

□

Introduction to IBM SPSS Statistics (V23)  
Information

**Length:** 2.0 Days  
**Ref:** 0G504G-X  
**Delivery method:** Classroom  
**Price:** AUD

Overview

Introduction to IBM SPSS Statistics (V23) guides you through the fundamentals of using IBM SPSS Statistics for typical data analysis process. You will learn the basics of reading data, data definition, data modification, and data analysis and presentation of analytical results. You will also see how easy it is to get data into IBM SPSS Statistics so that you can focus on analyzing the information. In addition to the fundamentals, you will learn shortcuts that will help you save time. This course uses the IBM SPSS Statistics Base features.

Public

This basic course is for:

- Anyone with little or no experience in using IBM SPSS Statistics
- Anyone who is new to using a statistical package for data analysis
- Anyone who is considering purchasing IBM SPSS Statistics

Prerequisites

You should have:

- Experience using applications, such as word processors **or** spreadsheets, in the Microsoft Windows, Macintosh **or** Linux environment

Experience with IBM SPSS Statistics is not necessary, though a basic understanding of purpose **and** functions of the software is helpful

Objective

Please refer to course overview.

Topics

Introduction to IBM SPSS Statistics

- Explain the basic steps of data analysis using IBM SPSS Statistics
- Describe the roles of the primary windows within IBM SPSS Statistics
- Describe the basic layout of IBM SPSS Statistics dialog boxes

## Reading Data

- Describe the choices of the file menu to read and save data files
- Read Microsoft Excel files
- Read from a Microsoft Access database
- Read delimited files

## Variable Properties

- Describe all the variable properties
- Define variable properties in the Variable View Window
- Define variable properties using the Define Variable Properties dialog
- Save variable properties with data in an IBM SPSS Statistics data file
- View variable properties interactively using Variable Utility
- View variable properties in tables using Display Data Dictionary facility and Codebook procedure

## Working with the Data Editor

- Insert, delete, and move variables and cases
- Use Split Screen view
- Copy information from one dataset to another
- Use the Copy Data Properties feature

## Modifying Data Values: Recode

- Use the features of Visual Binning to group a scale variable
- Use the features of Recode into a Different Variable for categorical variables
- Use Automatic Recode to recode long string variables

## Modifying Data Values: Compute

- Use Compute Variable to create a new variable based on a logical expression
- Create new variables with numeric expressions
- Create new variables with conditional numeric expressions

## Summarizing Individual Variables

- Define Levels of Measurement
- Use the Frequencies procedure to produce tables and create charts appropriate for nominal variables

- Use the Frequencies procedure to produce tables and create charts appropriate for ordinal variables
- Use the Frequencies procedure to produce tables and create charts appropriate for scale variables
- Use the Descriptives procedure to summarize scale variables

## Describing Relationships Between Variables

- Select the appropriate procedure to summarize the relationship between two variables
- Use the Crosstabs procedure to summarize the relationship between categorical variables
- Use the Means procedure to summarize the relationship between a scale and a categorical variable

## Selecting Cases

- Describe and use the features of the Select Cases dialog
- Describe and use the features of the Split File dialog

## Creating and Editing Charts

- Use the Chart Builder to create various types of graphs
- Format and edit the graph in the Chart Editor

## Output in the Viewer

- Navigate through the Viewer
- Customize a pivot table
- Use the automatic Output Modification facility
- Export output to other applications

## Syntax Basics

- Use the Syntax Editor environment
- Create Syntax
- Run Syntax
- Edit syntax using auto-completion of commands

## Menus and the Help System

- Use the menus
- Use the toolbars
- Use all types of help in Statistic