

FAST TRACK: SPSS FOR NEW USERS

■ Duration: 1 day ■ Level: Beginner

TARGET AUDIENCE

Anyone with little or no experience using SPSS Statistics. Especially useful for those new to using a statistical package for data analysis or to using the SPSS Statistics graphical user interface. Also recommended for those considering purchasing SPSS Statistics.

PREREQUISITES

Experience using applications, such as word processors or spreadsheets, in the Microsoft Windows, Macintosh or Linux environment. Experience with SPSS Statistics not necessary.

OVERVIEW

This one day fast track course gets the novice up to speed on the basic operations of using SPSS Statistics software. The course guides you through the fundamentals of using SPSS Statistics for typical data analysis process. Learn the basics of reading data, data definition, data modification, and producing descriptive reports. See how easy it is to get your data into SPSS Statistics so that you can focus on analyzing the information.

COURSE CONTENT

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

- Introduction to SPSS Statistics
- Reading Excel, database and text data files
- Defining variable attributes and labels
- Summarizing individual variables: frequencies
- Basic operations for modifying data values
- Describing relationships between variables: crosstabs and means
- Creating and editing charts
- Selecting subsets of cases
- Editing and saving SPSS Statistics output