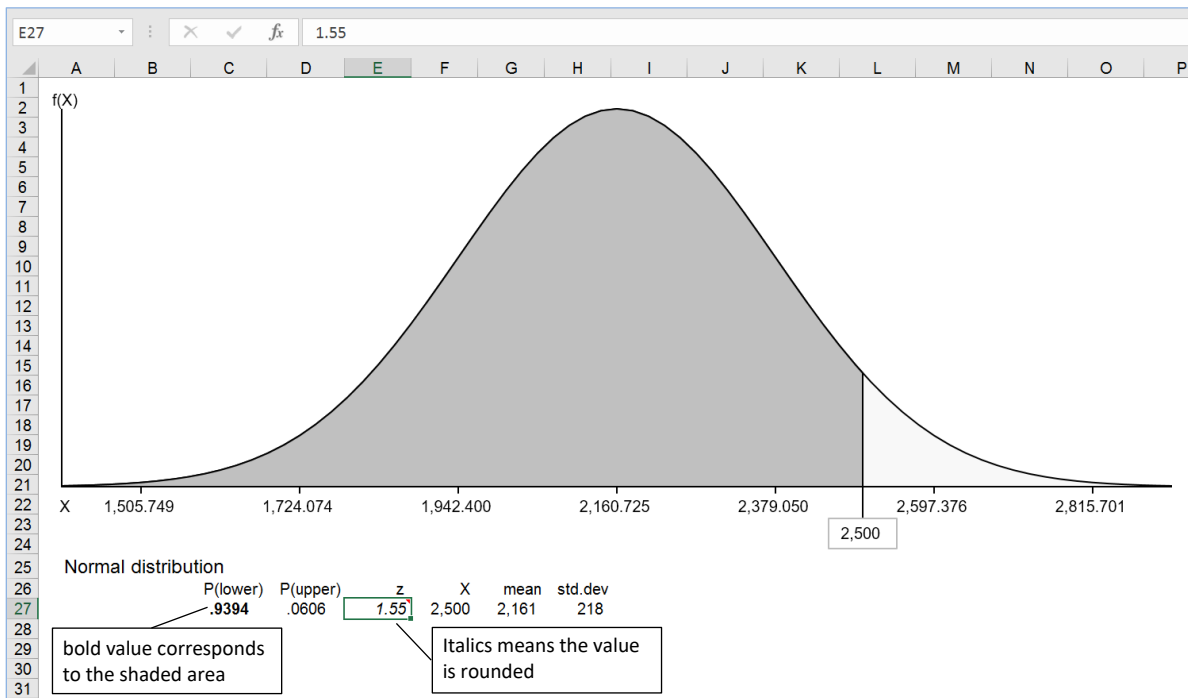


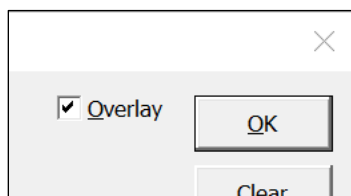
Figure 10c. Output from the normal distribution option.

Note that in addition to the graphical output the input values and the calculated values are also shown. The probability shown in bold corresponds to the shaded area. The *z* value in italics means that it is a rounded value, not just formatted, *i.e.*, if you click in the cell you will see the value is actually 1.55000000000. If you don't want the bold and italics formatting, you can click in those cell and change it, indeed you can change any of the output. For example, you may want to click in the cells with the mean and standard deviation and increase the number of decimal places to correspond to axis values.

We will now calculate the value for a 2000 square foot house and superimpose the output on this display.

m. Click MegaStat → Repeat Last Option (or MegaStat → Probability → Normal Distribution).

Note there is new checkbox near the OK button:



When the Overlay option appears it is checked by default which means the next output will be superimposed on the previous output. If you uncheck it, a new output will be created. For this example, we will leave it checked.

n. Enter 2000 into the 'X' box.

o. Select 'Transparent' in the Color box and click OK.

The new output is shown in Figure 10d.

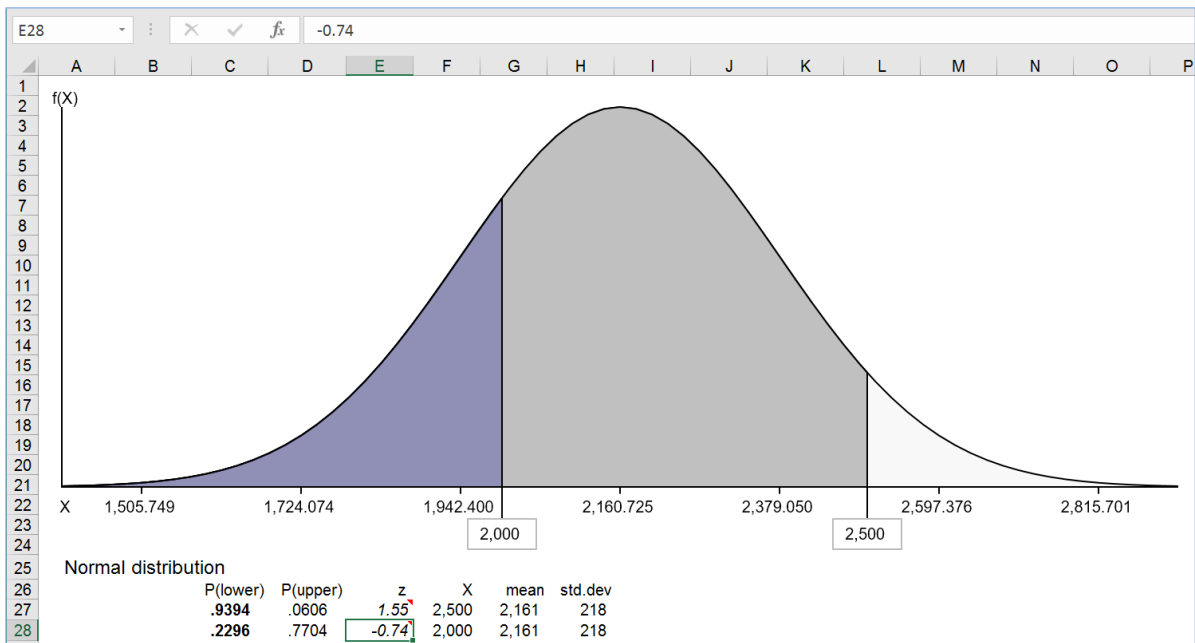


Figure 10d. Normal distribution with two areas shown.

Although the new area is transparent it would be more evident if the original area was patterned. We could go back and re-do the output and specify patterned instead of solid color; however, we will show how you change it on the output (and in the process see how you can do all kinds of fancy and colorful output).

Each of the shaded areas (and the axis labels) are separate graphical objects that can be edited. For this example, we will change the larger shade area to brick pattern.

p. Click the larger shaded area (the area between 2000 and 2500).

q. Click the Format tab. Click Shape Fill.

The screen will look like Figure 10e.

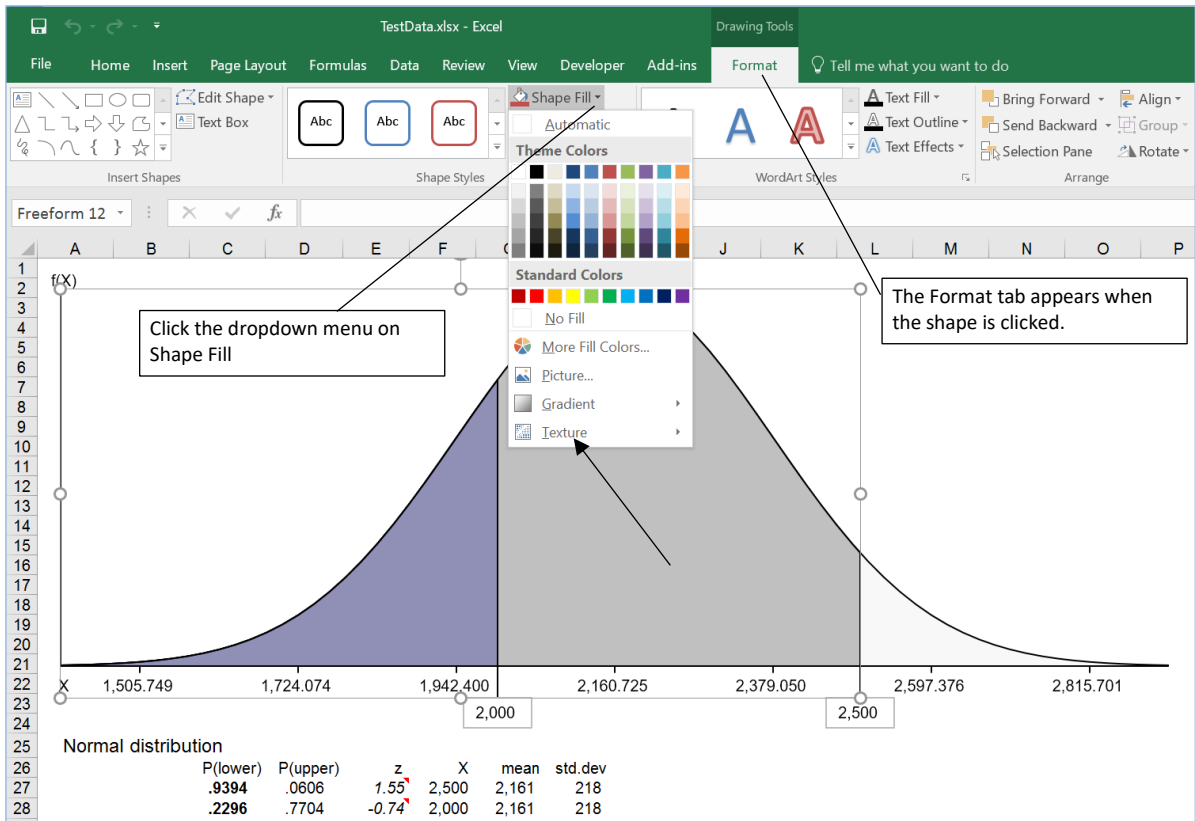


Figure 10e. Shape Fill menu.

r. Click Texture → More Textures and the Format Shape task pane will appear. Click Pattern fill and select a pattern.

The Format Shape task pane will appear as shown in Figure 10f.

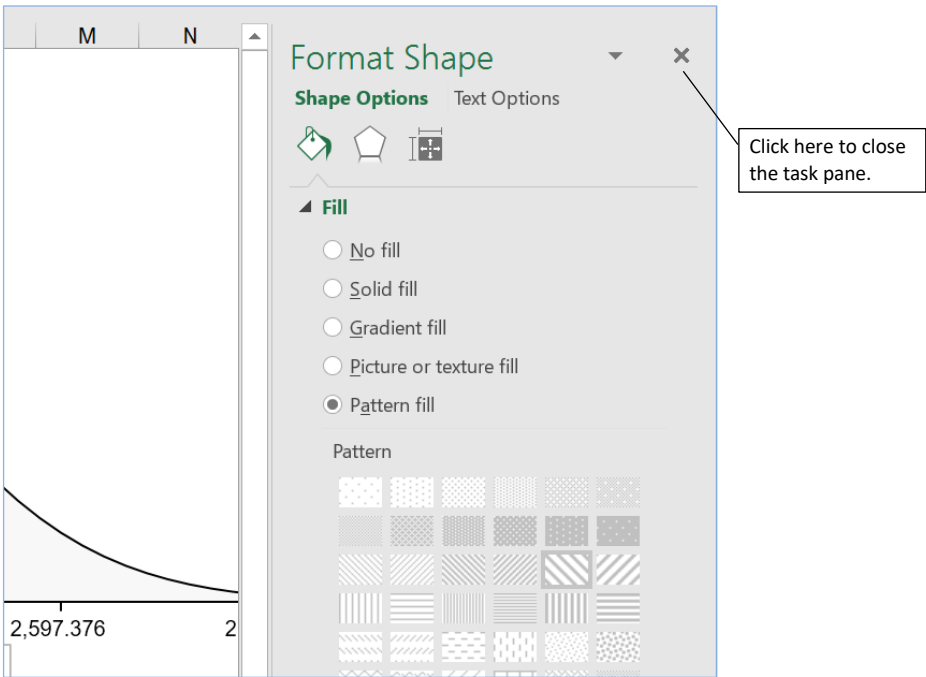


Figure 10f. Format Shape task pane.

Note that the Format Shape dialog box can also be used to change many other properties of the shape. You can even put a digital picture in the areas. Try some of them.

s. Close the task pane.

t. Calculate the area under the curve between 2000 and 2500 by clicking in cell C29 and entering the formula: =C27-C28.

(End of tutorial steps for Example 2.)

Your output will now look like Figure 10g.

