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Introduction to IBM SPSS Statistics (V22)  
Information

**Length:** 2.0 Days  
**Ref:** 0G503G-X  
**Delivery method:** Classroom  
**Price:** EUR

Overview

**Introduction to IBM SPSS Statistics (V22)** is a two day instructor-led classroom course that 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

This basic course is for students with:

- Minimal experience in using IBM SPSS Statistics

Also, students that are:

- New to using a statistical package for data analysis
- Considering purchasing IBM SPSS

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

No statistical background is necessary.

Objective

Please refer to Course Overview for description information.

## Topics

### Introduction 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 on the file menu to read and save data files
- Read Excel files
- Read from an Access database
- Read delimited text 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 Variables Utility
- View variable properties in tables using display Data Dictionary facility and Codebook procedure

### Working with the Data Editor

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

### Modifying Data Values

- Use the features of Visual Binning to group a scale variable
- Use the features of Recode into a Different Variable for categorical variables
- Create new variables with numeric expressions
- Create new variables with conditional numeric expressions

### 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
- Create and apply a template for a pivot table
- Export output to other applications

## Syntax Basics

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