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YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

SPSS Introduction / Intermediate

Duration: 2 days

Overview:

Get up to speed in SPSS quickly and easily on Aspect Training's 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.

Aspect Training's 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 â€“ 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 â€œhands-onâ€ 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)

Topics:

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 File

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

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

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

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