

# INTRODUCTION TO SPSS & STATISTICS

■ Platform: Windows ■ Duration: 3 days ■ Level: Beginner

## TARGET AUDIENCE

This course targets those who wish to examine data using exploratory (including bi-variate) data interrogation techniques allowing the analyst to produce reliable results in order to draw informed conclusions.

## PREREQUISITES

Keyboard and mouse skills. Experience of working in the Windows environment and a general understanding of key Windows features. **No prior knowledge of SPSS or Statistics is required.**

## OVERVIEW

The course provides an introduction to using SPSS with particular regard to analysing quantitative information, data management and charting results. The training covers basic statistical theory and introduces many of the most popular statistical tests. The course focuses on how to use SPSS to enhance the typical data analysis process through informed statistical analysis and appropriate data presentation.

## OBJECTIVES

By the end of the course you will have learned to:

- Open, enter, edit, define and modify your data;
- Understand the importance of types of data and be able to choose the appropriate techniques for summarising and testing each type of data;
- Perform univariate and bi-variate data analyses including hypotheses testing using SPSS;
- Interpret the output and draw appropriate conclusions from the data;
- Produce high quality output (e.g. charts & tabulations) to report your findings and transfer this output to word processing applications.
- Control the operation of SPSS and manage your files and output.

## 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:

- Introduction to statistical analysis
- Introducing SPSS
- Using the data editor and defining variable properties
- Reading data
- Working with multiple data sources
- Summarising individual variables
- Modifying data values: recode
- Modifying data values: compute
- Selecting subsets of cases
- Creating and editing charts
- Working with SPSS output
- Exploratory data analysis: scale data
- Probability and inferential statistics
- Comparing categorical variables
- Mean differences between groups: T-Tests
- Bivariate plots and correlations: scale variables
- Introduction to regression