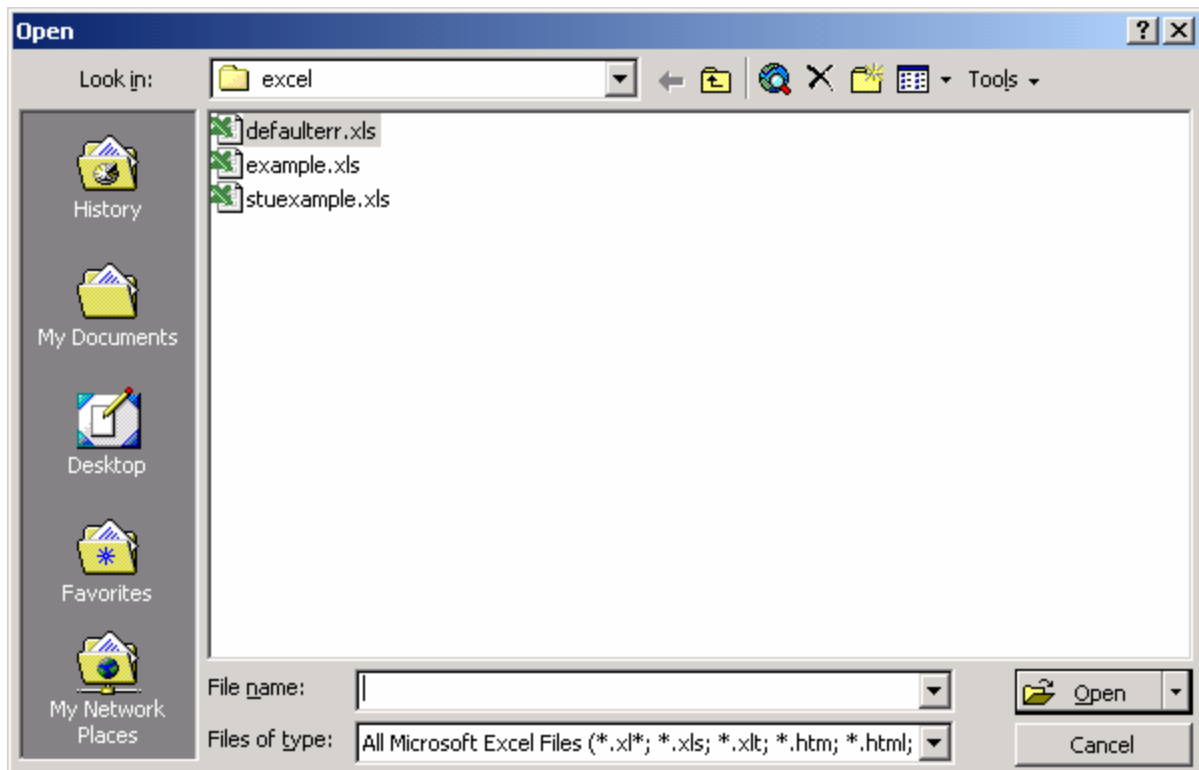


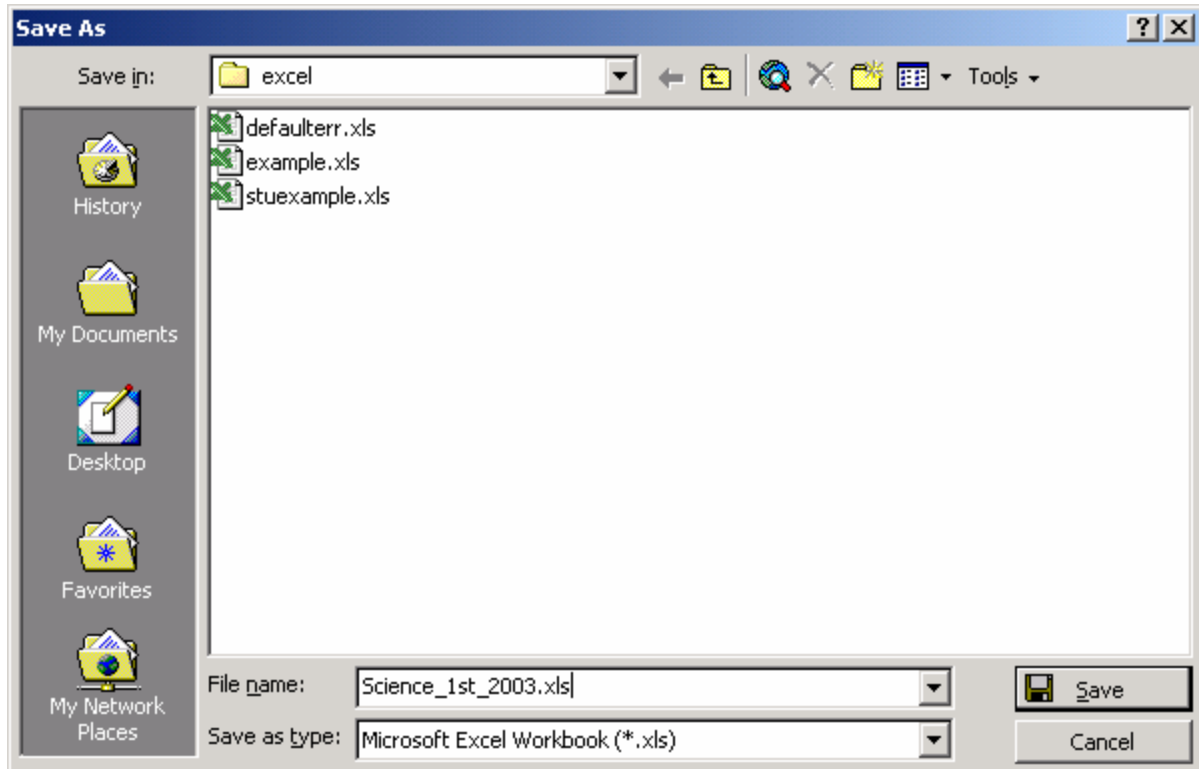
Error Analysis

Compiled by Sean Pearson (sean@iollan.com) Copyright© 2004. All rights reserved. Copies may be made for educational use only. This was made for Excel 2000 for Windows.

- 1) Count up the number of items missed for each problem.
- 2) Open Excel.
- 3) Go to the file menu and open the default error analysis Excel file (defaulterr.xls) from the location you saved it to.



- 4) Go to the file menu and click Save As. Save this under a new name such as the subject, quarter, and year (Science_1st_2003.xls). This way you always have a copy of the default.

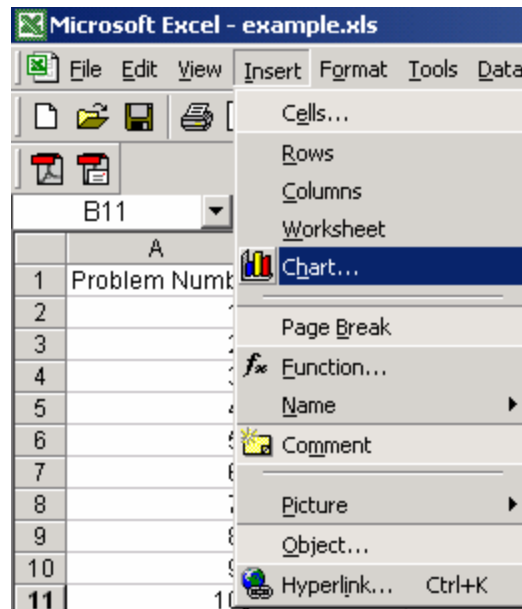


- 5) In column A are the numbers one through fifty that represent each of the problem numbers. Add or delete numbers until you have the correct number of problems on your test.
 - a) To **add**: Click A51. Type 51 and press the down arrow on the keyboard. You should be in A52. Continue until you have the number of problems. **Do not press enter**. On some computers the program is set up so that pressing enter will shift you to the right and not down.
 - b) To **delete**: Click and hold the mouse in A:50. Drag the mouse up to the cell that contains the last number you wish to delete. Hit delete.
- 6) Save the file.
- 7) Click on cell B2. Type in the standard number from the first problem in that cell. Hit the down arrow key on the keyboard. Continue until all the problems have the standard number beside them. **Remember not to hit enter**.
- 8) Click on cell C2. Type in the number of students who missed problem number one in that cell. Hit the down arrow key on the keyboard. Continue until all the problems have the number missed beside them. If there is a problem that does not have any students who missed it place a zero in that cell. **Remember not to hit enter**.

