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Data Management and Manipulation with IBM SPSS Statistics (V23)
Information

Length: 2.0 Days
Ref: 0G524G-X
Delivery method: Classroom
Price: AUD

Overview

Data Management and Manipulation with IBM SPSS Statistics is a two day course on the use of a wide range of transformation techniques, ways to automate data preparation work, manipulate data files and analytical results. You will gain an understanding of the various options for controlling the IBM SPSS Statistics operating environment and how to perform data transformations efficiently.

Public

This advanced course is for:

- Anyone who has worked with IBM SPSS Statistics and wants to explore additional data management and manipulation features of IBM SPSS Statistics and generally increase their efficiency with IBM SPSS Statistics.
- Anyone who has learned the basic operations of IBM SPSS Statistics on their own.

Prerequisites

You should have:

- General computer literacy
- Completion of the *Introduction to IBM SPSS Statistics (V23) (0G504G)* course **or** experience with IBM SPSS Statistics (Version 18 or later) including familiarity with defining data, basic uses of Recode **and** Compute transformations, the Frequencies, Descriptives, **and** Crosstabs procedures, **and** creating **and** editing tables **and** charts.
- No statistical background is necessary.

Objective

Please refer to Course Overview.

Topics

Helpful Data Management Features

- Read from a database using the Database Wizard
- Customize variable attributes
- Compare datasets
- Use Variable Sets
- Rename datasets

Use Functions

- Identify the general form of a function
- Use statistical functions
- Use logical functions
- Use missing value functions
- Use conversion functions
- Use system variables

Additional Data Transformations

- Use Automatic Recode to recode string variables into numeric variables
- Use Count Values within Cases to count values across variables

Set the Unit of Analysis

- Remove duplicate cases
- Create aggregated datasets
- Restructure datasets

Merge Files

- Add cases from one dataset to another
- Add variables from one dataset to another
- Enrich a dataset with aggregated information

Analyze Multiple Response Questions

- Describe the two ways to encode a multiple response set
- Define multiple response sets
- Use the Multiple Response Frequencies and Crosstabs procedures

Edit Tables and Charts

- Use the features of the Pivot Table Editor
- Create and apply customized TableLooks
- Use the features of the Chart Editor

- Create and apply customized chart templates

Introduction to the Output Management System

- Explain Output Types
- Specify an OMS request to suppress output
- Specify an OMS request to export output

Automate IBM SPSS Statistics

- Describe and use the features of the Syntax Editor
- Make simple changes to syntax
- Describe and use the features of the Production Facility dialog box
- Run a simple production job
- Describe the use of external programming languages with Statistics
- Describe and use the features of the Syntax Editor
- Make simple changes to syntax

Control the IBM SPSS Statistics Environment

- Describe the features of the Options dialog box
- Reset the display of variables
- Set the default working data folders
- Change transformation options for variables