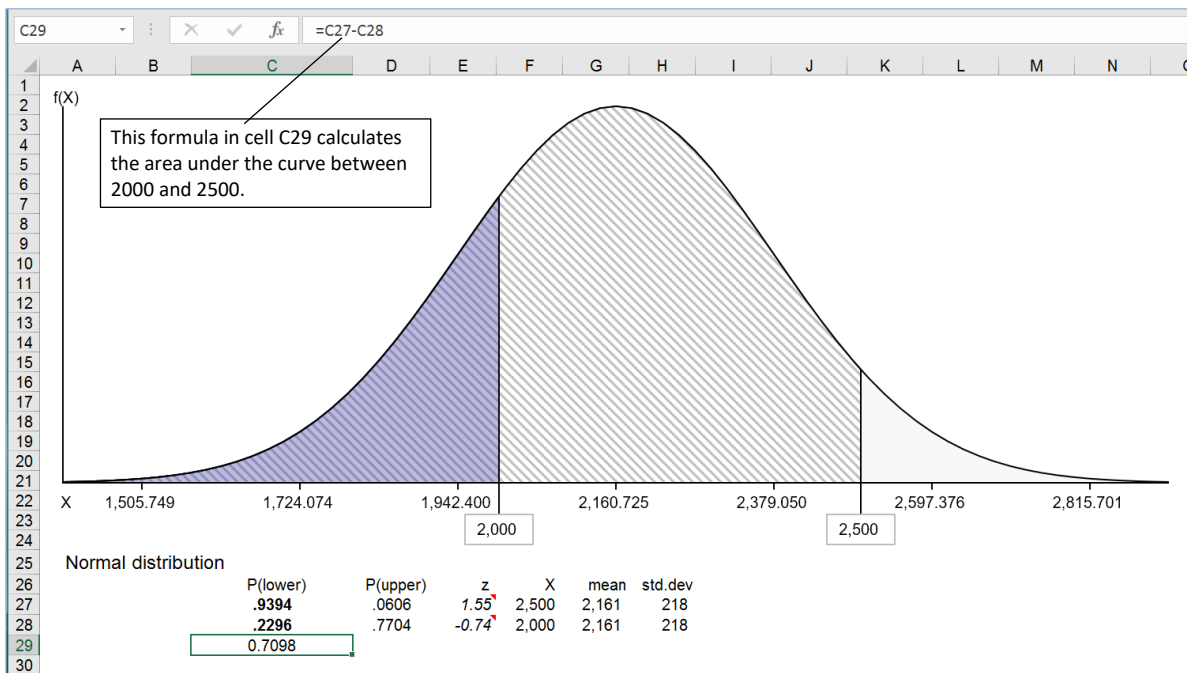


Figure 10g. Output modified to show a patterned fill.

Notice how the patterned fill with the transparent overlay emphasizes that the probability for 2500 goes all the way to left.

Example 3: Entering Proportions

Several MegaStat dialog boxes require that you enter proportions. This particular example calculates the confidence interval if the sample proportion is 11/38. You could enter the decimal value of 0.28947368421; however, this would be time consuming and error prone. It would be better to just enter the fraction as shown in Figure 11.

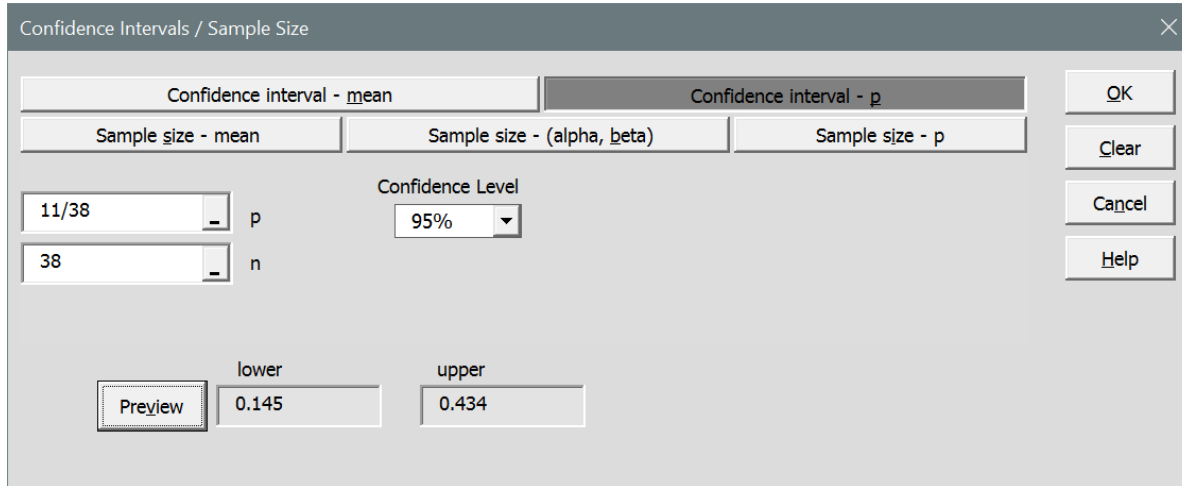


Figure 5 Proportion entered as a fraction.

An even better method is to just enter the numerator portion of the proportion and the program will divide the n value entered in the n box. When you enter a value in the p box that is greater than or equal to 1, the label automatically changes to x and the program knows that is supposed to divide by n (see Figure 12).

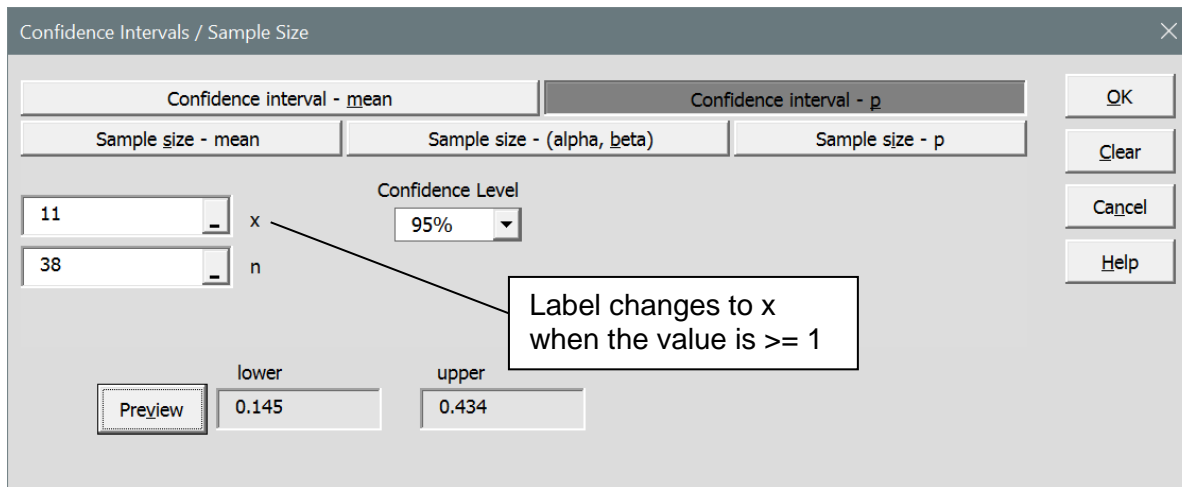


Figure 6 Proportion entered by typing only numerator.

This method works whenever MegaStat requires a proportion. If a worksheet cell contains a proportion, you also can click on that cell to select the proportion.

3. Reference

This section lists MegaStat options and briefly discusses any issues relevant to the option. Each dialog box is displayed; however, only features and procedures that are not self-apparent are discussed.

Descriptive Statistics

Descriptive statistics dialog box showing various statistical options and their selection status. The dialog includes an input range field, buttons for 'Select Defaults', 'Select/Clear All', 'OK', 'Clear', 'Cancel', and 'Help'. The options are:

- Mean
- Sample variance and standard deviation
- Minimum, maximum, range
- Median, quartiles, mode, outliers
- Boxplot
- DotPlot (Max dots: auto)
- Stem and Leaf Plot (Split)
- Runs Plot
- Normal Curve Plot
- Sum, sum of squares, SSX
- Standard error of the mean
- Population variance and standard deviation
- Confidence interval (95%)
- Empirical rule
- Tolerance interval (99.73% (±3s))
- Skewness, kurtosis, CV
- Suggested interval width for frequency distribution
- Normal curve goodness of fit

The Select Defaults button selects the options shown. Select/Clear All toggles 'Select All' and 'Clear All' options.

Note 1: The option that calculates **outliers** defines outliers and extremes as follows:

Let: $Q1 = 25^{\text{th}}$ percentile
 $Q3 = 75^{\text{th}}$ percentile
 $H = Q3 - Q1$ (the interquartile range)

An outlier is defined as any value less than $Q1 - 1.5 \cdot H$ or greater than $Q3 + 1.5 \cdot H$

An extreme is defined as any value less than $Q1 - 3.0 \cdot H$ or greater than $Q3 + 3.0 \cdot H$

Note 2: Boxplot fences

If the data contains outliers or extremes (see Note 1) they are plotted individually on the boxplots and the fences are displayed as dashed vertical lines. Fences are the values that define outliers and extremes.

Note 3: Boxplot charts

The data values needed to display the chart(s) are stored in ChartDataSheets as discussed in the Utilities section. If you paste the chart into another application you might want to do a Paste Special → Picture that does not require a link to these values.

Note 4: Confidence intervals

Confidence intervals may be calculated using z-values, t-values, or both by checking the appropriate box(es). The default is the z-value. You may select the confidence level from the dropdown menu or you can type a value.

Note 5: Normal curve goodness of fit

This option uses the mean and standard deviation of the data to determine the intervals boundaries that would divide a normal distribution into equal-probability intervals. The number of intervals is determined by Sturge's rule: $1 + \log_2(n)$. The row header for the observed values shows the z-value corresponding the upper end of each interval.

The program then calculates the frequency distribution. The expected frequencies are $n/(\text{number of intervals})$. If the data are normally distributed each interval should have the same number of observations.

Interpretation: A larger p-value indicates that the observed distribution closely matches a normal distribution. As the p-value gets smaller the fit is not as good. If the p-value is under .05 you would reject the hypothesis that the data could have come from a normal distribution.

Note: The sample size for the first variable is used to determine the number of intervals for all of the variables. If calculating the test for multiple variables and some of the other variables contain substantial amounts of missing data you should run the test on them individually.

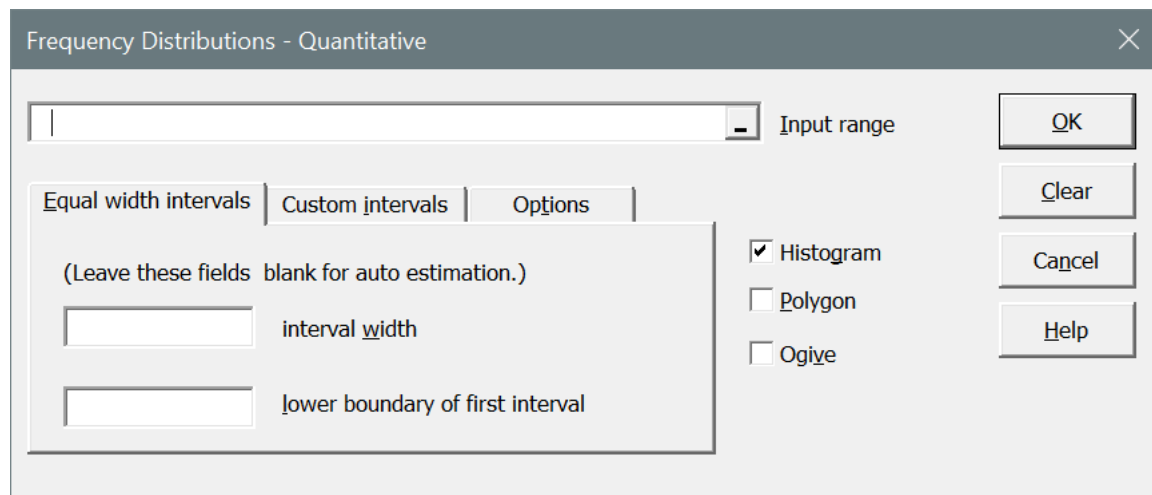
Frequency Distributions

Quantitative

The basic operation of this option is described in the Tutorial Example section above.

If the interval width or lower boundary boxes are left empty, MegaStat will attempt to calculate appropriate values: To estimate the interval width it first calculates the range of the data excluding any outliers or extremes. It then determines the interval width by the method discussed in David P. Doane “Aesthetic Frequency Classifications”, The American Statistician, November 1976, Vol 30, No. 4.

If your data includes outliers the resulting frequency distribution will probably have some empty intervals in order to reach the outliers. You might exclude some data or consider custom intervals. The dialog box for frequency distributions with equal width intervals is shown and discussed in the Tutorial Example section above. However, when you have a wide range of data, perhaps with some outliers you would click the Custom Intervals tab and the dialog box would appear as follows:



Use this option to specify unequal width or open-ended intervals. Select the worksheet cells (called the ‘bin range’) containing the interval boundaries. Each cell will be the lower boundary of an interval except for the last cell, which will be the upper boundary of the last interval. The values must be selected in a single column.

Example:

This bin range	0	would create the these intervals:	lower	upper
	100		0	99.99
	200		100	199.99
	1000		200	999.99
	4000		1000	3999.99
	10000		4000	10000.00

Qualitative

A qualitative frequency distribution is used to count the number of occurrences of specified data values. A **specification range** is used to specify what values are to be counted.

Suppose you had a variable representing five townships coded 1-5. If you wanted to include the name of the townships on the output you would select cells C6:D10 as the specification range as shown below. (Note: the cell borders shown are not required as a part of the specification range.)

	A	B	C	D	E
1	Township				
2	2				
3	5				
4	2				
5	3				
6	3		Englewood	1	
7	2		Briar Hills	2	
8	3		Burbsville	3	
9	1		Lone Tree	4	
10	3		Stanton	5	
11	3				
12	2				

Suppose townships 1, 3 and 4 were in the eastern part of the city and townships 2 and 5 were in the western part. If you wanted to count the number of homes in the East and West region you would set the specification range as shown below. Values listed on the same row are counted in the same category. If no label is specified, the left hand data value would be used as the label.

