

# Deep Dive into IBM SPSS Statistics 2 Day Course

## Day 1

### INTRODUCTION TO STATISTICAL ANALYSIS

- COURSE GOALS AND METHODS
- BASIC STEPS OF RESEARCH PROCESS
- POPULATIONS AND SAMPLES
- RESEARCH DESIGN
- INDEPENDENT AND DEPENDENT VARIABLES
- LEVELS OF MEASUREMENT AND STATISTICAL METHODS

### INTRODUCING SPSS STATISTICS

- INTRODUCTION
- BASIC STEPS OF DATA ANALYSIS
- STARTING SPSS STATISTICS
- OPENING A DATA FILE
- SPSS STATISTICS MAIN MENU AND TOOLBAR
- RUNNING AN ANALYSIS
- VIEWING RESULTS
- EXITING SPSS STATISTICS

### USING THE DATA EDITOR AND DEFINING VARIABLE PROPERTIES

- DATA EDITOR VIEWS
- VARIABLE VIEW: DEFINING VARIABLE PROPERTIES
- ENTERING AND EDITING DATA IN THE DATA EDITOR
- SORTING BY VARIABLE PROPERTIES
- DEFINE VARIABLE PROPERTIES DIALOG BOX
- VIEWING VARIABLE PROPERTIES
- SAVING THE DATA AND EXITING SPSS STATISTICS

### READING DATA

- INTRODUCTION
- BASIC STRUCTURE OF AN SPSS STATISTICS DATA FILE
- READING AN SPSS STATISTICS DATA FILE
- READING DATA FROM SPREADSHEETS
- READING DATA FROM A DATABASE
- READING DATA FROM A TEXT FILE
- SAVING DATA

## WORKING WITH MULTIPLE DATA SOURCES

- INTRODUCTION
- BASIC HANDLING OF MULTIPLE DATA EDITOR WINDOWS
- COPYING AND PASTING INFORMATION BETWEEN DATASETS
- COPYING DATA PROPERTIES FEATURE
- CHANGE OPTION SETTING TO SINGLE DATASET
- EXITING SPSS STATISTICS WITH MULTIPLE DATA EDITOR WINDOWS

## SUMMARIZING INDIVIDUAL VARIABLES

- OBJECTIVES OF DESCRIPTIVE STATISTICS
- LEVELS OF MEASUREMENT
- SUMMARIZING NOMINAL VARIABLES
- SUMMARIZING ORDINAL VARIABLES
- SUMMARIZING SCALE VARIABLES
- ASSESSING DEGREE OF MISSING DATA WITH THE DESCRIPTIVES PROCEDURE

## Day 2

### MODIFYING DATA VALUES: RECODE

- INTRODUCTION
- CREATING A CATEGORY VARIABLE FROM A SCALE VARIABLE
- RECODING CATEGORY VALUES
- SAVING THE UPDATED DATA

### MODIFYING DATA VALUES: COMPUTE

- INTRODUCTION
- COMPUTING NEW VARIABLES
- COMPUTING VARIABLES WITH MISSING VALUES
- SAVING THE UPDATED DATA

### DESCRIBING MULTIPLE VARIABLE RELATIONSHIPS

- OBJECTIVES AND APPLICATIONS
- CROSSTABULATION TABLES
- MEANS PROCEDURE

### SELECTING SUBSETS OF CASES

- INTRODUCTION
- SELECT CASES
- SELECT CASES USING IF CRITERIA
- SPLIT FILE PROCESSING

## CREATING AND EDITING CHARTS

- INTRODUCTION TO SPSS STATISTICS CHARTS
- THE CHART BUILDER
- THE CHART EDITOR
- CREATING A PANELED CHART
- CREATING CHARTS TO DISPLAY SCALE VARIABLES BY SUBGROUPS