



## KEYPOINT - INTRODUCTION

*Course Duration: 1 Day*

### 1. Introduction

- What is KeyPoint
- What is a Survey
- Creating a Survey

### 2. Working With Forms

- Creating Forms
- Creating Questions
- Writing/Editing Questions
- Answer Entry Area
- Answer Types
- Advanced Questions
- Question Routing
- Question Table Answers
- Deleting a Question
- Question Numbering

### 3. Filling In Forms (Answer Sheets)

- Using the Answer Sheet Editor
- Filling in Answer Sheets
- Saving Completed Answer Sheets
- Finding Sheets
- Copying Sheets
- Deleting Sheets
- Printing Sheets

### 4. Analysing Information

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- Using Worksheets
- Configuring Worksheets
- Sorting Sheets
- Choosing Sheets
- Load/Save Setups
- Performing Calculations
- Displaying Statistics
- Printing Worksheets

### 5. Presenting Information

- Plotting Single Series Graphs
- Plotting Multi Series Graphs
- Graphing/Tabulating Statistics
- Generating a Crosstab Table