



**0208 942 5724**

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# **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 – 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.

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## Course Topics:

### Introduction

Opening a Data File  
Running an Analysis  
Viewing Results  
Creating Charts

### 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

### 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

### Working with Multiple Data Sources

Basic Handling of Multiple Data Sources  
Copying and Pasting Information between Datasets  
Renaming Datasets  
Suppressing Multiple Datasets

### 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

### 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

### 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

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### **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

### **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

### **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

### **Additional Statistical Procedures**

- Summarizing Data
- Explore
- More about Summarizing Data
- Comparing Means
- Means
- Paired-Samples T Test
- More about Comparing Means
- ANOVA Models
- Univariate Analysis of Variance
- Correlating Variables
- Bivariate Correlations
- Partial Correlations
- Regression Analysis
- Linear Regression
- Nonparametric Tests
- Chi-Square