

**Introduction to SPSS**

**Course Number:** SPSS-100
**Duration:** 2 days

**Overview**

This Introduction to SPSS training course teaches your team the fundamentals of using SPSS® for data analysis. Attendees learn the basics of importing data, data definition, data modification, data analysis, and presenting results.

**Prerequisites**

All students must have experience working in the Microsoft Windows environment and understand key Windows features. Experience with other Windows programs is helpful. Experience with SPSS is not necessary, though a basic understanding of the purpose and functions of the software is helpful. No statistical background is necessary.

**Materials**

All SSPS training attendees receive an extensive library of SPSS examples to take with them following the training.

**Software Needed on Each Student PC**

This class uses SPSS Statistics 25 or newer but is appropriate to SPSS Statistics 19 and newer. Attendees are assumed to have their own copy of the software.

**Objectives**

* Master the fundamentals of using SPSS for data analysis
* Understand the basics of editing data in the Data Editor
* Import data from multiple sources and output it in a variety of formats
* Master command syntax for controlling SPSS
* Generate charts and other visualizations from your data

**Outline**

* Introduction to SPSS
	+ Windows
	+ Designated Window versus Active Window
	+ Status Bar
	+ Dialog Boxes
	+ Variable Names and Variable Labels in Dialog Box Lists
	+ Resizing Dialog Boxes
	+ Dialog Box Controls
	+ Selecting Variables
	+ Data Type, Measurement Level, and Variable List Icons
	+ Getting Information about Variables in Dialog Boxes
	+ Basic Steps in Data Analysis
	+ Statistics Coach
	+ Finding Out More
* Getting Help
	+ Getting Help on Output Terms
	+ Data Files
	+ Opening Data Files
	+ To Open Data Files
	+ Data File Types
	+ Opening File Options
	+ Reading Excel 95 or Later Files
	+ Reading Older Excel Files & Other Spreadsheets
	+ Reading dBase Files
	+ Reading Stata Files
	+ Reading Database Files
	+ Text Wizard
	+ Reading Dimensions Data
	+ File Information
	+ Saving Data Files
	+ To Save Modified Data Files
	+ Saving Data Files in External Formats
	+ Saving Data Files in Excel Format
	+ Saving Data Files in SAS Format
	+ Saving Data Files in Stata Format
	+ Saving Subsets of Variables
	+ Exporting to a Database
	+ Exporting to Dimensions
	+ Protecting Original Data
	+ Virtual Active File
	+ Creating a Data Cache
* Data Editor
	+ Data View
	+ Variable View
	+ To Display or Define Variable Attributes
	+ Variable Names
	+ Variable Measurement Level
	+ Variable Type
	+ Variable Labels
	+ Value Labels
	+ Inserting Line Breaks in Labels
	+ Missing Values
	+ Column Width
	+ Variable Alignment
	+ Applying Variable Definition Attributes to Multiple Variables
	+ Custom Variable Attributes
	+ Customizing Variable View
	+ Spell Checking Variable and Value Labels
	+ Entering Data
	+ To Enter Numeric Data
	+ To Enter Non-Numeric Data
	+ To Use Value Labels for Data Entry
	+ Data Value Restrictions in the Data Editor
	+ Editing Data
	+ Replacing or Modifying Data Values
	+ Cutting, Copying, and Pasting Data Values
	+ Inserting New Cases
	+ Inserting New Variables
	+ To Change Data Type
	+ Finding Cases or Variables
	+ Finding and Replacing Data and Attribute Values
	+ Case Selection Status in the Data Editor
	+ Data Editor Display Options
	+ Data Editor Printing
	+ To Print Data Editor Contents
* Working with Multiple Data Sources
	+ Basic Handling of Multiple Data Sources
	+ Working with Multiple Datasets in Command Syntax
	+ Copying and Pasting Information between Datasets
	+ Renaming Datasets
	+ Suppressing Multiple Datasets
* Working with Output
	+ Viewer
	+ Showing and Hiding Results
	+ Moving, Deleting, and Copying Output
	+ Changing Initial Alignment
	+ Changing Alignment of Output Items
	+ Viewer Outline
	+ Adding Items to the Viewer
	+ Finding and Replacing Information in the Viewer
	+ Copying Output into Other Applications
	+ To Copy and Paste Output Items into Another Application
	+ Export Output
	+ HTML, Word/RTF, and Excel Options
	+ PowerPoint Options
	+ PDF Options
	+ Text Options
	+ Options for Exporting Charts
	+ Viewer Printing
	+ To Print Output and Charts
	+ Print Preview
	+ Page Attributes: Headers and Footers
	+ Page Attributes: Options
	+ Saving Output
	+ To Save a Viewer Document
* Working with Command Syntax
	+ Syntax Rules
	+ Pasting Syntax from Dialog Boxes
	+ To Paste Syntax from Dialog Boxes
	+ Copying Syntax from the Output Log
	+ To Copy Syntax from the Output Log
	+ To Run Command Syntax
	+ Unicode Syntax Files
	+ Multiple Execute Commands
* Crosstabs
	+ Crosstabs Layers
	+ Crosstabs Cluttered Bar Charts
	+ Crosstabs Statistics
	+ Crosstabs Cell Display
	+ Crosstabs Table Format
* Overview of the Chart Facility
	+ Building and Editing a Chart
	+ Building Charts
	+ Editing Charts
	+ Chart Definition Options
	+ Adding and Editing Titles and Footnotes
	+ Setting General Options
* Conclusion