

## Getting Started with Stata

### Task 1. How to open Stata

Go to the *Start* button of Windows, then go to *All Programs*, then to *Math & Statistics*, then look for *Stata IC 10*. You should then click on it. IC stands for “Intercooled” version of Stata 10.

Start --> All Programs --> Math & Statistics --> Stata 10 --> StataIC 10

### Task 2. How to get and use the example datasets

Windows point and click (using dialog boxes): Go to files menu, and then go to “Example Datasets”. Subsequently, you will see a dialog box. You should click on *Example datasets installed with Stata*, and then pick one that you like. Then you should close the pop up window that appeared earlier.

Command: *sysuse dir* will give the list of datasets that are provided by Stata for teaching and learning purposes. Then you can load any of these dataset to the memory by using the *sysuse filename* where *filename* is the name of dataset that you have chosen to open. [Please note that *use* is used to load the ordinary datasets that do not come with Stata, while *sysuse* is used only to load the in-built example datasets that comes with Stata]

### Task 3. How to save a dataset

Windows point and click (using dialog boxes): Go to File menu, then go to save as, then give a name to file in the dialog box and save it to the *Desktop*.

Command: *save filename* where *filename* is the name that you want to give to the file. Please note that the file will **not be** saved on the *Desktop* unless you change the directory path by using the *cd* command. Changing directory path using *cd* command is a relatively advanced topic, so I will show it to you in computer lab rather than have you do it yourself.

### Task 4. How to clear a dataset (along with all its variables) from memory

Windows point and click (using dialog boxes): Open another dataset using the option of clearing the previous dataset in memory (if any).

Command: `clear` [Notice how commands can do things which dialog boxes can't]

### **Task 5. How to open a dataset**

Windows point and click (using dialog boxes): Go to file menu and then go to open. A dialog box will appear. Afterwards, you can load a dataset into memory like any other windows program.

Command: use `dataset_name` where `dataset_name` is the name of the file that you are trying to open.

### **Task 6. How to describe the variables within the dataset**

Windows point and click (using dialog boxes): Go to `data` menu, then go to `describe data`, and then click on `describe variables in memory`.

Command: `describe` (or just `d` as a shortcut).

### **Task 7. How to calculate summary statistics such as averages and standard deviations for each variables of a dataset**

Windows point and click (using dialog boxes): Go to `statistics` menu, then go to `summaries, tables, and tests`, then go to `summary statistics`, then opt for `summary statistics`. Alternatively, go to `data` menu, then go to `describe data`, then towards the bottom chose `summary statistics`.

Command: `summarize` [Use `summarize x y z` if you want summary statistics for only variables `x y z`]. You can type in `sum` instead of `summarize` as a shortcut.

### **Task 8. How to use Stata as a calculator**

Windows point and click (using dialog boxes): Go to `data menu`, then go to `Other Utilities`, then go to `Hand Calculator`. You should then type the mathematical expression (e.g. `2+5`) you want to calculate in the box.

Command: Display *expression*, where *expression* can be mathematical expressions such as  $2+2$  and  $15*45$  or  $\text{sqrt}(15)$  where  $\text{sqrt}$  denotes square root.

### **Task 9. How to get help within Stata**

Windows point and click (using dialog boxes): Use help menu to look for various options for help.

Command: `help command_name` where *command\_name* is the name of the command such as `help summarize`. You can also do a word search of a particular word in all the help files, for example `search histogram`.

Don't forget to increase the font size of the window that displays the help topics and/or change the font. After that you can click the refresh button.