

■ Duration: 3 days ■ Time: Please contact SPSS Training for times.

## Target Audience

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

## Prerequisites

Experience working in the Microsoft Windows environment and understanding of key Windows features. Experience with other Windows programs helpful. Experience with SPSS Statistics is not necessary, though a basic understanding of purpose and functions of the software is helpful.

No statistical background is necessary.

## Overview

Get up to speed in SPSS Statistics quickly and easily with this course. The course guides you through the fundamentals of using SPSS for typical data analysis process. Learn the basics of read data, data definition, data modification, and data analysis and presentation of your results. See how easy it is to get your data into SPSS so that you can focus on analyzing the information. In addition to the fundamentals, learn shortcuts that will help you save time.

## Course Content

- Introduction to SPSS for Windows
- Using the SPSS Help System
- Reading Excel, database and text data files
- Entering data directly into the Data Editor Window
- Defining variable attributes and labels
- Working with multiple data sources
- Summarizing individual variables
- Modifying data values
- Describing relationships between variables: Crosstabs
- Creating and editing charts
- Selecting subsets of cases
- Working with SPSS Output
- Introducing SPSS Syntax
- Appendix A: Multiple Response Variables