

FAST TRACK: DATA MANAGEMENT & MANIPULATION

■ Duration: 1 day ■ Level: Intermediate

TARGET AUDIENCE

This course is a natural follow-on to the Fast Track: SPSS for New Users or Fast Track: SPSS for Existing Users courses and is designed for anyone wishing to become more competent with the full range of file and data manipulation options, and generally increase their efficiency with SPSS.

PREREQUISITES

You must be PC literate, have a sound working knowledge of SPSS and be familiar with the topics covered on the Introduction to SPSS course. You must also be familiar with variable definition, use of the data dictionary, setting up dates, generating basic exploratory statistics, using the compute and recode procedures and editing and saving output.

OVERVIEW

The course provides detailed training in the use of a wide range of file and data management techniques. The knowledge and competence gained will enable you to suitably manage your data files to achieve the desired data structures. Advice on optimising efficiency in everyday operations is provided and you will gain an understanding of the various options available when operating SPSS. Through an understanding of the command syntax, you will be able to efficiently manage and modify your data.

COURSE CONTENT

Following an introduction to essential terminology, you will proceed logically through the following topics:

- Introduction
- Computing with numeric data
- Computing with non-numeric data
- Further data transformations
- File transformations
- Merging files – adding cases
- Merging files – adding variables
- Handling multiple response items