



## "Introduction to IBM SPSS Statistics" Training Course Outline

<b>Chapter 1: Introducing Spss</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Basic Steps Of Data Analysis</li> <li>- Starting Spss</li> <li>- Opening A Data File</li> <li>- Spss Main Menu And Toolbar</li> <li>- Running An Analysis</li> <li>- Viewing Results</li> <li>- Exiting Spss</li> </ul>	<b>Chapter 7: Modifying Data Values: Recode</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Creating A Category Variable From A Scale Variable</li> <li>- Recoding Category Values</li> <li>- Saving The Updated Data Files</li> <li>- Automatic Recoding Using Automatic Recode</li> <li>- <i>Summary Exercises</i></li> </ul>
<b>Chapter 2: Using Spss Help System</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Standard Help</li> <li>- Dialog Box Help</li> <li>- Rightmouse Context Help</li> <li>- Statistics Coach</li> <li>- Case Studies</li> </ul>	<b>Chapter 8: Modifying Data Values: Compute</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- The Compute Dialog: An Overview</li> <li>- Computing New Variables</li> <li>- Conditional Processing: Incorporating If</li> <li>- Using Functions: \$Casenum</li> <li>- Using Functions: Any</li> <li>- Saving The Updated Data</li> <li>- Appendix: Computing Variables With Missing Values</li> <li>- <i>Summary Exercises</i></li> </ul>
<b>Chapter 3: Using The Data Editor And Defining Variable</b> <ul style="list-style-type: none"> <li>- Data Editor Views</li> <li>- Variable View: Defining Variable Properties</li> <li>- Entering Data In The Data View</li> <li>- Define Variable Properties Dialog Box</li> <li>- Viewing Variable Properties</li> <li>- Saving The Data And Exiting Spss</li> <li>- <i>Summary Exercises</i></li> </ul>	<b>Chapter 9: Describing Multiple Variable Relationships</b> <ul style="list-style-type: none"> <li>- Objectives And Applications</li> <li>- Crosstabulation Tables</li> <li>- Counts Vs Percentages</li> <li>- Means Procedure</li> <li>- Appendix: Significance Testing For Crosstabulations</li> <li>- <i>Summary Exercises</i></li> </ul>
<b>Chapter 4: Reading Data</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Basic Structure Of An Spss Data File</li> <li>- Reading An Spss Data File</li> <li>- Reading Data From Spreadsheets</li> <li>- Reading Data From A Database</li> <li>- Reading Data From A Text File</li> <li>- Saving Data</li> <li>- Appendix: Reading Fixedcolumn Text Data</li> <li>- <i>Summary Exercises</i></li> </ul>	<b>Chapter 10: Selecting Subsets Of Cases</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Select Cases</li> <li>- Select Cases Using If Criteria</li> <li>- Split File Processing</li> <li>- <i>Summary Exercises</i></li> </ul>
<b>Chapter 5: Working With Multiple Data Sources</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Basic Handling Of Multiple Data Editor Windows</li> <li>- Copying And Pasting Information Between Datasets</li> <li>- Copying Data Properties Feature</li> <li>- Change Option Setting To Single Dataset</li> <li>- Exiting Spss With Multiple Data Editor Windows</li> <li>- <i>Summary Exercises</i></li> </ul>	<b>Chapter 11: Creating And Editing Charts</b> <ul style="list-style-type: none"> <li>- Introduction To Spss Charts</li> <li>- The Chart Builder</li> <li>- The Chart Editor</li> <li>- Creating A Paneled Chart</li> <li>- Creating Charts To Display Scale Variables BySubgroups</li> <li>- <i>Summary Exercises</i></li> </ul>
<b>Chapter 6: Summarizing Individual Variables</b> <ul style="list-style-type: none"> <li>- Objectives Of Descriptive Statistics</li> <li>- Levels Of Measurement</li> <li>- Summarizing Nominal Variables</li> <li>- Summarizing Ordinal Variables</li> <li>- Summarizing Scale Variables</li> <li>- Assessing Degree Of Missing Data With Descriptives Procedure</li> <li>- Reference: Measures Of Central Tendency &amp; Dispersion</li> <li>- <i>Summary Exercises</i></li> </ul>	<b>Chapter 12: Working With Spss Output</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- The Output Viewer</li> <li>- Using The Pivot Tables Editor</li> <li>- Tablelooks</li> <li>- Converting A Table Into An Interactive Chart</li> <li>- Printing The Output Viewer Contents</li> <li>- Saving Output</li> <li>- Using Results In Other Applications</li> <li>- <i>Summary Exercises</i></li> </ul>
	<b>Appendix A: Working With Spss Syntax</b> <ul style="list-style-type: none"> <li>- Introduction; Editing Syntax; Typing And Saving</li> <li>- Pasting and Running Syntax; Syntax Help File;</li> <li>- Opening and Running A Syntax;</li> <li>- Understanding The Session Journal; <i>Summary Exercises</i></li> </ul>