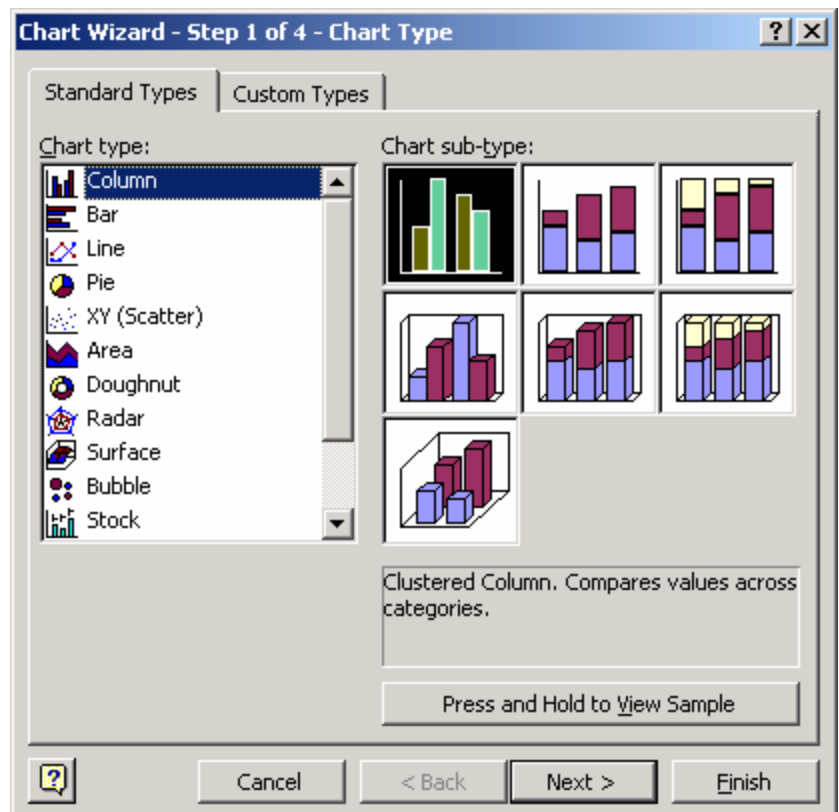
9) Save the file.

10) Now we are at the chart-making step. Make sure that you have entered all the data that you wanted.

11) Go to the Insert menu. Select chart.



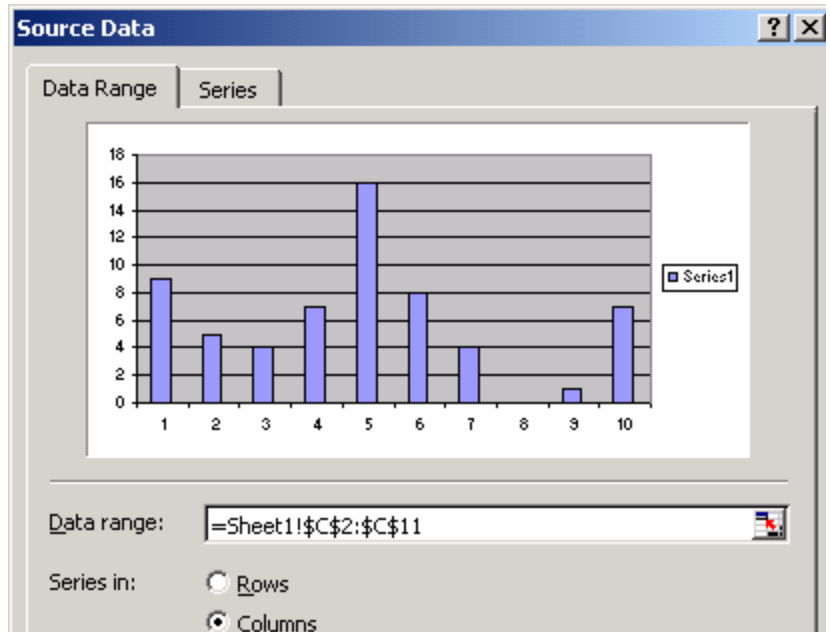
12) Step 1: The Chart Wizard will come up. Select column under chart type and the first picture in the chart sub-type box and fit the next button.



