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# Getting Started with Minitab Statistical Software

## Course Description

This 1-day “Getting Started with Basic Minitab” course introduces participants to the core features and functions of Minitab, a powerful statistical software used for data analysis and process improvement. Participants will learn how to navigate the software, input and organize data, perform basic statistical analyses, and create clear visualizations.

Through hands-on exercises and real-world examples, attendees will gain the confidence to use Minitab for summarizing data, identifying trends, and supporting decision-making. The course emphasizes how using Minitab effectively can save time in analysis, improve data accuracy, and contribute to measurable financial benefits through better-informed decisions.

## Course Objectives

Navigate Minitab’s Interface:

- Understand menus, toolbars, and the session/output windows.
- Open, save, and manage Minitab projects.

Enter and Organize Data:

- Input data manually or import from external sources.
- Organize worksheets for efficient analysis.

Perform Basic Statistical Analyses:

- Calculate descriptive statistics such as mean, median, standard deviation.
- Perform simple hypothesis tests and generate basic graphs.

Create and Interpret Visualizations:

- Generate charts such as histograms, boxplots, and scatterplots.
- Interpret graphical results to identify trends and patterns.

Link Minitab Use to Business and Financial Benefits:

- Save time and reduce errors in statistical analysis.
- Use data insights to make improvements that reduce costs and increase efficiency.

## Training Format

• Day 1: Introduction to Minitab, navigating the interface, entering and organizing data, performing basic statistical analyses, creating visualizations, and applying results to real-world decision-making and financial improvement opportunities.