

Course Outline | SPSS Introduction - Intermediate

2 day(s)

Overview

Get up to speed in SPSS quickly and easily on this Introduction/Intermediate two-day course. Learn how to import data into SPSS and set it up ready for further analysis. You will perform basic statistical analyses, data checking and create simple tables and charts. This course will focus on getting you comfortable with using SPSS for Windows and ready to explore further data analysis possibilities.

This comprehensive 2-days course logically guides attendees through the fundamentals of using SPSS for Windows. The course is structured so as to provide effective training in all the 4 stages of a typical data analysis process – data definition and input, data modification, data analysis and data presentation. Attendees will learn to efficiently utilize the power and flexibility of SPSS for Windows so as to get the most from their data. Through a series of “hands-on” sessions, they will gain that vital experience that will transform them from SPSS novices to productive data analysts.

Prerequisites

- This two-day course is aimed at new users of SPSS.
- Delegates should have experience with running software in a Windows environment.
- No prior SPSS knowledge is required.
- Knowledge of statistical analysis is required to gain full use of the software following the course.

(Please note that this course does not teach statistical analysis; it teaches SPSS software).

Course Outline

1 - Introduction

- Opening a Data File
- Running an Analysis
- Viewing Results
- Creating Charts

2 - Reading Data

- Basic Structure of SPSS Statistics Data Files
- Reading SPSS Statistics Data Files
- Reading Data from Spreadsheets
- Reading Data from a Database
- Reading Data from a Text Files

3 - Using the Data Editor

- Entering Numeric Data
- Entering String Data
- Defining Data
- Adding Variable Labels
- Changing Variable Type and Format
- Adding Value Labels for Numeric Variables
- Adding Value Labels for String Variables
- Using Value Labels for Data Entry
- Handling Missing Data
- Missing Values for a Numeric Variable
- Missing Values for a String Variable
- Copying and Pasting Variable Attributes
- Defining Variable Properties for Categorical Variables

4 - Working with Multiple Data Sources

- Basic Handling of Multiple Data Sources

Course Outline | SPSS Introduction - Intermediate

- Copying and Pasting Information between Datasets
- Renaming Datasets
- Suppressing Multiple Datasets

5 - Examining Summary Statistics for Individual Variables

- Level of Measurement
- Summary Measures for Categorical Data
- Charts for Categorical Data
- Summary Measures for Scale Variables
- Histograms for Scale Variables

6 - Creating and Editing Charts

- Chart Creation Basics
- Using the Chart Builder Gallery
- Defining Variables and Statistics
- Adding Text
- Creating the Chart
- Chart Editing Basics
- Selecting Chart Elements
- Using the Properties Window
- Changing Bar Colours
- Formatting Numbers in Tick Labels
- Editing Text
- Displaying Data Value Labels
- Using Templates
- Defining Chart Options

7 - Working with Output

- Using the Viewer
- Using the Pivot Table Editor
- Accessing Output Definitions
- Pivoting Tables
- Creating and Displaying Layers
- Editing Tables
- Hiding Rows and Columns
- Changing Data Display Formats

8 - TableLooks

- Using Predefined Formats
- Customizing TableLook Styles
- Changing the Default Table Formats
- Customizing the Initial Display Settings
- Displaying Variable and Value Labels
- Using Results in Other Applications
- Pasting Results as Word Tables
- Pasting Results as Text
- Exporting Results to Microsoft Word, PowerPoint, and Excel Files
- Exporting Results to PDF
- Exporting Results to HTML

9 - Modifying Data Values

- Creating a Categorical Variable from a Scale Variable
- Computing New Variables
- Using Functions in Expressions
- Pasting a Function into an Expression
- Editing a Function in an Expression

Course Outline | SPSS Introduction - Intermediate

- Using Conditional Expressions
- Working with Dates and Times
- Calculating the Length of Time between Two Dates
- Adding a Duration to a Date

10 - Sorting and Selecting Data

- Sorting Data
- Split-File Processing
- Sorting Cases for Split-File Processing
- Turning Split-File Processing On and Off
- Selecting Subsets of Cases
- Selecting Cases Based on Conditional Expressions
- Selecting a Random Sample
- Selecting a Time Range or Case Range
- Treatment of Unselected Cases
- Case Selection Status