13) Step 2: Delete what is in the data



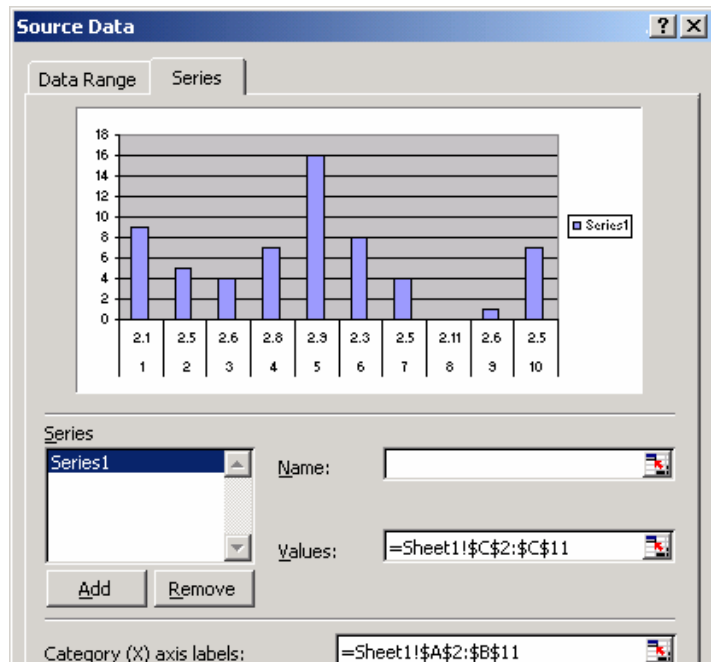
range box and hit the icon next to it. Click on the last cell of the C column and drag the mouse up to C2. The entry should look something like =Sheet1!\$C\$2:\$C\$11. The last number should be the number of problems on the test plus one. I am using ten for this example. Hit the button next to the text box. If you cannot do this by dragging type the example I have provided with the last number being the number of problems plus one. (It is plus one since the first number is 2 due to the column header.)



14) Click Series: Click the icon next to field X

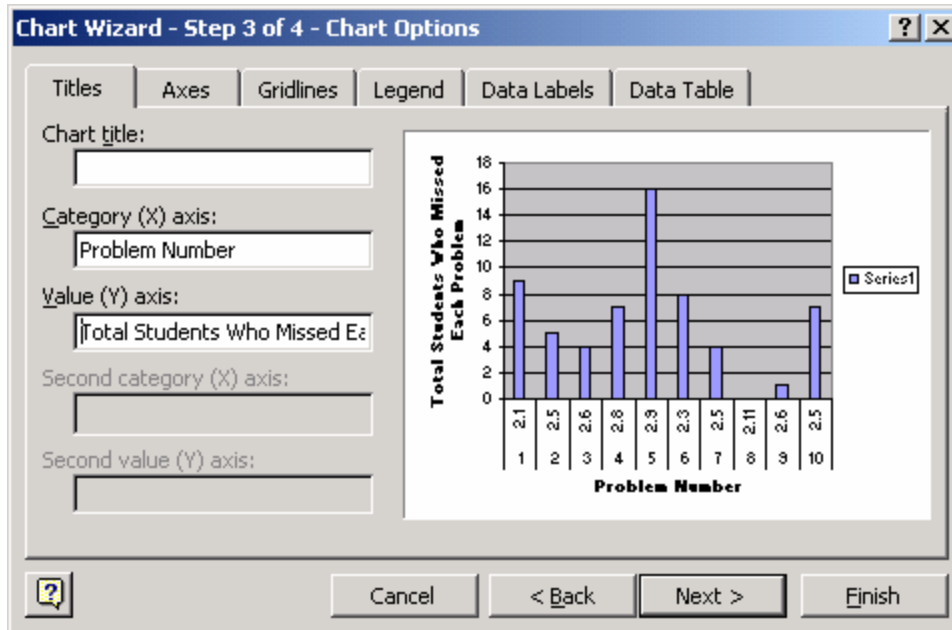


axis labels next to it. Click on the last cell of the A column and drag the mouse up to A2 and over to the B column. The entry should look something like =Sheet1!\$A\$2:\$B\$11. The last number should be the number of problems on the test plus one. Hit the button next to the text box and then hit the Next button. If you cannot do this by dragging type the example I have provided with the last number being the number of problems plus one. This will set the X-axis to be both the standard number and problem number.

