

**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