

**SPSS (Statistical Package for the Social Sciences)  
Introduction / Intermediate – 2 days**



**Course Objectives**

Learn the fundamentals of using SPSS. By the end of this course, students will be able to perform basic statistical analyses, data checking and create simple tables and charts.

**Prerequisites**

It is recommended that students have basic experience with the Windows operating system and some understanding of statistical analysis.

**Exercises**

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

**General Concepts**

- The Data Analysis Process
- Surveys vs Experiments
- SPSS Window Types: Data, Output, Syntax
- SPSS File Types: Data, Output

**Setting Up Data**

- The “case” concept
- Choosing the right Measure
- Creating Variables and choosing the right type
- Variable and Value Labels
- Calculating new variables
- Variable Recode
- Importing data from other programs (i.e. Excel)

**Getting Results**

- Frequency Tables
- Descriptive Statistics
- Crosstabulations
- Charts: Frequency, Cluster, Stacked, Value Bar Charts
- Simple Statistics on Groups: Computing Mean, Standard Deviation

**Communicating Results**

- Modifying Output Tables and Charts
- Using Chart Templates
- Using Table “Looks”
- Including output in other applications (i.e. Word)

**Data Management**

- Getting data from other sources
- Dealing with missing values
- Selecting Cases
- Using Sets
- The “Visual Bander”
- Splitting files
- Aggregated files
- Dealing with multiple response questions
- Data restructuring
- Working with dates, times and durations
- Merging files

**Working with Further Results**

- Introduction to SPSS Syntax
- The concept of significance
- Using chi-square