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Introduction to IBM SPSS Statistics (v24)
Information

Length: 2.0 Days
Ref: 0G505G-X
Delivery method: Classroom
Price: EUR

Overview

Introduction to IBM SPSS Statistics (v24) guides students through the fundamentals of using IBM SPSS Statistics for typical data analysis process. Students will learn the basics of reading data, data definition, data modification, and data analysis and presentation of analytical results. Students will also see how easy it is to get data into IBM SPSS Statistics so that they can focus on analyzing the information. In addition to the fundamentals, students will learn shortcuts that will help them save time. This course uses the IBM SPSS Statistics Base features.

Public

- 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

- 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

1. Introduction to IBM SPSS Statistics
 - Explain how IBM SPSS Statistics is used for basic analysis
 - Explain the basic steps in data analysis
 - Understand the primary windows in IBM SPSS Statistics
 - Understand the different components of dialog boxes
2. Reading data

- Import data from different types of file formats
- Describe choices on the File menu for reading data
- Read Microsoft Excel files
- Read files from a Microsoft Access database
- Read delimited text files

3. Defining Variable Properties

- Describe and define variable properties in the Variable View window
- Use the Define Variable Properties dialog box
- Save variable properties with data in an IBM SPSS Statistics data file
- Use the Variables utility to view variable properties interactively
- Use the Display Data Dictionary facility and the Codebook procedure to view variable properties

4. Working with the Data Editor

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

5. Modifying data values: Recode

- Use Visual Binning to reclassify values of an ordinal or scale variable
- Use Recode Into a Different Variable to reclassify values of a nominal variable
- Use Automatic Recode to create a numeric variable from a string variable

6. Modifying data values: Compute

- Describe the features of Compute Variable
- Create new variables with numeric expressions
- Create new variables with conditional numeric expressions

7. Summarizing individual variables

- Define levels of measurement
- Use the Frequencies procedure to produce tables and charts appropriate for nominal variables
- Use the Frequencies procedure to produce tables and charts appropriate for ordinal variables
- Use the Frequencies and Descriptives procedure to produce tables and charts for scale variables

8. 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

9. Selecting cases for analyses

- Select cases in a data file using various methods
- Describe and use the features of the Select Cases dialog box
- Describe and use the features of the Split File dialog box

10. Creating and editing charts

- Present results with charts

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

11. Working in the Viewer

- Navigate through the Viewer
- Perform Automated Output Modification
- Customize a pivot table
- Create and apply a template for a pivot table
- Export output to other applications

12 Syntax basics

- Use basic syntax to automate analyses
- Use the Syntax Editor environment
- Create syntax
- Run syntax
- Edit syntax

13. Menus and the Help System

- Use the menus
- Use the Toolbars
- Use all types of help in IBM SPSS Statistics