

## TARGET AUDIENCE

Anyone wanting to have greater control over the creation, formatting and layout of tables by using the custom tables module to produce flexible, high quality, high impact tables.

## PREREQUISITES

You **must** be PC literate and you **must** be familiar with the basics of operating SPSS for Windows. This includes defining, entering and editing data, opening and saving data files, generating basic exploratory statistics (including frequency tables, basic crosstabulations and tables of means) and editing and saving output. You must also understand the difference between categorical and scale data types. These techniques must have been used in SPSS v9 or above.

**NOTE:** SPSS Tables is an additional, licensed option that is purchased separately from SPSS Base

## OVERVIEW

The course concentrates on utilising the power and flexibility of the Tables module, starting with the production of simple tables and advancing on a step-by-step basis to more complex designs. You will gain an understanding of the full range of Tables options including stacking, nesting and layering variables in both rows and columns. In addition, you will learn how to combine scale and categorical variables into complex, nested combinations by using simple drag and drop procedures. The first part of the course concentrates on the fundamental operations before progressing into more advanced topics like subtotalling and custom totals that will give you a complete understanding of the capabilities of the SPSS Tables module.

## OBJECTIVES

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

- Present combinations of variables in a table using nesting and stacking
- Simplify complex tables by using layering
- Control the statistics and totals that are displayed in the table
- Create and control subtotals
- Define ordering and category exclusions within a table
- Control all aspects of the table layout and printing

## COURSE CONTENT

After an introduction to the Tables commands and essential terminology, the course will concentrate on the following topic areas:

### Essential Features of the Tables Module:

- Combining variables in a table using stacking and nesting
- Controlling the statistics and percentages displayed in the table
- Adding Totals to the table
- Customising the layout of the table
- Annotating the table through titles and footnotes
- Summarising variables within cells (e.g. displaying averages)
- Printing high quality tables

### Further Capabilities of the Tables Module:

- Summarising multiple response data
- Complex tables involving multiple response data
- Multiple statistics in the same table and mixed statistics formats
- Labels and statistics-only dimensions