IBM SPSS Statistics Essentials (V26) Training

Duration: **2 Day**

BILGINC IT Academy
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Overview

This course guides students through the fundamentals of using IBM SPSS Statistics for typical data analysis. Students will learn the basics of reading data, data definition, data modification, data analysis, and presentation of analytical results.

In addition to the fundamentals, students will learn shortcuts that will help them save time. This course uses the IBM SPSS Statistics Base; one section presents an add-on module, IBM SPSS Custom Tables.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Prerequisites

Knowledge of your business requirements

Who Should Attend

- New users of IBM SPSS Statistics
- Users who want to refresh their knowledge about IBM SPSS Statistics
- Anyone who is considering purchasing IBM SPSS Statistics

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What You Will Learn

At the end of the course, participants will have studied the following topics:

- Introduction to IBM SPSS Statistics
- Reading data and defining metadata
- Select cases for analysis
- Transform variables
- Use functions to transform variables
- Define the unit of analysis
- Merge data files
- Summarize individual variables
- Describe the relationship between variables
- Create presentation-ready tables using custom tables
- Customize pivot tables
- Using syntax
- Controlling the IBM SPSS Statistics environment

Outline

Introduction to IBM SPSS Statistics
• Review basic concepts in IBM SPSS Statistics
• Identify the steps in the research process
• Review basic analyses
• Use Help

Reading data and defining metadata
• Overview of data sources
• Read from text files
• Read data from Microsoft Excel
• Read data from databases
• Define variable properties

Selecting cases for analyses
• Select cases for analyses
• Run analyses for groups
• Apply report authoring styles

Transforming variables
• Compute variables
• Recode values of categorical and scale variables
• Create a numeric variable from a string variable

Using functions to transform variables
• Use statistical functions
• Use logical functions

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• Use missing value functions
• Use conversion functions
• Use system variables
• Use the Date and Time Wizard

Setting the unit of analysis
• Remove duplicate cases
• Create aggregate datasets
• Restructure datasets

Merging data files
• Add cases from one dataset to another
• Add variables from one dataset to another
• Enrich a dataset with aggregated information

Summarizing individual variables
• Define levels of measurement
• Summarizing categorical variables
• Summarizing scale variables

Describing the relationship between variables
• Choose the appropriate procedure
• Summarize the relationship between categorical variables
• Summarize the relationship between a scale and a categorical variable

Creating presentation-ready tables with Custom Tables
• Identify table layouts
• Create tables for variables with shared categories
• Create tables for multiple response questions

Customizing pivot tables
• Perform Automated Output Modification
• Customize pivot tables
• Use table templates
• Export pivot tables to other applications

Working with syntax
• Use syntax to automate analyses
• Create, edit, and run syntax
• Shortcuts in the Syntax Editor

Controlling the IBM SPSS Statistics environment
• Set options for output
• Set options for variables display
• Set options for default working folders

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