## **Averages or Means**

In Excel, the mean is called the "Average."

- Highlight all the numbers for the responses for the first variable in the first column. For those of you who are familiar with Excel, these are B2:B21. NOTE: Be sure only to highlight only the responses. If you do this right after doing the previous step, Excel may also have highlighted the "Count."
- Go to the menu bar and find the summation sign " $\sum$ " with the downward arrow next to it.
- Click on that arrow and then drag the cursor down to "Average" and release.
- In the next cell B22, you will find the average or mean appear. For my data, M=3.105263.



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