

# KEYPOINT TRAINING MODULES

By selecting from the modules detailed you can tailor-make a training course for you and your colleagues. We have indicated where we would recommend a session but the final choice is down to you.

## **MODULE 1: Basic Design**

**(3 hours)\*\***

Use the design wizard to create paper-based questionnaires that use text, date, number and multiple choice questions. Choosing from a selection of styles to apply in order to create an appropriate look for the questionnaire. Adding objects from the existing library to save time. Use automatic numbering for your questions. Use alignment tools to create a professional layout.

## **MODULE 2: Advanced Design**

**(1½ hours)**

Amending an existing questionnaire style to create your own organisational identity. Creating questionnaires for electronic data entry (scanning). Adding electronic routers to questionnaires. Customising the objects library. Customising the questionnaire page with headers, footers and logos etc. Creating a survey with paper and web pages in the same file. Print a copy of the survey to MS Word or Adobe.

## **MODULE 3: Using the Data**

**(1½ hours)\***

Add, remove, review and amend responses. Interrogate and create subsets of data using simple query tools. Customise the response view to suit your preferences.

## **MODULE 4: Summarising the Data**

**(2¼ hours)\***

Present the results using table lists. Count multiple choice answers in distribution graphs and tables. Use quick wizards to create topline responses for the whole questionnaire. Use a selected query create summary results.

## **MODULE 5: Advanced Analysis**

**(1½ hours)**

Create complex multiple queries using numbers, dates and other criteria. Search text answers and group them for use with graph and tables. Prepare data for use in MS Excel or other database applications. Use a wizard to prepare 360 degree results. Import the results into MS Word, Adobe or web page.

## **MODULE 6: Web Surveys**

**(1½ hours)**

Prepare a survey for uploading to the web, invite respondents and import responses back into the KeyPoint file..

## **MODULE 7: Scanning Survey Responses**

**(45 minutes)**

Check and fix your survey design in preparation for scanning. Scan sample responses and input scanned images into the file. Review responses and correct any errors.

## **MODULE 8: Options for Authors**

**(1½ hours)**

Use the KeyPoint tools to set up your own working preferences. Set up your own organisational identity by creating a style and library objects. Manage page design and add default objects via the page manager.

## **MODULE 9: Extra practical exercise - Design**

**(45 minutes)**

For those who want more time to practise the design functions or who wish to begin designing their own questionnaire with support from the trainer.

## **MODULE 10: Extra practical exercise – Analysis**

**(45 minutes)**

For those who want more time to practise using the analysis tools or who wish to begin analysing their own questionnaire responses with support from the trainer.

## **MODULE 11: Extra practical exercise – Presentations & Reports**

**(45 minutes)**

For those who want more time to practise presenting and reporting survey results or who wish to begin preparing their own report with support from the trainer.

## **MODULE 12: Question and Answers Session**

**(1½ hours)**

**\*\* HIGHLY RECOMMENDED \* RECOMMENDED**

### **PLEASE NOTE**

Our minimum training booking is for half a day (4 hours training). Please bear this in mind when reviewing the modules available. Courses are held at your own premises and are for groups of up to six people. Delegates should have a working knowledge of MS Windows and must be familiar with using a keyboard and mouse. Prices begin from £495. All prices quoted are exclusive of VAT and travel expenses

### **FURTHER INFO**

For more information about KeyPoint Training contact one of our team, call 01223 815210 ext. 693 or email us at [info@speedwell.co.uk](mailto:info@speedwell.co.uk)