Any data values not listed in the specification range are ignored.

	A	B	C	D	E	F
1	Township					
2	2					
3	5					
4	2					
5	3					
6	3					
7	2					
8	3					
9	1					
10	3					

East	1	3	4
West	2	5	

MegaStat also allows qualitative data in the data range. For example, if the Garage variable was coded Yes and No the specification range would be as follows:

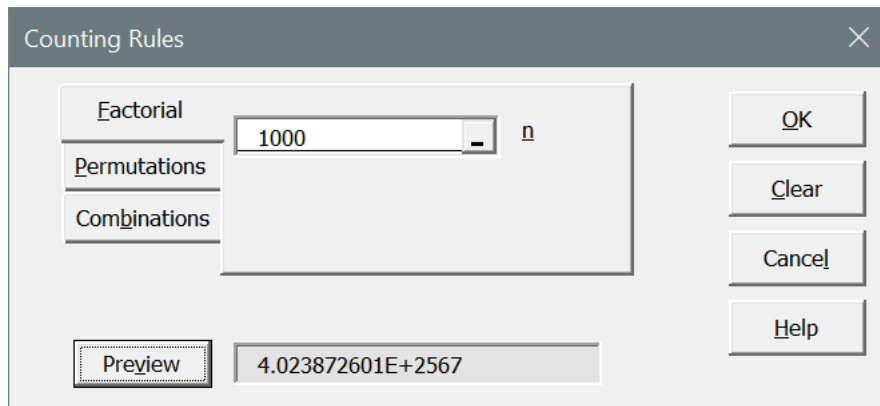
	A	B	C	D
1	3CarGrg?			
2	No			
3	Yes			
4	No			
5	Yes			
6	Yes			
7	Yes			
8	No			
9	Yes			

Yes
No

If you enter qualitative data as text it must be typed exactly the same way every time and it is case sensitive: Yes and yes would be two different responses. You could get around this by typing Yes and yes on the same line in the specification range but generally it would be better to enter numeric values such as 0 and 1. These could also be used as indicator variables in regression.

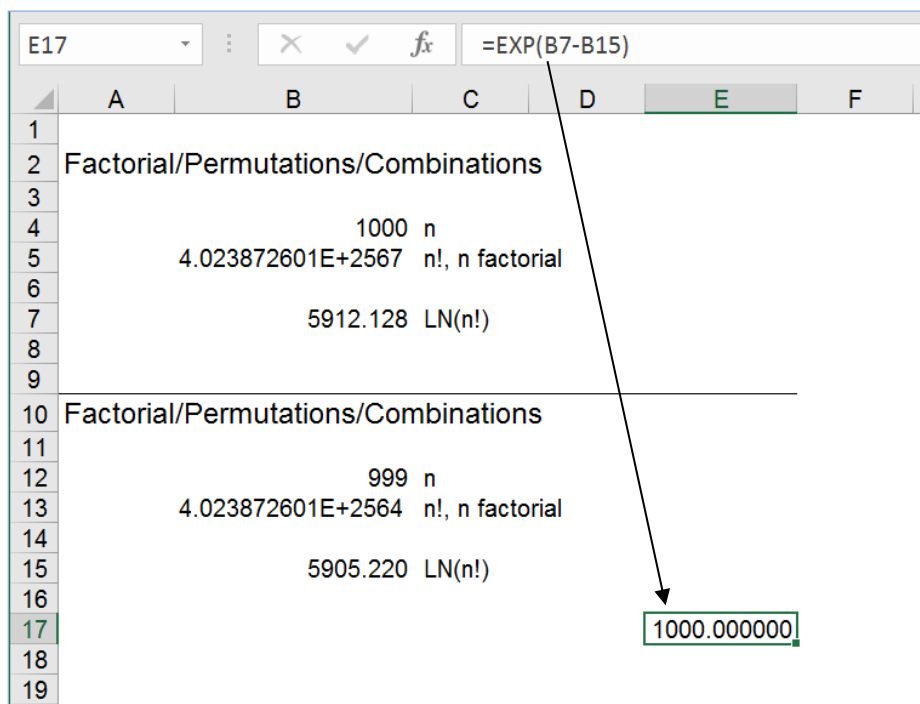
Probability

Counting Rules



The largest number Excel can handle is approximately $1.0E306$, i.e., a number with 306 places to the right of the decimal. That is certainly a large number but factorial/permutation/combination calculations often generate larger values. The largest factorial that can be displayed as a number is $170!$. Values larger than that are calculated but the results are shown in text format. The Preview example above shows $1000!$.

Technical note: The output also includes the natural log of the answer. You may use this value for further computations and testing. For example, to verify that the factorials are correct, recall that $n!/(n-1)! = n$, therefore $\exp(\ln(n!) - \ln((n-1)!))$ should equal n , e.g. $\exp(\ln(1000!) - \ln(999!)) = 1000$. Values larger than $10,000,000!$ start to show a little error but the percent error is very small. These computations are shown below in cell E17 below:



	A	B	C	D	E	F
1						
2	Factorial/Permutations/Combinations					
3						
4		1000	n			
5		4.023872601E+2567	n!, n factorial			
6						
7		5912.128	LN(n!)			
8						
9	-----					
10	Factorial/Permutations/Combinations					
11						
12		999	n			
13		4.023872601E+2564	n!, n factorial			
14						
15		5905.220	LN(n!)			
16						
17					1000.000000	
18						
19						

Discrete Probability Distributions

Discrete Probability Distributions

Binomial | Hypergeometric | Poisson

n, number of trials

p, probability of occurrence

display graph

OK

Clear

Cancel

Help

Enter the values required by each distribution. The Help file gives details regarding size limitations.

The output is formatted to five decimal places so a value that shows as .00000 is not truly zero, it is just zero out to at least five decimal places. Like any MegaStat output, the formats can be changed. You will need to use scientific notation to display very small probabilities.

Normal Distribution

The normal distribution program gives a graphical display of the normal distribution. Example 2 in the Tutorial chapter shows how to calculate normal curve probabilities. The dialog box below shows how it would be set up to calculate the z-values associated with a .05 two tail probability selected from the dropdown box (.025 in each tail of the distribution) with patterned output.

Normal Distribution

calculate P given z

calculate z given P

P .05

mean .005

standard deviation .01

.025

.05

.1

.5

.9

.95

Show axis points

Show center line

z Axis labels

none Rounding

upper

two-tail

Color

Solid color

Transparent

Patterned

No shading

OK

Clear

Cancel

Help

Dropdown list to select probability or type in a value.

You may type in a probability value if the value you want is not in the list.

After you do an initial output, an Overlay checkbox will appear near the OK button. If you leave it checked, when you click OK the output will be superimposed on the previous output. You may superimpose several

outputs. If you are planning outputs that will be covering each other, it will work best to make the first one patterned and subsequent ones transparent.

Notes regarding the options:

Show axis points – This shows input values associated with the shaded areas. The units will be z or X depending on the Axis labels option below.

Show center line – The center line is also a graphics object that can be selected and moved or edited; for example, you may want to make it heavier or change its color.

Axis labels – This option determines the labeling for the tick marks and the axis points. The options are z, X, and none.

Rounding – The options are none, 2, 3, or 4; or you may type a value from 0 to 16. If you select this option, probabilities will be calculated with the z-value rounded to the selected value. Use rounding of 2 to match most normal curve tables.

Shading – The two-tail option is only enabled when the input box is P. The input p-value is divided by two and each half is placed in one tail of the distribution.

Color – The solid color is a medium gray; the transparent color is a grayish blue that will show patterns underneath. Two or more overlaid transparent areas will show darker blue; however, it would be better to get a darker blue by editing the area as shown in Example 2 in the tutorial section.

Other notes:

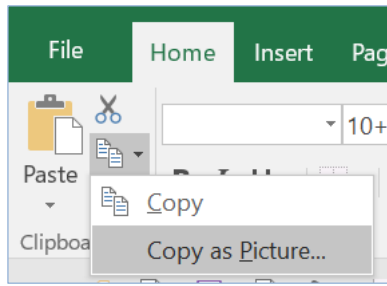
Post output editing: MegaStat creates the normal distribution output by displaying graphical objects (shapes and textboxes). If you click any of the areas on the output a Drawing Tools tab will appear at the top of the screen. As shown in Example 2 in the tutorial section, with a little practice you can create very interesting graphical displays.

You may also click any of the axis label textboxes to change the displayed text and/or add text, or move the boxes using the arrow keys. You may also change the font size and style.

Copying the output: If you want to copy the normal distribution output and paste it into another application such as Word or PowerPoint you need to group all of the objects into one object. You do this as follows:

- Click **Home tab** → **Find & Select** → **Select Objects** (the cursor will change to an arrow). (If you use this option a lot, it is handy to put the selection tool on the Quick Access Toolbar.)
- Draw a rectangle around the entire display. Make sure you select all of the axis textboxes. If you miss some you can redraw the selection box or click the ones you missed by while holding the control key.
- Click: **Drawing Tools** → **Format** → **Group** → **Group**.
- Double click any cell to de-activate the selection tool.

You can then select the graphic and use **Home tab** → **Copy as Picture** to copy it and paste it into another Excel worksheet or another application.



Display size: You can use the Excel zoom options make the display larger or smaller. You can also group all of the graphical options as shown in the step above and then drag a corner of the graphic to resize it.

Printing: To make the normal distribution output fit on a printed page without resizing it, you can use Page Setup or Print Preview and select fit to one page.

t Distribution

The general operating procedures for the t, F and chi-square distributions are the same as the normal distribution; however, the default option for them is to calculate the distribution value given a probability since they would often be used to determine critical values for hypothesis tests. See Tutorial Example 2 and the normal distribution reference section. The MegaStat help system gives detail regarding specific options for the t distribution.

Note in particular there is an option to superimpose a dashed line normal curve on the t distribution. For degrees of freedom of 30 and larger, the normal and t distributions will be nearly identical.

F Distribution

F-Distribution

calculate P given F

calculate F given P

P

df1

df2

Show axis points

Rounding

Color

Solid color

Transparent

Patterned

No shading

OK

Clear

Cancel

Help

The general operating procedures for the t, F and chi-square distributions are the same as the normal distribution. See Tutorial Example 2 and the normal distribution reference section. The MegaStat help system gives detail regarding specific options for the F distribution.

The size of the graphical display is scaled to fit the display area and the maximum F value for the horizontal axis is chosen to be slightly larger than the .01 critical value. Thus the absolute size of displays for different degrees of freedom cannot be compared.

Chi-square Distribution

Chi-square Distribution

calculate P given Chi-square

calculate Chi-square given P

Chi-square

df

Show axis points

Rounding

Color

Solid color

Transparent

Patterned

No shading

OK

Clear

Cancel

Help

The general operating procedures for the t, F and chi-square distributions are the same as the normal distribution. See Tutorial Example 2 and the normal distribution reference section. The MegaStat help system gives detail regarding specific options for the chi-square distribution.

The size of the graphical display is scaled to fit the display area and the maximum chi-square value for the horizontal axis is chosen to be slightly larger than the .01 critical value. Thus the absolute size of displays for different degrees of freedom cannot be compared.

Confidence Intervals / Sample Size

For each of the dialog boxes confidence levels of .99, .95, or .90 may be selected by the dropdown arrow or you may type in any other value.

Confidence interval – mean

The dialog box is titled "Confidence Intervals / Sample Size" and has a close button (X) in the top right corner. It features a tabbed interface with two tabs: "Confidence interval - mean" (selected) and "Confidence interval - p". Below the tabs are three buttons: "Sample size - mean", "Sample size - (alpha, beta)", and "Sample size - p". The main area contains input fields for "Mean" (value: 100), "Std. Dev." (value: 16), and "n" (value: 26). A "Confidence Level" dropdown menu is set to "95%". There are radio buttons for "z" and "t", with "t" selected. At the bottom, there are "lower" and "upper" preview boxes showing values 93.537 and 106.463 respectively. On the right side, there are buttons for "OK", "Clear", "Cancel", and "Help".

Confidence interval – p

The dialog box is titled "Confidence Intervals / Sample Size" and has a close button (X) in the top right corner. It features a tabbed interface with two tabs: "Confidence interval - mean" and "Confidence interval - p" (selected). Below the tabs are three buttons: "Sample size - mean", "Sample size - (alpha, beta)", and "Sample size - p". The main area contains input fields for "p" (value: .5) and "n" (value: 40). A "Confidence Level" dropdown menu is set to "95%". At the bottom, there are "lower" and "upper" preview boxes showing values 0.345 and 0.655 respectively. On the right side, there are buttons for "OK", "Clear", "Cancel", and "Help".

Note: Instead of typing .5 you could have typed 20 and the label would have automatically changed to 'x'

Sample size – mean

Confidence Intervals / Sample Size

Confidence interval - mean Confidence interval - p

Sample size - mean Sample size - (alpha, beta) Sample size - p

2 E Confidence Level: 99%

6.5 Std. Dev.

Preview N: 70.081 N rounded up: 71

OK, Clear, Cancel, Help

Sample size – p

Confidence Intervals / Sample Size

Confidence interval - mean Confidence interval - p

Sample size - mean Sample size - (alpha, beta) Sample size - p

.04 E Confidence Level: 95%

.5 p

Preview N: 600.228 N rounded up: 601

OK, Clear, Cancel, Help

Sample size – mean with specified α and β

Confidence Intervals / Sample Size

Confidence interval - mean Confidence interval - p

Sample size - mean Sample size - (alpha, beta) Sample size - p

2 E alpha: .01 beta: .01

6.5 Std. Dev.

Preview N: 228.653 N rounded up: 229

OK, Clear, Cancel, Help

Note that sample sizes are rounded up to the next highest integer.

