

## **Introduction to Minitab training - 2 days**

This Minitab training course forms part of our **Six Sigma Black Belt Training Package**. Delegates can achieve Black Belt level by taking this minitab training course in conjunction with our **Lean Six Sigma Greenbelt** and **Six Sigma Black Belt Conversion** training courses.

### **Introduction to Minitab**

The area that sets a Six Sigma initiative apart from all the other initiatives is the use of comprehensive statistical tools and analysis techniques. In the past these tools and techniques have not been widely available for general use because of their specialist requirements.

A major step forward has been the development of a software programme that brings these tools and techniques within the grasp of a far wider audience. This software package is Minitab, which has become the industry norm for Six Sigma activities.

This Introduction to Minitab training course is designed to introduce Six Sigma practitioners to this software.

### **Introduction to Minitab Training Course Objectives:-**

At the end of this two day Introduction to Minitab training course delegates will understand and be able to:

- Use the software to produce statistical analysis from data.
- Use a number of statistically based measurement approaches and tools to establish current performance.
- Determine the most appropriate tool for the data and the area of analysis.
- Apply the statistical analysis to projects within their responsibility.
- Interpret the results from the Minitab outputs

### **Introduction to Minitab Training Course Content**

#### **Day 1**

- Introduction to the software
- Navigating using the Project Manager
- Data in Minitab
  - Data types
  - Changing Data types
- Minitab Overview
  - Opening Worksheets
  - Worksheet Folder
  - Worksheet Description
  - Column Description
  - Data Structure and Manipulation
  - Subset/Split Worksheets
  - Information Folder

#### **Day 2**

- Minitab's Functions – Statistical & Graphical
- Accessing the Stat Guide
- Minitab Graphs – updating
- Displaying Basic Statistics
- Graphical Summary
- Scatterplot and Brushing
- Bar Chart
  - Changing colours of bars
  - Adding reference lines
- Time Series Plot
- Histogram
- Boxplot
- Dotplot

### **Introduction to Minitab Course Prerequisites:-**

- Delegates should have reasonable general PC skills
- No prior knowledge of Minitab is required