

# FAST TRACK: SPSS FOR EXISTING USERS

■ Duration: 1 day ■ Level: Intermediate

## TARGET AUDIENCE

Those with experience of earlier versions of SPSS, or other similar statistical packages. Alternatively, those with a **thorough** understanding of general data management/analysis packages in a windows environment, and who require a fast introduction to the basics of SPSS.

## PREREQUISITES

Keyboard and mouse skills. Experience of working in the Windows environment and an understanding of key Windows features. Experience of using data manipulation/analysis tools is also essential.

## OVERVIEW

The course logically guides you through the fundamentals of using SPSS and is structured so as to provide effective training in data modification, data analysis and data presentation.

## COURSE CONTENT

Following an overview of the main features of SPSS and an introduction to essential terminology, you will proceed logically through the following topics:

- Introducing SPSS
- Summarising Individual Variables
- Modifying Data Values: Recode
- Modifying Data Values: Compute
- Describing Multiple Variable Relationships
- Selecting Subsets of Cases
- Creating and Editing Charts