Hypothesis Tests

Mean vs. Hypothesized Values

The dialog box is titled "Hypothesis Test: Mean vs. Hypothesized Value". It features two radio buttons: "data input" (selected) and "summary input". Below these is an empty "Input range" text box. Further down is an empty "Hypothesized mean" text box and an "Alternative:" dropdown menu set to "not equal". At the bottom, there are radio buttons for "t-test" (selected) and "z-test", a checkbox for "Display" (unchecked), a "95%" confidence interval dropdown, and a "confidence interval" label. On the right side, there are buttons for "OK", "Clear", "Cancel", and "Help".

The t-z option determines what distribution is used for calculating the p-values. In either case the calculation is done using the sample standard deviation formula. If you want to use the population standard deviation formula, you would use the Descriptive Statistics option to do the calculation and then use the summary input option described in the next paragraph.

Summary input: Hypothesis test are usually done by specifying data input; however, there may be situations where you already have calculated values or want to specify known values for the standard deviation. For example, if cells K16 through K19 contain a label, mean, standard deviation and n respectively, you would click 'summary input' and select the cells as shown below. (If there is not a label, click a blank cell.)

If the summary values are not in contiguous cells you may select any four cells in the proper sequence by holding the CTRL key. This is useful if you are selecting summary data from Descriptive Statistics output.

The dialog box is titled "Hypothesis Test: Mean vs. Hypothesized Value". It features two radio buttons: "data input" and "summary input" (selected). Below these is the "Input range" text box containing "Sheet1!\$K\$16:\$K\$19". Below that is the instruction "Select range with label, mean, s.d., n". Further down is an empty "Hypothesized mean" text box and an "Alternative:" dropdown menu set to "not equal". At the bottom, there are radio buttons for "t-test" (selected) and "z-test", a checkbox for "Display" (unchecked), a "95%" confidence interval dropdown, and a "confidence interval" label. On the right side, there are buttons for "OK", "Clear", "Cancel", and "Help".

Compare Two Independent Groups

Hypothesis Test: Compare Two Independent Groups

data input summary input

Group 1

Group 2

Hypothesized difference: 0

Alternative: not equal

t-test (pooled variance)

t-test (unequal variance)

z-test

Display 95% confidence interval

Test for equality of variances

OK, Clear, Cancel, Help

All of the data selected for each group will be treated as a single group even if you select multiple columns.

The z-test option does not pool the variance and calculates the p-value using the normal distribution. However, it uses the sample standard deviation formula. If you wish to use the population standard deviation formula, do the calculations with Descriptive Statistics and use the summary input option. (See the Mean vs. Hypothesized test for details on how to use the summary input option.)

Paired Observations

Hypothesis Test: Paired Observations

data input summary input

Group 1

Group 2

Hypothesized

Alternative: not equal

t-test z-test

Display 95% confidence interval

OK, Clear, Cancel, Help

Both groups must have the same number of observations. If your data is already in the form of differences you would use the Mean vs. Hypothesized Value test.

The t-z option determines what distribution is used for calculating the p-values. In either case the calculation is done using the sample standard deviation formula. If you want to use the population standard deviation formula, you would use the Descriptive Statistics option to do the calculation using the summary input option described in the Mean vs. Hypothesized section.

Proportion vs. Hypothesized Value

The dialog box is titled "Hypothesis Test: Proportion vs. Hypothesized Value" and has a close button (X) in the top right corner. It contains the following fields and controls:

- Observed:** A text input field for 'p' and a spin button.
- Hypothesized:** A text input field for 'p' and a spin button.
- n:** A text input field and a spin button.
- Alternative:** A dropdown menu currently set to "not equal".
- Display:** A checkbox that is currently unchecked, followed by a dropdown menu set to "95%" and the text "confidence interval".
- Buttons:** Four buttons are stacked vertically on the right: "OK", "Clear", "Cancel", and "Help".

For this test and comparing two proportions, review the Entering Proportions section of the Tutorial Examples chapter.

Compare Two Independent Proportions

The dialog box is titled "Hypothesis Test: Compare Two Proportions" and has a close button (X) in the top right corner. It contains the following fields and controls:

- Group 1:** A text input field for 'p' and a spin button.
- Group 2:** A text input field for 'p' and a spin button.
- n:** A text input field and a spin button.
- Hypothesized difference:** A text input field containing the value "0" and a spin button.
- Alternative:** A dropdown menu currently set to "not equal".
- Display:** A checkbox that is currently unchecked, followed by a dropdown menu set to "95%" and the text "confidence interval".
- Buttons:** Four buttons are stacked vertically on the right: "OK", "Clear", "Cancel", and "Help".

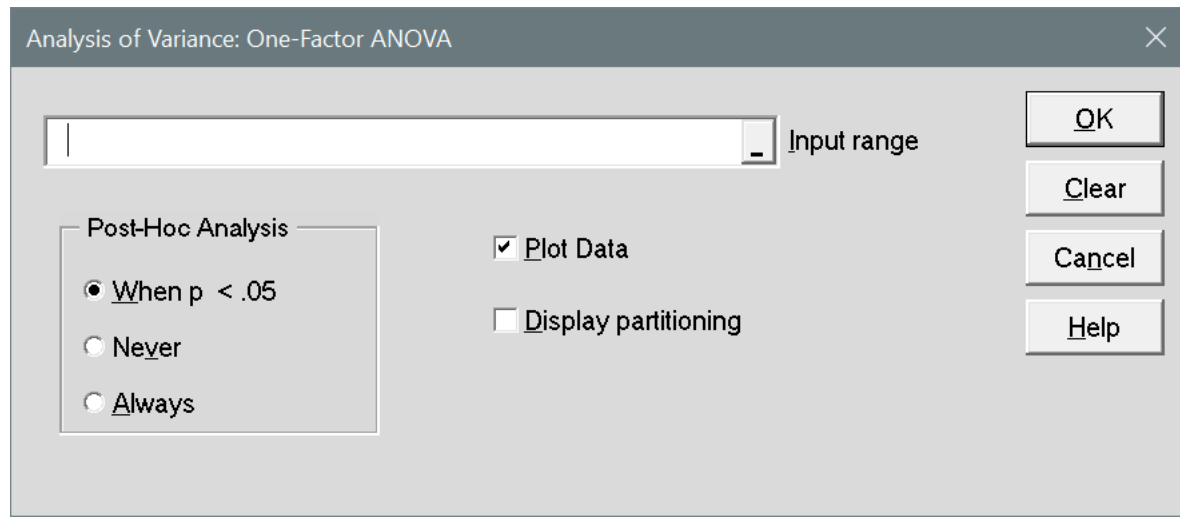
Chi-square Variance Test

The screenshot shows a dialog box titled "Chi-square Variance Test" with a close button (X) in the top right corner. The dialog has two radio buttons: "data input" (selected) and "summary input". Below these are two input fields: "Input range" and "Hypothesized variance". To the right of the "Hypothesized variance" field is a dropdown menu labeled "Alternative:" with "not equal" selected. At the bottom, there is a checkbox labeled "Display" followed by a dropdown menu showing "95%" and the text "confidence interval". On the right side of the dialog, there are four buttons: "OK", "Clear", "Cancel", and "Help".

To compare the variances from two groups use the hypothesis test for comparing two means and check the variance test option.

Analysis of Variance

One-Factor ANOVA



Analysis of Variance: One-Factor ANOVA

Input range

Post-Hoc Analysis

When p < .05

Never

Always

Plot Data

Display partitioning

OK

Clear

Cancel

Help

Within the input range each column will be considered a group. The groups do not have to be the same size so there may be some empty cells – just make the selection block large enough to include the largest group.

The data groups for this procedure must be side by side. For example, if you were doing an ANOVA with three groups the groups might look like this:

	A	B	C	D	E
1					
2		Group 1	Group 2	Group 3	
3		23	32	37	
4		25	29	31	
5		24	26	29	
6			33	31	
7			27		
8					

The post-hoc analysis is a table showing the p-values for the pairwise independent groups t-tests. The default option is to display the post-hoc analysis only when the ANOVA is significant at $p < .05$; however, you can specify that you never want the output or that you always want it.

Checking the Plot Data box gives a plot of the data with the group means and grand mean.

All three ANOVA's have a box to check if you wish to display partitioning. This will create output showing how the sums of squares are calculated.

Randomized Blocks ANOVA

Analysis of Variance: Randomized Blocks

Input range

Post-Hoc Analysis

- When p < .05
- Never
- Always

Plot Data

Display partitioning

OK

Clear

Cancel

Help

Within the input range each column will be considered a treatment and each row will be a block. No missing or invalid data are allowed.

Each row (block) may have a label as well as the columns (treatments). Just remember that labels must be text. If you want to use AutoFill to generate block labels, enter the first two values as '1 and '2 to force them to be text.

The data groups for this procedure must be side by side. For example, if you were doing an ANOVA with four treatments and five blocks the data cells must look like this:

	A	B	C	D	E	F
1						
2			Treatment 1	Treatment 2	Treatment 3	Treatment 4
3		Block 1	23	23	32	37
4		Block 2	25	26	29	31
5		Block 3	24	24	26	29
6		Block 4	27	25	31	34
7		Block 5	28	22	24	33
8						

The post-hoc analysis is a table showing the p-values for the pairwise independent groups t-tests. The default option is to display the post-hoc analysis only when the ANOVA is significant at $p < .05$; however, you can specify that you never want the output or that you always want it.

Checking the Plot Data box gives a plot of the data with the group means and grand mean. The data points for each block are connected.

Two Factor ANOVA

The data must be in the form shown below. Assume you have two column treatments, three row treatments and three replications per cell:

	A	B	C	D	E
1					
2			Column A	Column B	
3			48.2	55.7	
4		Row 1	53.7	52.5	
5			55.8	59.9	
6			73.0	76.2	
7		Row 2	78.1	78.4	
8			75.4	82.1	
9			52.4	54.0	
10		Row 3	49.7	52.1	
11			50.9	49.9	
12					

All cells must have the same number of replications and no missing data are allowed. You may type in the number of replications per cell or you can use the mouse to select one cell and the program will count the number of replications.

The row treatment labels may be placed in any of the cells to the left of the treatment.

The post-hoc analysis is a table showing the p-values for the pairwise independent groups t-tests. The default option is to display the post-hoc analysis only when the ANOVA for a given factor is significant at $p < .05$; however, you can specify that you never want the output or that you always want it.

Correlation / Regression

Scatterplot

Scatterplot

Input ranges:

horizontal

vertical

chart

Plot linear regression line Force zero intercept

Display:

Markers Markers and lines Lines only

OK

Clear

Cancel

Help

Both input ranges must be the same size and be in a single column.

A title is not required but it is recommended. The title can have more than one line. Use the scroll bar on the edit box to view multiple lines. You may type in the title or click on cell(s) that contain title text.

Specify if you want the linear regression line forced through the intercept.

Post output editing: MegaStat will do a good first approximation of the scatterplot, but remember that it is an Excel chart and if you right-click a chart object (*e.g.*, an axis) you go into editing mode where you can make changes. Some common things you might want to fine-tune are:

- Move the text box that contains the regression equation and r^2 if it is covering data points.
- Right-click the regression line (Trendline) and select Format Trendline → Options to extend the line forward or backward or try a non-linear curve fit.
- Rescale the axes. The program attempts to scale the axes properly; however, you can change the scaling to your preference.
- Resize the Scatterplot.

Note: The Scatterplot is linked to the data you selected in the input ranges. This means that if you subsequently change the data, the chart will be updated. If you want to lock it or paste it to another document without linking, do a Copy and Paste Special → Picture into Microsoft Word. It will look just the same, but you cannot do any further editing.

Correlation Matrix



If you want to change the order of the variables you may select multiple data ranges by holding the Ctrl key. Each selection area must have the same number of rows. No missing or invalid data are allowed.

Only the lower half of the correlation table is displayed; however, the upper portion output is in hidden format and may be displayed by formatting the cells.

Regression Analysis

Regression Analysis

Input ranges:

X, Independent

Y, Dependent variable

predictor values

Dropdown list showing prediction options

Options

95% Confidence Level

Variance Inflation Factors

Standardized Coefficients (betas)

Test Intercept Force Zero Intercept

All Possible Regressions

Stepwise Selection 1 best model of each size

Residuals:

Output Residuals

Diagnostics and Influential Residuals

Durbin-Watson Cook's D

Plot Residuals by Observation

Plot Residuals by Predicted Y and X

Normal Probability Plot of Residuals

OK

Clear

Cancel

Help

Within the input range each column is considered a variable. If there is more than one independent variable MegaStat will automatically do multiple regression. You may select multiple input ranges by holding the Ctrl key. This is handy if you are doing multiple regression and the independent variables are not contiguous. The independent and dependent variable ranges must have the same number of rows.

