

User Guide

Programs with an integrated e-Book

Three units together provide a full foundation course in statistics. They are: *Research Methods*, *Descriptive Statistics* and *Inferential Statistics*. Each has interactive teaching sections with frequent exercises and questions to check that concepts have been mastered.

The full course, *Introduction to Statistics*, is available as a single item and the three books are also available in printed form.

Starting the program

Double-click the desktop icon. To speed up the title sequence, tap the spacebar. (Tapping the spacebar takes you to the end of any animation.)

You can then choose **Demo** for a guided demonstration of how to use the program or **Login** to start it. Until your installation has been validated, only the Demo can be viewed but this is a good way to learn about the program.

Demo

The demonstration explains features of the program. You can go forwards and backwards quickly with the keyboard arrow keys. After each screen you can choose to see it again, view the next screen or end the demonstration. You can exit from the demonstration at any time by clicking the cross in the top right corner of the screen.

Ending the program

To leave the program you need to **go to the main menu** by clicking the cross in the top right corner or the logo in the top left. Then click the **Exit** button that appears in the bottom left corner. You are given an opportunity to confirm or cancel the request. To speed up the final exit animation, tap the spacebar a few times.

Menu

The main menu displays the eight sections of the full program, *Introduction to Statistics*. The whole menu can be explored but only the sections included in your program can be run.

In the menus, an empty circle means that the section has not been viewed, a half circle means that it has been viewed in part and a full circle means that it has been completed.

The list of titles on the left shows the route by which you reached the section or menu you are viewing. You can retrace your path by clicking on any of these titles.

Screen Size

This button is visible only from the main menu. The program initially appears at the largest size your screen can show but you may prefer a smaller size.

Reading the electronic textbook

The e-book can be read only while you are logged in to the program. On every page (including menus) there is a **Read Book** button. Here and there in the program, you will also see a message, 'Compare the book' when its additional explanations are likely to be particularly useful. Clicking on the message or the **Read Book** button opens the book at a page relevant to the section of program being viewed.

You can move the page around by dragging it with the mouse or change its magnification with the **Zoom** buttons. Other buttons allow you to go forward or back a page at a time or centre the page on the screen.

The **Contents** button shows an index to the book. Clicking on any topic takes you directly to it. The book includes everything in the program and additional topics too.

Other buttons

Arrows

To move through the program, use the forward and backward arrows at the bottom right of each screen. When you reach the end of a section, the word 'NEXT' appears. Clicking here takes you to the first screen of the next section. You can proceed through the whole program like this if you wish, or you may prefer to use the menu structure.

You can also move backwards in this way – the first screen of a section links directly to the last screen of the previous section; just click on 'BACK'.

Commentary

If your computer is equipped to play sounds, this button plays a short, spoken message that gives extra information or explanations. However, the program is designed to be completely understandable without sound.

Study Plan

A Study Plan is a menu constructed by a tutor to present material from various sections to students in an order different from the normal menus or to focus on only part of a section. However, this facility exists only in the multi-user (network) version of the program.

Bookmark

The Bookmark function lets you mark a screen to return to.

To Bookmark the current screen:

1. Click on the **Bookmark** button.
2. Click on one of the 20 name boxes. If it's already in use you will be asked if you wish to replace it.
3. Enter a name for the Bookmark or use the one the computer suggests.
4. Exit by clicking the cross in the top right corner.

To delete a Bookmark:

1. Click on the **Bookmark** button.
2. Click on one of the 20 name boxes.
3. Delete the name of the bookmark.

To use a Bookmark:

1. Click on the **Bookmark** button.
2. Click on the arrow button of the Bookmark you wish to move to.

Glossary

Words shown in yellow in the teaching screens are technical terms. If you click on one of these words, its definition appears. Click on the definition to make it disappear again.

Clicking on the **Glossary** button displays a scrollable list of all the technical words in the text. Clicking on a word brings up its definition. Above the list is an editable text box, which can be used to go straight to a particular definition. Just delete the existing word and enter a new word (followed by return/enter) to display its definition. If only a few letters are entered, then the definition of the first word that begins with those letters is displayed. E.g., entering MED would display the definition of MEDIAN, whilst entering MEDIAN T would display the definition of MEDIAN TEST.

Index

This displays a scrollable list of the program's main topics. Clicking on a topic takes you to where it is explained. Topics can also be typed in as described for the Glossary.

There is a separate **Contents Page** for the book, which is accessible after clicking the **Read Book** button.

Sound On/Off

A button at the bottom of the screen turns sound effects on and off but you can hear them only if your computer can play them.

Test Questions

Eight screens are shown in random order. Each screen is scored as a single item, though it may contain several questions. To see if your answers are correct, click the forward arrow.

When all the questions have been answered, a score sheet is displayed. You are invited to try again any questions you got wrong or skipped.

To obtain a hint on how to tackle any of the test questions, you can click the **Help** button on that screen. It won't give the answer but will point you in the right direction. Alternatively, clicking **Read Book** opens a relevant page of the book.

Animations

 The cursor changes to this symbol when an animation ends. Clicking while this cursor is showing repeats the animation if there is one.

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