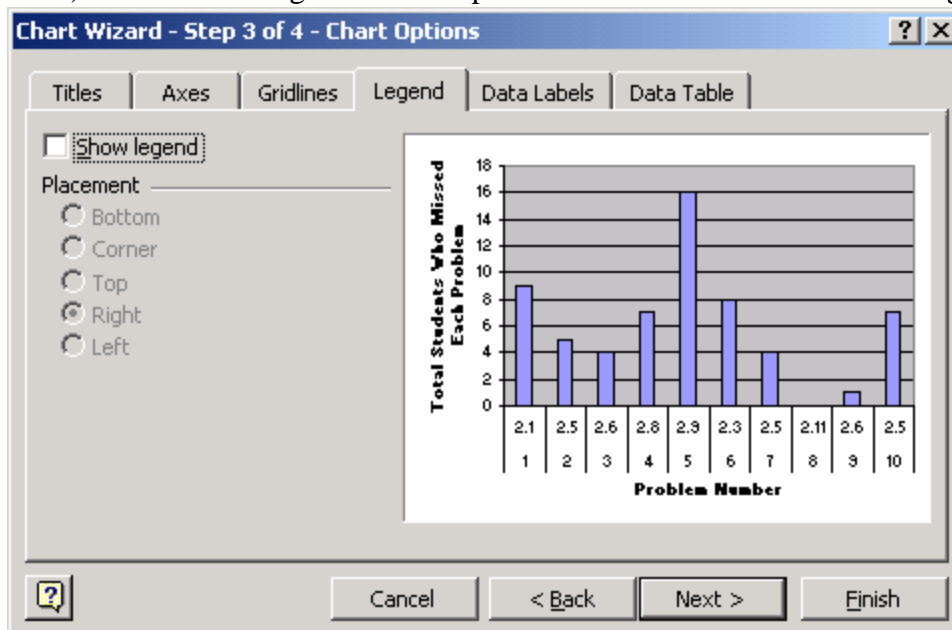


15) Step 3:

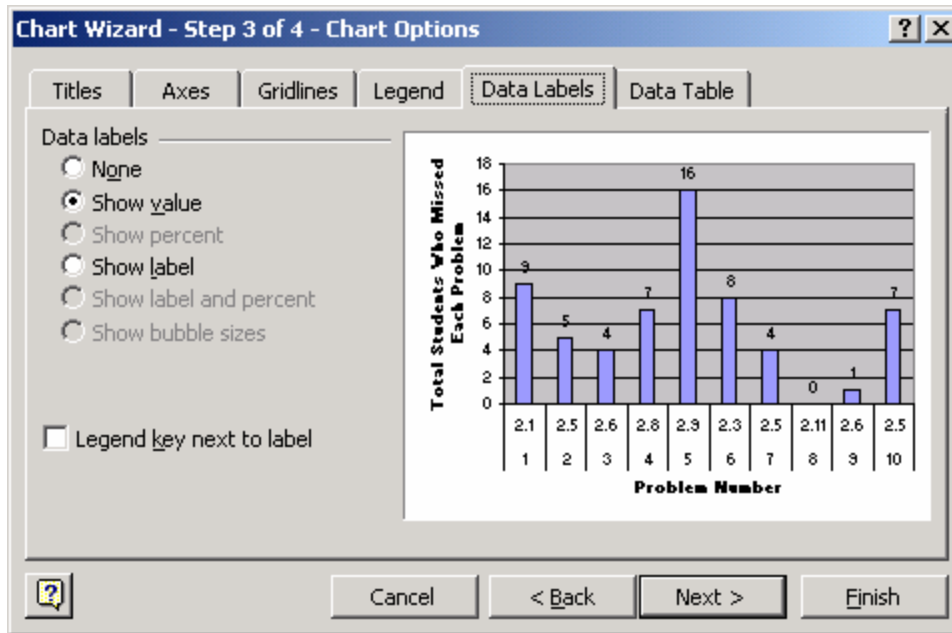
- a) Type in the chart title, “Problem Number” for the X-axis, and “Total Students Who Missed Each Problem” for the Y-axis.