If you want to calculate predicted values, click the dropdown arrow and select one of the options (as shown in the dialog box above):

Predictor values from worksheet cells

If you select this option you will need to select an input range for the values of the independent variable(s) to be used for prediction. Within this range each column will correspond to the independent variable(s) and each row will specify a different prediction. For example, if you are doing one prediction for simple regression the predictor range would be a single cell; or if you are doing three predictions for a multiple regression with four independent variables, the predictor range would be three rows by four columns.

The predictor range can be any cells, even in a different sheet; however, the obvious place to put the predictor variables would be right below the independent variables of the input data.

Type in predictor values

The input box allows you to type predictor values for the independent variable. The entries must be in the same order as the independent variables in the input data. The values must be separated by spaces or commas. You may make multiple predictions by typing a semi-colon between each prediction. If you have several predictions and/or several independent variables it will be easier to enter them into worksheet cells and use the method described above.

For example: if you wanted to make three predictions using $X_1 = 20$, $X_2 = 9$; $X_1 = 25$, $X_2 = 12$ and $X_1 = 30$, $X_2 = 15$ you would type in:

20,9;25,12;30,15

You can also enter spaces to make it easier to read

20,9; 25,12; 30,15

(Secret tip: You really don't need the semi-colons and commas if you put one or more spaces between each number. You could enter: 20 9 25 12 30 15)

Select Options:

- Confidence level for confidence intervals.
- Variance Inflation Factors to measure multicollinearity in multiple regression
- Standardized regression coefficients (sometimes called betas)
- Test for zero intercept
- Force zero intercept

-All Possible Regressions

This option prints a summary line for each possible combination of variables in a multiple regression. Since each summary line includes the p-values for the variables in the model, this output is useful for model building since you can easily see which combinations of variables work best.

The number of summary lines is $2^k - 1$ where k is the number of independent variables. Thus 12 variables will generate 4095 regression summaries. Above 10 variables the calculations can take quite a while and there may be memory issues. (Press Esc to abort if it is taking too long.) Stepwise Selection is usually a better option for more than 8 variables. The program still has to calculate the regression summaries but there is a lot less output since only the best regressions are displayed.

-Stepwise Selection

This option is similar All Possible Regression but it displays only the best models for any given number of variables, which gives more compact output.

All Possible Regressions and/or Stepwise Selection are more powerful and flexible than traditional Stepwise Regression. Stepwise Regression determines the one best model where MegaStat not only does this but also shows if there are other models nearly as good.

Selecting All Possible Regressions or Stepwise Selection causes all other options to be deactivated (grayed out). To restore the other options, uncheck All Possible Regressions or Stepwise Selection.

The Force zero intercept option will not work if the slope is negative or the intercept is not close to zero.

You cannot select Test intercept = 0 and Force zero intercept simultaneously. Selecting one will uncheck the other one.

Select Residuals options

- Output of dependent variable, predicted value, residual
This option will automatically be selected if you choose any other residuals option.
- Durbin-Watson
- Plot Residuals by Observation
- Plot Residuals by Predicted Values and by each Independent Variable
- Diagnostic and Influential Residuals
These are advanced options that would be important for upper level courses and research use.
 - --Leverage
Shaded blue if the value is $> 2 * (Nvar + 1) / n$
 - --Studentized Residual
 - --Studentized Deleted Residual
These are t values and they are shaded light blue if the p-value is $\leq .05$ and blue if the p-value is $\leq .01$
 - Cooks D
This value is an F ratio and it is shaded light blue if the p-value is $\leq .80$ and blue if the p-value is $\leq .50$.
- Normal Probability Plot of Residuals
Note: The data values needed to display the Normal Probability Plot are stored in a ChartDataSheet as discussed in the Utilities section.

Time Series / Forecasting

Trendline Curve Fit

Trendline Curve Fit

Input range of time series:

Type of trendline: Linear

Beginning period: 0

Forecast for 0 periods, starting with period

Options

- 95% Confidence Level
- Scatterplot
- Input Data
- Test Intercept
- Force Zero Intercept

Residuals

- Output Residuals
- Durbin-Watson
- Plot Residuals
- Diagnostics and Influential Residuals
- Normal Probability Plot of Residuals

OK
Clear
Cancel
Help

Select a single column of data as the input range of the data to be fit with a trendline (*i.e.*, the dependent variable, Y). The program will create the time series independent variable (X). Then select the type of trendline you wish to fit: Linear, Exponential or Polynomial using the dropdown selection menu.

Select the beginning period for the time series variable (X). This is usually 0 or 1 but it can be any value, for example, a year. If you enter a non-integer value it will be rounded to the nearest integer.

If you wish to make one or more forecasts, specify how many and the starting period for the forecasts.

Specify if you want any of the output options:

Scatterplot of the data with the trendline. (In order to get the scatterplot you must also have the input data displayed so that box will automatically be checked also.

[In rare instances when you specify an exponential curve fit, the scatterplot will not be able to display the trendline. This is caused when you use large values (*e.g.*, years) for your time series. If you start the time series at $t=0$ the trendline will probably be displayed.]

Display the input data, *i.e.* the time series variable and the input data.

Output of residuals, Durbin-Watson and plot of residuals. Note that you cannot get the latter two unless you output the residuals.

Options for Adjusted R^2 , Test for intercept and Force intercept through zero. (See regression section for details on these items.)

Deseasonalization

Deseasonalization

Input range of seasonal data:

Quarterly Monthly

First data period:

1st 1

Quarter Year

Plot values

OK
Clear
Cancel
Help

In order to do deseasonalization you must have at least two years of data (*i.e.*, 8 quarters or 24 months). You cannot have missing data; however, you can have a partial year at the beginning and/or end of the data.

Indicate if the data is quarterly or monthly. Then specify the quarter/month and year of the first data value. These values are used for labeling the output and are not required.

After you have run the analysis you can use the Trendline or Regression options to make predictions using the deseasonalized data. (Make sure to remember to reseasonalize the prediction by multiplying by the appropriate seasonal index.)

Moving Average



Moving Average

Input range for data:

Number of Periods: 1

OK

Clear

Cancel

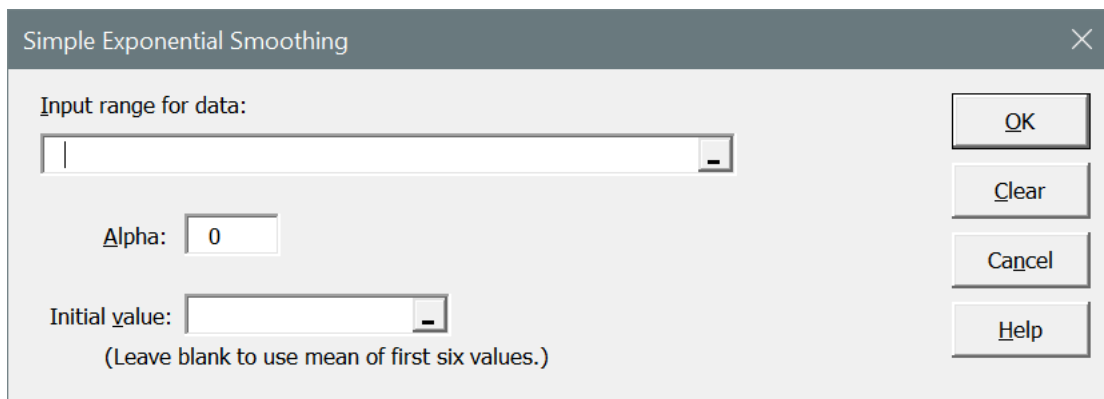
Help

Select a single column of data as the input range. Then specify the number of periods in the moving average (usually 3 to 5 but can be any value between 1 and n). The example above shows a 5 term moving average.

The moving average is displayed adjacent to the last period averaged; however, you can cut/paste or drag/drop the averaged values to position them anywhere.

Exponential Smoothing

Simple Exponential Smoothing



Simple Exponential Smoothing

Input range for data:

Alpha: 0

Initial value:

(Leave blank to use mean of first six values.)

OK

Clear

Cancel

Help

Select a single column of data as the input range of the data to be smoothed.

Specify Alpha, the weight to be given to each new value of the smoothed series. Alpha must be between 0 and 1.

Specify an initial data value for the smoothed series. If you leave the initial value blank, it will use the mean of the first six data values.

Two-factor Exponential Smoothing

Two-factor Exponential Smoothing

Input range for data:

Alpha: Beta:

Initial value: Initial trend:

(Leave blank to estimate from trend of first six values.)

OK
Clear
Cancel
Help

Select a single column of data as the input range of the data to be smoothed.

Specify Alpha, the weight to be given to each new value of the smoothed series. Alpha must be between 0 and 1. If you leave this blank it will use the intercept of the linear trend of the first six values. Then Specify Beta, the weight to be given to the trend. Beta must be between 0 and 1. If you leave this blank it will use the slope of the linear trend of the first six values.

Chi-Square / Crosstab

Contingency Table

Contingency Table Test for Independence

Input range

Input range may include row/column headings but do not select totals.

Output Options

<input checked="" type="checkbox"/> chi-square	<input type="checkbox"/> Expected values	<input type="checkbox"/> Phi coefficient
<input type="checkbox"/> % of row	<input type="checkbox"/> O - E	<input type="checkbox"/> Coefficient of contingency
<input type="checkbox"/> % of column	<input type="checkbox"/> $(O - E)^2 / E$	<input type="checkbox"/> Cramér's V
<input type="checkbox"/> % of total	<input type="checkbox"/> % of chi-square	<input type="checkbox"/> Fisher Exact Test

OK
Clear
Cancel
Help

You may include row and column headings in the input range; however, you should not include row or columns totals. The table cannot contain any empty or non-numeric cells

Click on the Output Options checkboxes to select the values to be output. In general, it is not a good idea to select all of the options for one output since this will give a cluttered output.

Crosstabulation

The dialog box is titled "Crosstabulation" and features a close button (X) in the top right corner. It is organized into three main sections:

- Row variable:** Contains two input fields. The first is labeled "Data range" and the second is labeled "Specification range".
- Column variable:** Also contains two input fields labeled "Data range" and "Specification range".
- Output Options:** A grid of checkboxes for selecting statistical outputs:
 - chi-square
 - Expected values
 - Phi coefficient
 - % of row
 - O - E
 - Coefficient of contingency
 - % of column
 - $(O - E)^2 / E$
 - Cramér's V
 - % of total
 - % of chi-square
 - Fisher Exact Test

On the right side of the dialog, there are four buttons: "OK", "Clear", "Cancel", and "Help".

This option calculates a two-factor crosstabulation table from qualitative data.

Select the input data ranges for the row and column variables. Then select the specification range for the row and column variables. (See the discussion of specification ranges under Qualitative Frequency Distributions.)

Click on the Output Options checkboxes to select the values to be output. If all you want are the counts, leave all options unchecked.

Goodness of Fit Test

Goodness of Fit Test

Input ranges

Observed values

Expected values

Do not include labels or sums in the input ranges.

Number of parameters estimated from the data

OK

Clear

Cancel

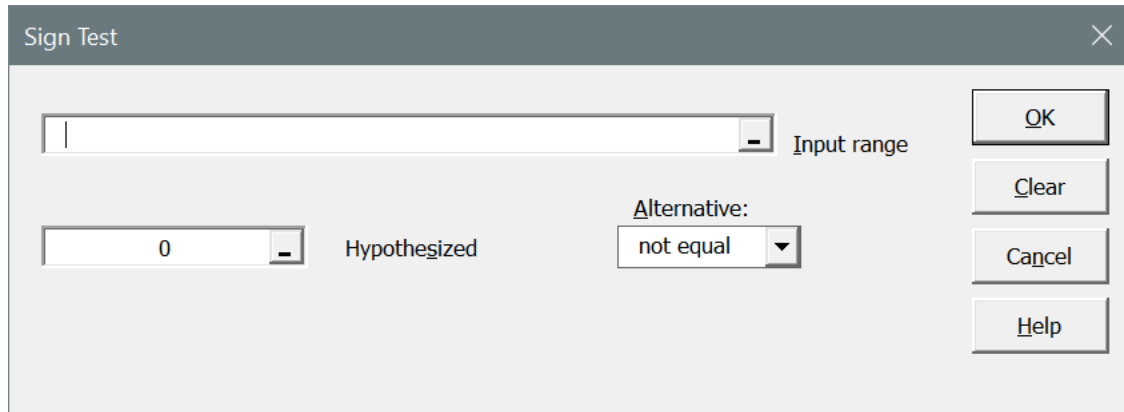
Help

Select the input data ranges for the observed and expected frequencies. You must not include labels in the range. Both ranges must include the same number of cells although they don't have to be the same shape; however, if the ranges are not the same shape, carefully check the output to make sure observed and expected values were paired properly.

Specify the number of input parameters estimated from the data. The default value is none. For example, if you were doing a Goodness of Fit for a normal distribution and you used the mean and standard deviation from the actual data to find the expected values, then this value would be 2.

