**Procedure to follow to calculate the *t* value using the Excel template.**

Remember that the first step is to calculate the descriptive statistics.

Second, conduct the *F* test to determine if the variances are equal or not.

1. Open the *t* test worksheet which will look similar to Fig. 1 below (the worksheet will be in color).

Fig.1.—Worksheet for calculating the *t* test.



1. Enter the number, mean, and variance for each of the samples in the appropriate cells (cells B1, B2, and B3 for the first sample; B5, B6, and B7 for the second sample) for each of the samples. Ensure that you use the **variance** NOT the standard deviation.
2. The calculated *t* value (*t*calc) and the appropriate degrees of freedom (df) for each test will be displayed (cells E1 and E2 for equal variances; cells E3 and E4 for unequal variances).