Minitab Foundation
1 Day Programme

Smallpeice Enterprises
business improvement training

Overview

For people involved in general statistical analysis, this workshop offers the ideal introduction to Minitab software. The course is aimed at first time users of Minitab but assumes a basic understanding of statistics & statistical analysis. The training will focus on the foundation level features of Minitab – showing how to enter & manipulate data to produce graphs & perform basic statistical analysis.

Objectives

- The course is aimed at first time users of Minitab but assumes a basic understanding of some statistics and statistical analysis.
- To introduce the key application features of Minitab.
- To show how to enter and manipulate data to produce graphs and perform basic statistical analysis techniques.
- To provide tips on software usage and give some insight in to more complex common techniques.
- To analyse some 'real process' data.

Training Format

Training will be delivered live via MS Teams, incorporating a mix of theory and interactive activities / discussions.

Training Content

Introduction
- What is Minitab - a tour of the main functions
- Getting familiar with the software environment
- Introduction to file types
- Minitab menus (an overview)
- Navigation around the Data and Output panes
- Getting help (the help menus and stat-guide)

Entering and Manipulating Data
- An introduction to other basic data functions
- Generating random data and probability model

Basic Statistics using Minitab
- For both continuous and attribute data
- Confirming the correct statistics are applied

Confirming the Measurement System
- Constructing and interpreting a Gauge R&R study
- Using and assessing Attribute Agreement Analysis

Assessing Process Performance
- Explanation of SPC and how it is used.
- Data format and special cause identification
- Process capability reporting

Graphical Analysis Techniques using Minitab
- For both continuous and attribute data
- Options and enhancements to graphical messages

Exploring Process Data
- Case study exercise