Nonparametric Tests

Sign Test



Sign Test

Input range

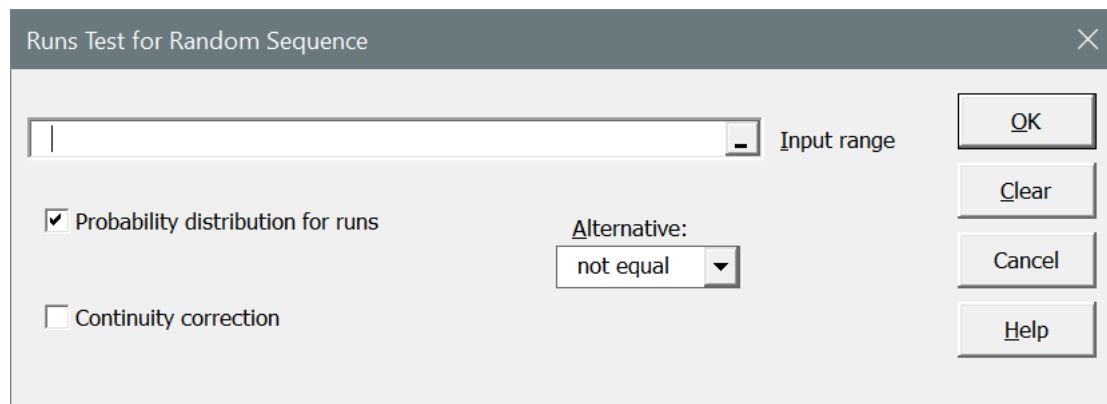
Hypothesized: 0

Alternative: not equal

OK, Clear, Cancel, Help

This test can also be performed with the binomial distribution with n = sample size and p = .5.

Runs Test for Random Sequence



Runs Test for Random Sequence

Input range

Probability distribution for runs

Continuity correction

Alternative: not equal

OK, Clear, Cancel, Help

The program expects each cell in the input range to contain one of two unique values and it tests whether there are too few or too many runs than would be expected by chance. The two values can be either alpha or numeric but if more than two different values are detected in the range an error message will be displayed.

If you want to use this test to check runs above and below the median, use the Excel IF function to code your data into two values representing above and below the median.

Note: There is checkbox for a continuity correction; the default is off.

Check if you want to display the complete probability distribution for the total number of runs. Hint: If you want to see the probability distribution and do not have a set of data, create a dummy dataset with n_1 A's and n_2 B's (or any two values).

Wilcoxon – Mann/Whitney Test

Wilcoxon - Mann/Whitney Test

Group 1

Group 2

Output ranked data

Correct for ties

Continuity correction

Alternative:
not equal

OK

Clear

Cancel

Help

This test works with ranked data; however, the data does not have to be ranked. The program will convert the data to ranks as required by the test.

If you check that you want to output ranked data, the ranked data will be on the output sheet; your original data will not be changed.

Check if you want to correct for ties and/or do a continuity correction.

Wilcoxon Signed Ranks Test

Wilcoxon Signed Ranks Test

Group 1

Group 2

Output ranked data

Correct for ties

Alternative:
not equal

OK

Clear

Cancel

Help

This test works with ranked data; however, the data does not have to be ranks. The program will convert the data to ranks as required by the test. Since this test works with paired observations, both groups must be the same size.

If you check that you want to output ranked data, the ranked data will be on the output sheet; your original data will not be changed. Check if you want to correct for ties.

Kruskal – Wallis Test



Within the input range each column will be considered a group. The groups do not have to be the same size so there may be some empty cells – just make the selection block large enough to include the largest group. See One Factor ANOVA for details on data layout.

This test works with ranked data; however, the data does not have to be ranks. The program will convert the data to ranks as required by the test.

If you check that you want to output ranked data, the ranked data will be on the output sheet; your original data will not be changed.

The default is to correct for ties and generally should be selected.

Friedman Test



Within the input range each column will be considered a treatment and each row will be a block. No missing or invalid data are allowed. See Randomized Blocks ANOVA for details on data layout.

This test works with ranked data; however, the data does not have to be ranks. The program will convert the data to ranks as required by the test.

If you check that you want to output ranked data, the ranked data will be on the output sheet; your original data will not be changed.

The default is to correct for ties and generally should be selected.

Kendall Coefficient of Concordance

Kendall Coefficient of Concordance

Input range

Output ranked data

Correct for ties

OK

Clear

Cancel

Help

Within the input range each column represents an item being judged and each row represents a judge. No missing or invalid data are allowed.

This test works with ranked data; however, the data does not have to be ranks. The program will convert the data to ranks as required by the test.

If you check that you want to output ranked data, the ranked data will be on the output sheet; your original data will not be changed.

Spearman Coefficient of Rank Correlation

Spearman Coefficient of Rank Correlation

Input range

Correct for ties

Output ranked data

OK

Clear

Cancel

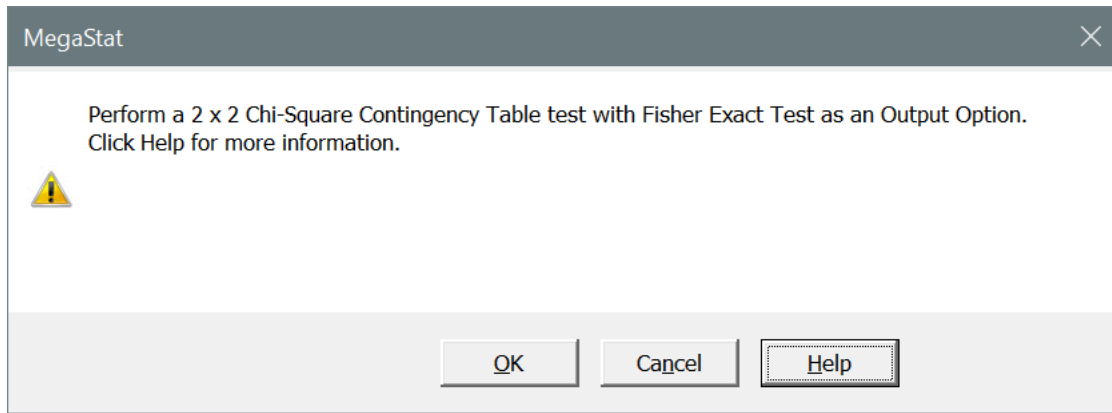
Help

Within the input range each column will be considered a variable. No missing or invalid data are allowed.

This test works with ranked data; however, the data does not have to be ranks. The program will convert the data to ranks as required by the test. The program can correct for tied ranks.

Check whether you want to correct for ties and check whether you want to output the ranked data. The ranked data will be on the output sheet; your original data will not be changed.

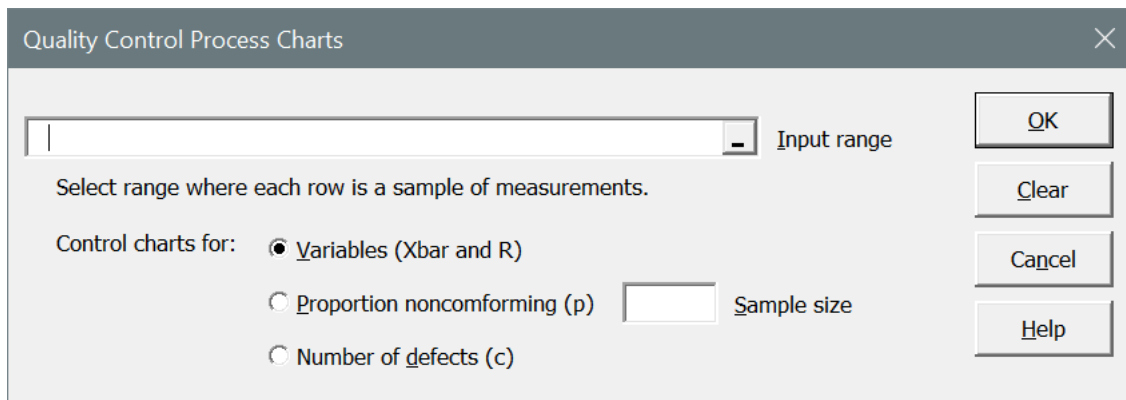
Fisher Exact Test



This test is an output option of the chi-square Contingency Table Test and assumes you have data in the form of a 2 x 2 contingency table. When you click OK the Contingency Table Test will be loaded with the Fisher Exact Test checked as an output option. You may also select other output options.

Quality Control Process Charts

This option allows you to plot the most common quality control process charts.



Control chart for variables (Xbar and R chart)

Select a range of data where each row is a sample of measurements. You may have missing data in any sample; however, the sample size for the chart will be determined by the number of columns in the selected range.

Control chart for proportion nonconforming (p chart)

Specify a sample size and select a range where the values are the proportion or number of defective items in each sample. If the number is less than one it will be considered a proportion; if the number is greater than or equal to one it will be divided by the specified sample size to calculate the proportion.

Control chart for number of defects per sample (c chart)

Select a range where each value is the number of defects in a sample.

Generate Random Numbers

Random Number Generation

Number of values to be generated

Decimal Places: max

Live functions Fixed values

Uniform Minimum

Normal

Exponential Maximum

OK

Clear

Cancel

Help

If you specify live functions MegaStat places Excel functions in the specified number of cells. You may recalculate the values by pressing the F9 function key. If you find a set of values you want to keep, you can 'freeze' them by selecting the cells and doing a Copy followed by a Paste Special → Values.

If you select uniform random numbers you need to specify the minimum and maximum values; the normal distribution will need a mean and standard deviation; and the exponentially distributed numbers require, mu, the mean rate of occurrence.

The output calculates the mean, standard deviation, n, minimum, and maximum of the random numbers. The standard deviation is calculated using the sample formula STDEV.S. If you want the population formula, change the cell formula to STDEV.P.

The exponential distribution creates a distribution skewed to the right. If you want a distribution skewed to the left, subtract the values from a constant larger than the largest value.

Appendix A. An Alternate Method of Accessing MegaStat

Excel has a **Quick Access Toolbar (QAT)** where you can place buttons for frequently used options. The standard position for the Quick Access Toolbar is at the top of the screen as shown in Figure A-1. You will find that the use of Excel (and other Microsoft Office programs) is more efficient if you customize the QAT with frequently used options.

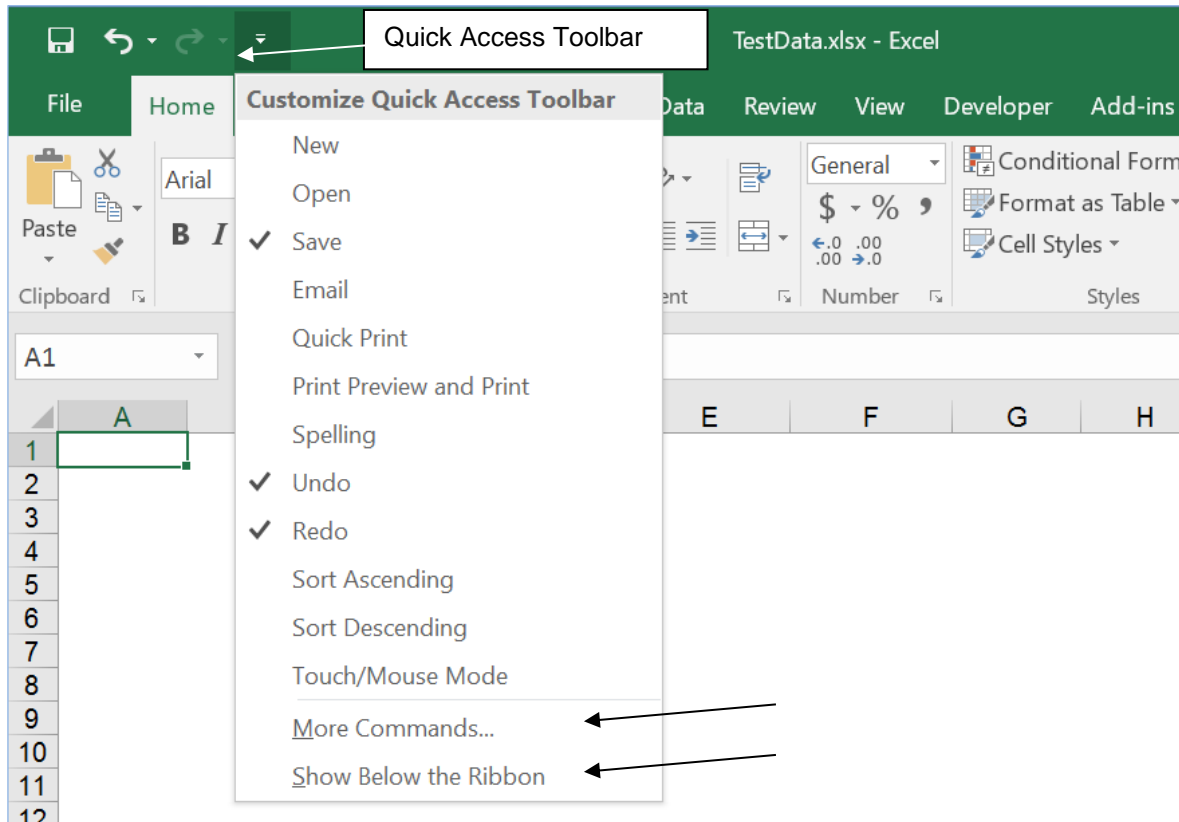


Figure A-1 Quick Access Toolbar at the top with dropdown menu activated.

If you click the dropdown button at the right end of the QAT you will see a menu (see Figure A-1) with some common commands that you can check. You can also right-click any ribbon item or group to add it to the QAT. The 'More Commands...' option gives access to over a thousand commands most of which are not on any ribbon. It is recommended that you check the 'Show Below the Ribbon' option – the items will be easier to access and they will be shown in color. Figure A-2 shows the QAT below the ribbon with a few more items added.

