

4.2A: Given a data set, calculate the quartiles.

1. Input the raw data into the first column
2. Select the cell where you would like to place the first quartile results
3. Click the **Formulas Ribbon**
4. Click **Insert Function**
5. Select the category **Statistical** from the drop-down menu
6. In the **Select a function:** box click **Quartile**
7. Click **OK**
8. Click in the box next to **Array** and select the data
9. Click in the box next to **Quart** and type **1**
10. Click **OK**

Note

To find the third quartile, type **3** into the box next to Quart in [Step 9](#).