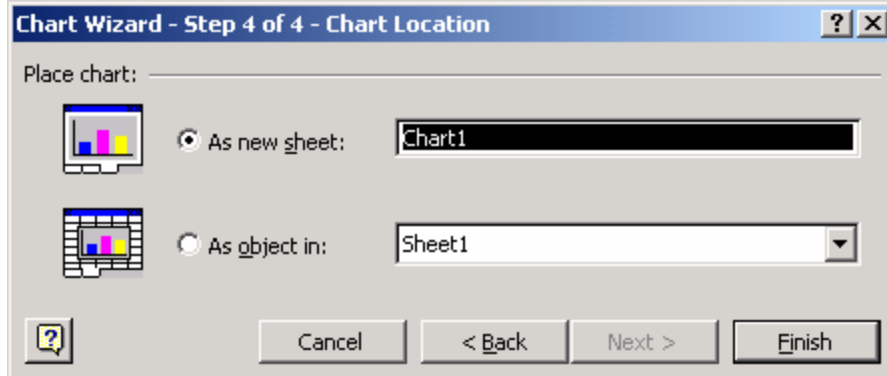
- b) Click on the legend tab on top of the box and uncheck the show legend box.



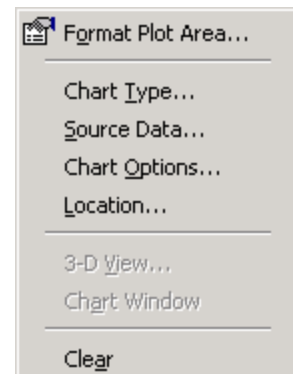
c) Click on the Data Labels tab and click the show value circle and hit Next.



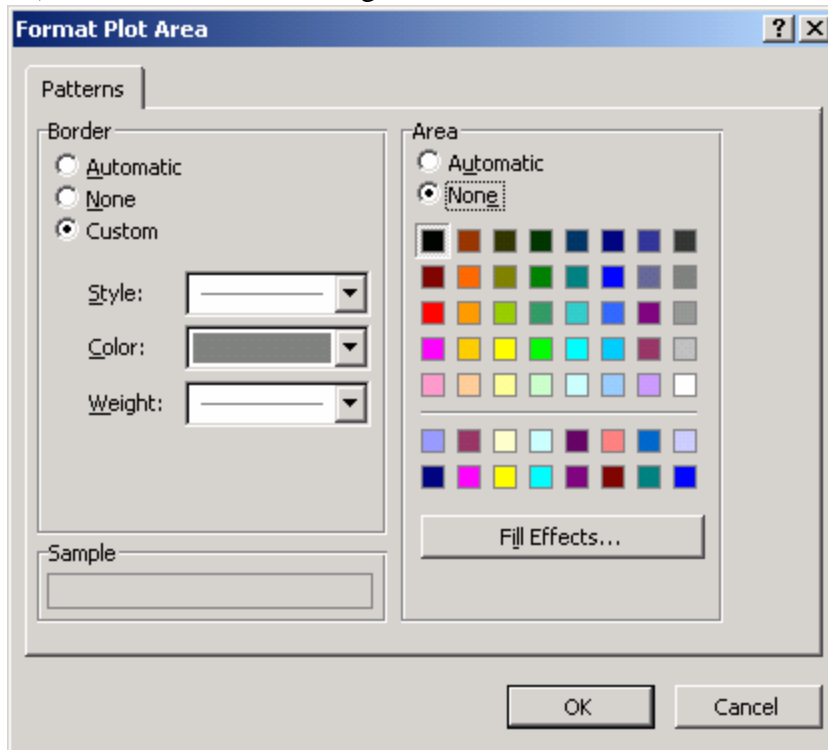
16) Step 4: Chart location. Select the new sheet button and name the chart. Hit Finish.



17) The chart should appear. Right click the mouse in the gray area. Select Format Plot Area on the top of the menu that appears.



18) In the area box on the right click the None button and hit OK



19) Do file print and then save.

Tips :

1. You can change anything you did in the chart wizard by right clicking in the gray with the mouse. This will bring up a menu and allow you to choose the step that you wanted to change.
2. Once you save the document you should be able to go back and change the data in the B column for a new test with the same amount of problems. Once you have entered the new data click on the chart1 tab at the bottom of the program, change the information as mentioned in tip 1 and print and save.

Definitions:

Address: Each cell has an address. This is usually written as A2. The letter represents the column. The number represents the row. So A2 is the cell that is found in the A column and the second row.

Cell: Each space in the Excel grid is called a cell.

Column: The letters on the top represent a column

Row: The numbers on the left represent the rows.