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Data Management and Manipulation with IBM SPSS Statistics (V21) - SPVC  
Information

**Length:** 2.0 Days  
**Ref:** 0K522G-X  
**Delivery method:** Self-paced Virtual Training  
**Price:** EUR

No sessions available.  
Overview

This is the self paced training version of "Data Management and Manipulation with IBM SPSS Statistics" classroom course. Data Management and Manipulation with IBM SPSS Statistics is a two day self-paced training course on the use of a wide range of transformation techniques, ways to automate data preparation work, manipulate data files and analytical results. Students will gain an understanding of the various options for controlling the IBM SPSS Statistics operating environment and how to use basic syntax to perform data transformations efficiently.

If you are enrolling in a Self Paced Virtual Classroom or Web Based Training course, before you enroll, please review the **Self-Paced Virtual Classes and Web-Based Training Classes** on our Terms and Conditions page, as well as the system requirements, to ensure that your system meets the minimum requirements for this course.

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Public

This intermediate 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" course **or** experience with IBM SPSS Statistics (Version 15 **or** later) including familiarity with defining data, basic uses of Recode and

Compute transformations, **and** creating charts

No statistical background is necessary.

Objective

Please refer to course overview.

Topics

## **Helpful Data Management Features**

- Read data using options available in the Database Wizard
- Sort variables on any Attribute and customize the Variable View of attributes
- Create and use Variable Sets
- Generate variable attribute information for variables in a data file
- Compare datasets

## **Transformations: Computing with Numeric Data**

- Use the Compute Variable dialog to create new variables and transform data
- Use functions to perform transformations
- Create and add additional variable Attributes

## **Transformations: Computing with Date and Time Variables**

- Learn how dates and times are represented in IBM SPSS Statistics
- Create a date or time variable
- Distinguish Date and Time functions in the Compute Variable dialog
- Set default options for date variables with a 2-digit year
- Use and understand the functionality of the Date and Time Wizard

## **Transformations: Computing with Alphanumeric Data**

- Use the Compute Variable dialog and string functions for transformations on alphanumeric variables
- Use IBM SPSS Statistics syntax for string transformations
- Describe character encoding for data and its use with string functions

## **Additional Data Transformations**

- Use Automatic Recode to easily recode string variables into numeric variables
- Use the Count Values transformation to count values across variables

## **Identifying Duplicate Cases and Restructuring Data**

- Use the features of the IBM SPSS Statistics dialog Identify Duplicate Cases
- Know when restructuring data is necessary
- Use the features of the Restructure Data Wizard to restructure cases to variables

## **Aggregating Data**

- Describe the features of the Aggregate Data procedure
- Create multiple summaries from one variable
- Create a new data file with the aggregated results
- Add the aggregated results to the original data file

## **Merging Files - Adding Cases**

- Describe and use the features of the Add Cases dialog
- Set formats for variables so files can be added
- Handle variables with different names in the files to be added
- Check to see whether files were added successfully

## **Merging Files - Adding Variables**

- Describe the difference between a one-to-one and one-to-many match
- Describe and use the features of the Add Variables dialog
- Check to see whether files have been matched successfully
- Merge data files without pre-sorting

## **Analyzing Multiple Response Questions**

- Define how multiple response questions are coded in a data file
- Define multiple response sets in IBM SPSS Statistics
- Use the Multiple Response Frequencies and Crosstabs procedure

## **Working with Charts**

- Use the features of the Chart Editor
- Create and apply customized chart templates by modifying aspects of charts using options available within the Chart Editor

## **An Introduction to the Output Management System**

- Describe the capabilities of the Output Management System
- Describe and use the features in the OMS Control Panel
- Use the Output Management System to exclude items from the IBM SPSS Statistics Viewer
- Use the Output Management System to export pivot tables to other applications

## **Automating 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 IBM SPSS Statistics

## **Controlling the IBM SPSS Statistics Environment**

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