Figure A-2 also shows the pop-up menu you get if you right-click the QAT. After you get many of your frequently used commands on the QAT you might consider the 'Collapse the Ribbon' option which can be useful if you are working on a smaller screen – the ribbon tabs will still be visible.

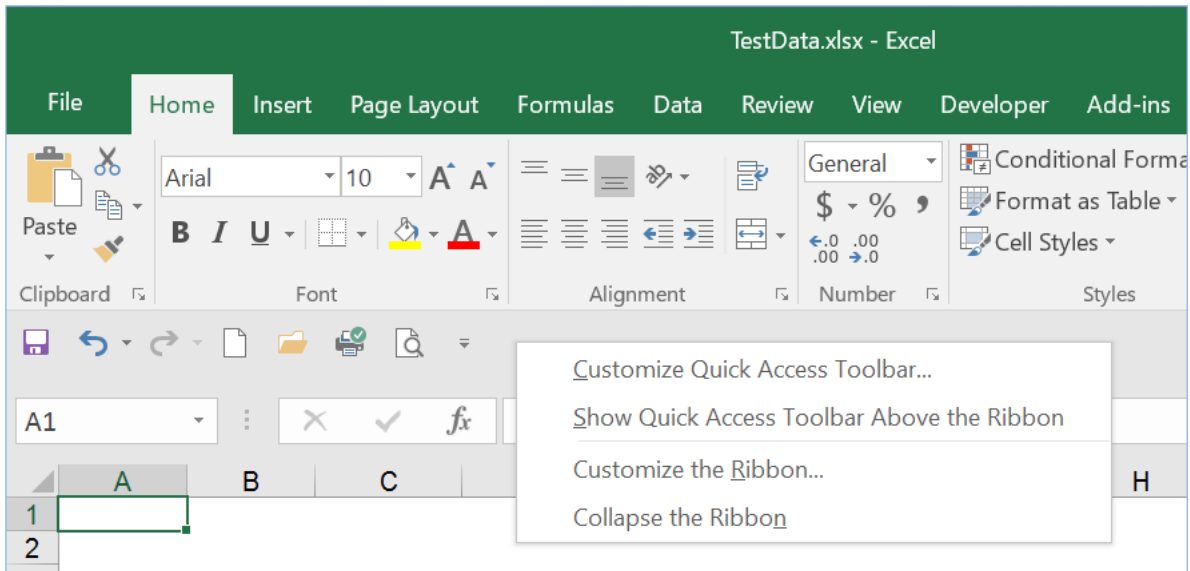


Figure A-2 Quick Access Toolbar shown below the ribbon. The right-click pop-up menu is also shown.

Now let's see how we can put MegaStat on the QAT.

- Click the Data tab
- Right-click the MegaStat icon
- Select 'Add to Quick Access Toolbar'

Figure A-3 shows the screen and Figure A-4 shows the MegaStat icon on the Quick Access Toolbar.

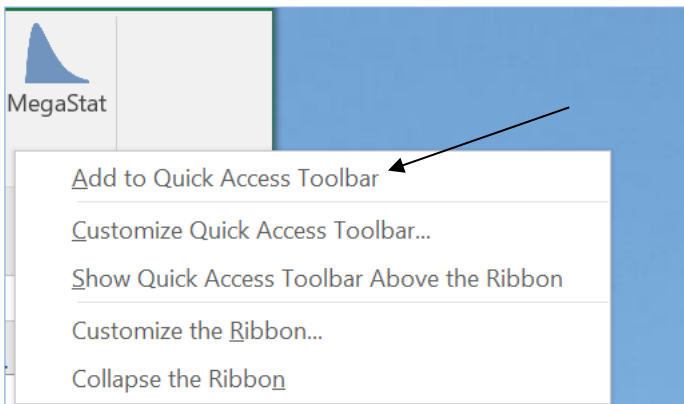


Figure A-3 Right-click the MegaStat icon to add it to the Quick Access Toolbar.

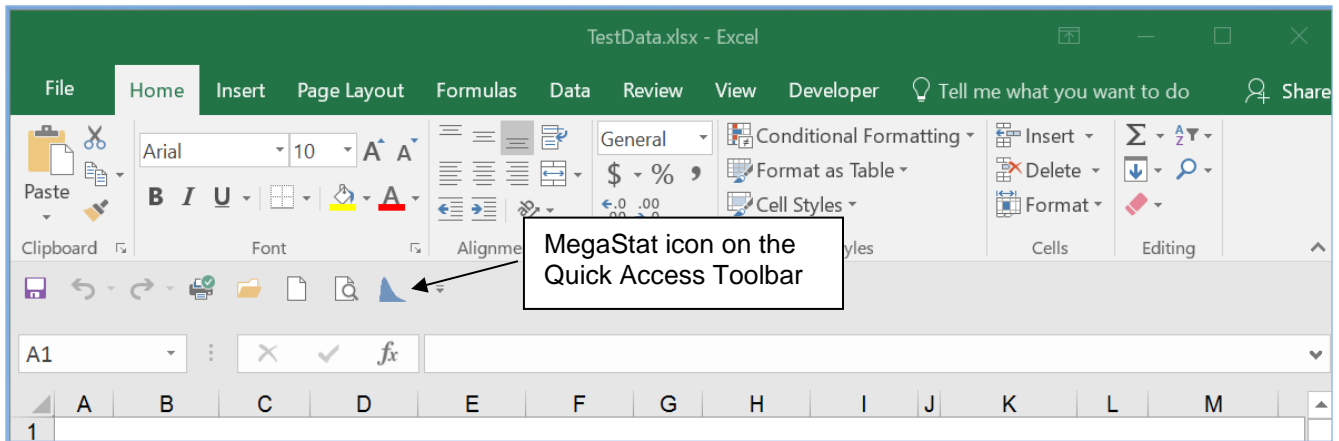


Figure A-4 MegaStat on the Quick Access Toolbar.

The advantage of having MegaStat on the QAT is that you do not have to click the Data tab every time you want to use it.

If you want to change the position of MegaStat (or any other item) on QAT, right-click and select 'Customize Quick Access Toolbar...'. Click MegaStat and then click the Up-Down arrows to move it as shown in Figure A-5.

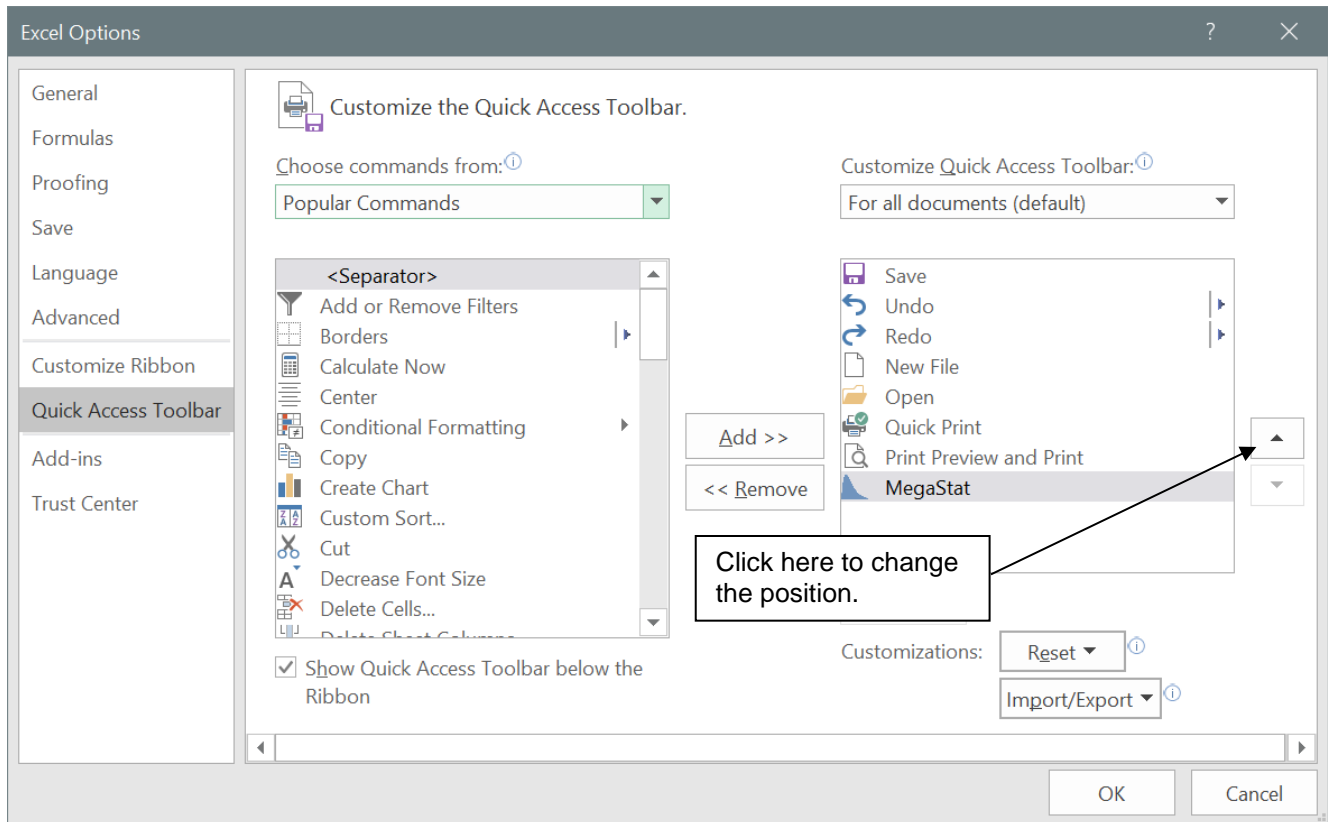


Figure A-5 Customizing the Quick Access Toolbar

Moving MegaStat to another ribbon

Placing MegaStat on the Quick Access Toolbar is easy and is the handiest way to access it; however, MegaStat can also be copied to another ribbon (you can even create a separate MegaStat tab).

Here are the steps that would put MegaStat on the **Home** ribbon:

1. Right-click the ribbon and select 'Customize the Ribbon...'
2. On the left section of the screen you will see 'Choose Commands from Popular Commands'. Click the drop-down and change it to 'All Commands'. There are a lot of them but you will see MegaStat listed alphabetically about half-way through the list. Click MegaStat to select it.
3. Then on the right section of the screen right-click **Home** in the Main Tabs box.
4. Click **New Group**. You will see 'New Group (Custom)' added.
5. Click **Rename** Type a name for the group. "Statistics" seems like a logical name or you can leave the field blank if you do not want a group name.
6. Click **Add>>** in the center of the window to place MegaStat in the new group. The new group will initially be at the right-end of the Home ribbon. The example shows it positioned between the Alignment and Number groups using the arrow buttons.

(If you clicked New Tab instead of New Group a new tab would have been created.)

Figure A-6 shows what the dialog box should look like at this point.

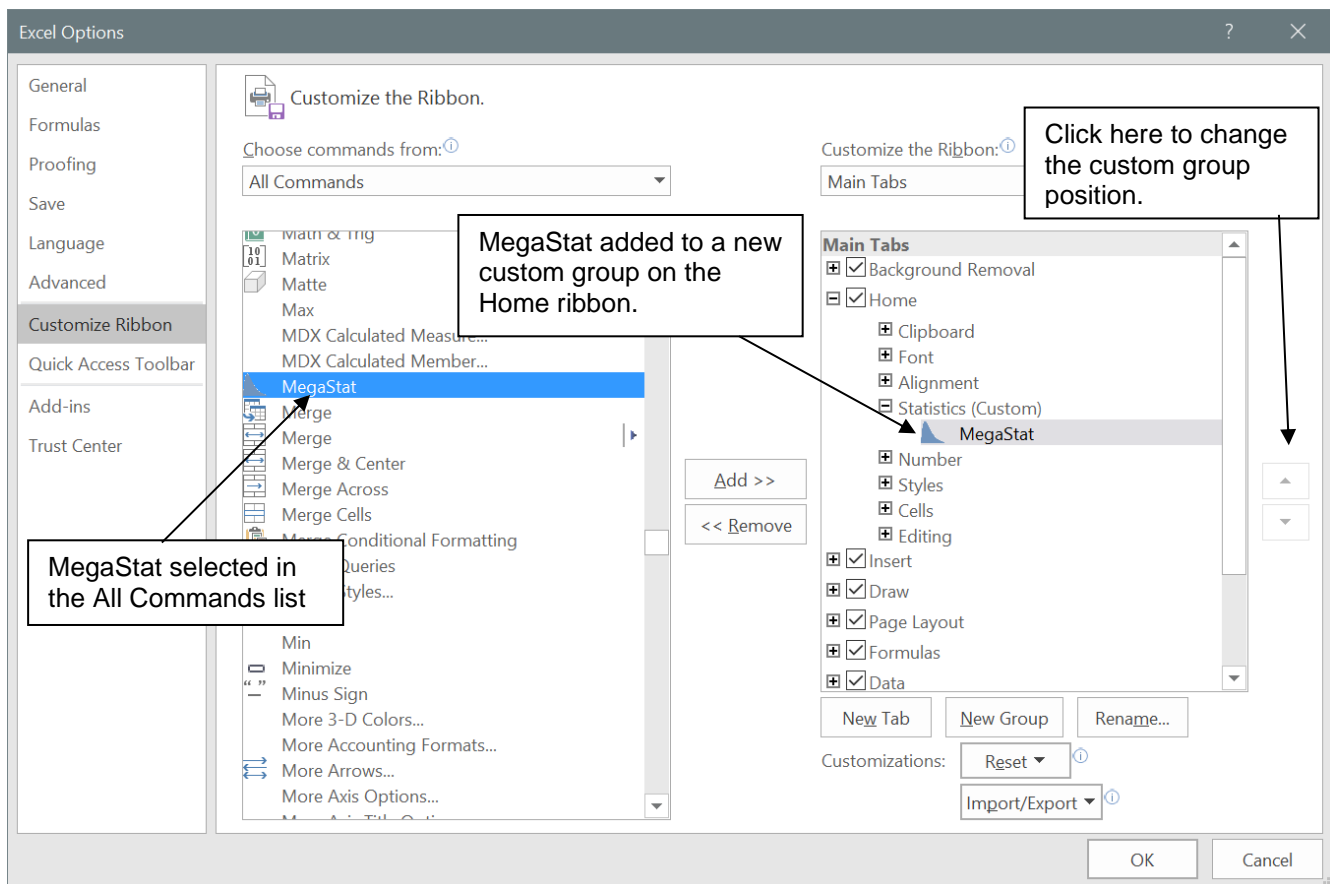


Figure A-6 Excel Options setup for adding MegaStat to the Home ribbon.

