

KeyPoint Introduction

OBJECTIVES

Create a form for a survey, collate the answers, analyse and present the data.

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

- 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