7. Click OK and select the Home tab and you will see MegaStat at the right-hand end of the ribbon as shown in Figure A-7.

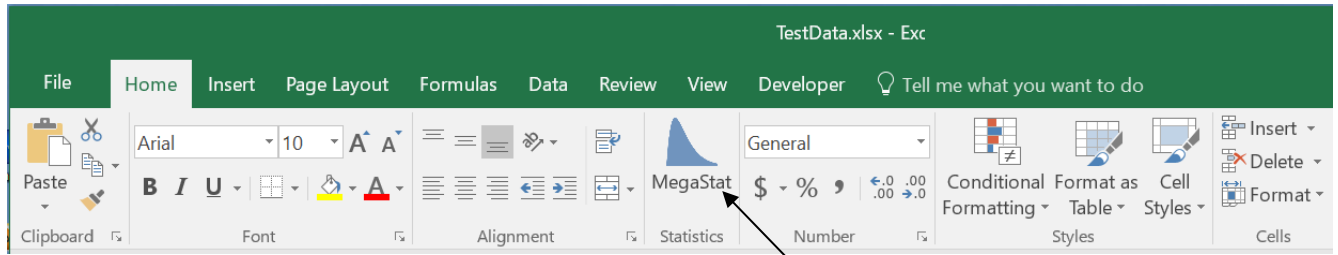


Figure A-7 MegaStat added to the Home ribbon.

MegaStat on the Home ribbon

If you wish, MegaStat can be placed on multiple ribbons. MegaStat will remain on the Data ribbon and cannot be removed.

If you are an advanced user that has written macros associated with MegaStat, those macros can be added to the custom group along with MegaStat.

If you ever want to remove a custom MegaStat placement use Excel Options > Customize the ribbon > right-click the group and select Remove.

Appendix B. Frequently Asked Questions and Technical Information

This appendix deals with general issues related to MegaStat version 10.4 for Windows. For information related to other versions and installation requirements see the FAQ document on the MegaStat website.

1. What is an add-in?

An Excel Add-in such as MegaStat is a program that provides extended functionality. The Excel options window is how add-ins are connected to Excel. Once an add-in is in place it works just like Excel and will be available whenever Excel is loaded.

The advantage of having MegaStat as an add-in is that Excel is used for data entry, data manipulation, and printing. That allows MegaStat to be a relatively compact program that focuses on statistics and without having to deal with data management. Also Excel is a very common data file format and most other file types can be converted to Excel files.

Add-ins can also be created for other Microsoft Office programs.

2. What language was used for MegaStat?

MegaStat is written in Visual Basic for Applications (VBA). VBA is a full-featured, object-oriented, structured programming language. Other than the name, VBA has very little relationship to the language BASIC that was used in the early days (1970s and 1980s) of personal computer usage.

3. How large is MegaStat?

MegaStat and the help file take up less than 2MB of storage space.

MegaStat does not require a large amount of memory. If you can run Excel, you can probably run MegaStat.

4. Where are the MegaStat files stored?

For Excel versions of Excel since 2010, the installer places the MegaStat.xlam add-in file and the MegaStat.chm help file in the default add-ins folder:

```
C:\Users\{yourusername}\AppData\Roaming\Microsoft\AddIns
```

5. Does MegaStat have to be run from the Add-ins folder?

It is generally preferable to run MegaStat from the add-ins folder; however, you can copy MegaStat.xlam and the help file MegaStat.chm to almost any folder and then Browse to that folder from the Add-Ins list.

6. Is the help file necessary?

If the help file (MegaStat.chm) is not available MegaStat will still work but Help buttons will not work.

7. Why doesn't the Output sheet have gridlines?

We feel the output looks cleaner without the Excel gridlines; however, you can turn them back on with View ribbon → check gridlines.

8. Is MegaStat output 'live'? I.e., will the output automatically update if I change my input data?

MegaStat Output sheets consist of numbers and text, but not formulas and thus they do not automatically update if you change your data. While live output seems like a good thing, most MegaStat options involve calculations and operations beyond simple formulas. Also, live formulas can cause problems if output is pasted into other applications because the links can be broken or the data inadvertently changed. It is very easy to re-run MegaStat options after changing the data and that has the advantage of having the previous output for comparison.

One exception is the Generate Random Numbers option that can place live formulas in the cells.

However, all MegaStat charts are 'live' and they are linked to values on the Output sheet or on a ChartDataSheet. Scatterplots are linked to your input data.

The reason charts are live is so you can click on them and see what values are being used. However, you need to be careful when you paste a chart into another Excel file or another application, such as Word.

9. I copy/pasted a MegaStat chart into another application, it does not display properly. What can I do?

If you paste a MegaStat chart into another application, the default paste operation usually maintains links to the original data. That will probably work OK; however, it may be possible for the links to the original file to be broken if the original file is deleted, moved, or changed.

It is probably safest to do the chart creation and editing in Excel and then use Paste Special to paste a fixed image of the chart into the other file. This link discusses the guidelines for the various picture formats: <http://support.microsoft.com/kb/320314>. Enhanced Metafile or .jpg option usually work well.

10. The column widths don't look correct on my MegaStat output. What happened?

When MegaStat appends new output at the bottom of an existing output sheet, it adjusts the column widths for the most recent output and that may not look correct for the output above.

You can usually adjust the columns to make it look OK. If having proper column widths is important for all output, start a new Output sheet before each output.

11. MegaStat was installed, but it has disappeared from the Data ribbon. What happened?

This would probably be because *MegaStat* was installed with 'Unblocking' the downloaded files. You can unblock *MegaStat.xlam* and *MegaStat.chm* by using this procedure: right-click the file name > click Properties > check Unblock. See the installation instructions in the download file for more details.

12. Does MegaStat use the Windows registry?

The Windows registry is a large and complex database that contains data about Windows, applications, and attached devices. If you don't know or care what the Windows registry is then don't be concerned with this section. The registry can be viewed, searched, and edited with REGEDIT.EXE but only do so if you are confident that you know what you are doing.

MegaStat does not directly use the Windows registry; however, Excel uses a couple entries related to add-ins. When an add-in is activated by being checked in the add-ins list, Excel creates a registry key like this: HKEY_CURRENT_USER\Software\Microsoft\Office\16.0\Excel\Options. Note: the '16.0' in the registry key refers to Excel 2016. The value for Excel 2013 is 15.0, Excel 2010 is 14.0.

There will be several values listed for this key, but the ones of interest for add-ins are OPEN, OPEN1, OPEN2... depending on how many previous add-ins have been activated. Each entry stores the name of an active add-in file (and its location if it is not in the add-ins folder). Excel uses this key to know which add-ins to show as checked in the add-ins list.

If an add-in is unchecked, an entry is made in HKEY_CURRENT_USER\Software\Microsoft\Office\16.0\Excel\Add-in Manager.

If the registry entry specifies a folder location it will take precedence over the default add-ins folder.

Excel only checks and updates registry entries when it is opened and closed.

Appendix C. Installation and Uninstall Instructions

MegaStat would typically be installed using the installation instructions and installer workbook from the website where MegaStat was downloaded. Below are instructions for manually installing MegaStat without using the installer workbook. This might be useful in case you run into problems or just prefer doing things yourself. Manual installation implies acceptance of the license agreement.

Step 1.

Copy *MegaStat.xlam* and *MegaStat.chm* to the Add-ins folder:

C:\Users\{your_username}\AppData\Roaming\Microsoft\AddIns

If you do not see the AppData folder in your folders list you will need to do the following: File Explorer > File tab > Change folder and search options > View tab > click Show hidden files, folders, or drives.

Step 2.

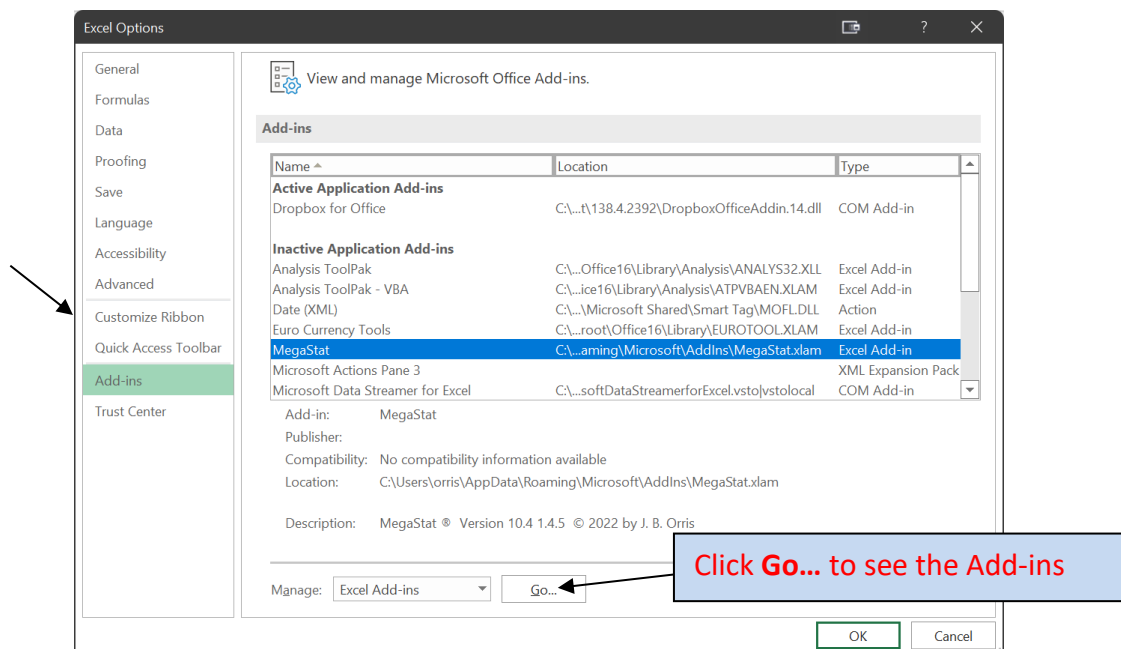
Put MegaStat on the Excel Data ribbon with the following steps:

1. Start Excel

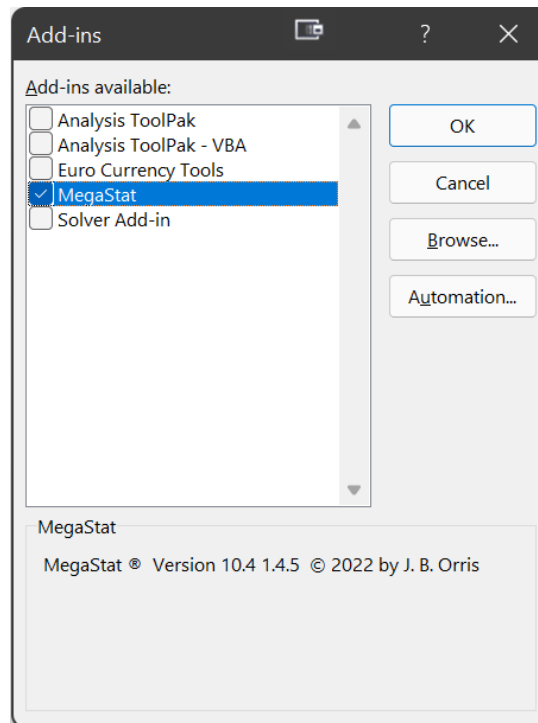
2. Click: File → Options

3. Click: **Add-Ins** on the left menu list. You will now see a list of Excel Add-Ins. MegaStat should be in the Inactive Application Add-ins list.

4. Click: **Go...** for Manage Excel Add-Ins near the bottom of the screen and the Add-ins window will appear.



5. Click the check box next to MegaStat in the Add-Ins list unless it is already checked. Click OK when MegaStat is checked.



6. Click the Data ribbon. MegaStat will be on the ribbon and ready to use. MegaStat should be on the Data ribbon whenever you open Excel and should remain on the Data ribbon until you remove it.

To **uninstall** MegaStat, just remove the two MegaStat files from the Add-ins folder – delete them or move them to a different folder.