

# Introduction to IBM SPSS Statistics (v24)

## Course Outline

1. Introduction to IBM SPSS Statistics
  - Explain how IBM SPSS Statistics is used for basic analysis
  - Explain the basic steps in data analysis
  - Understand the primary windows in IBM SPSS Statistics
  - Understand the different components of dialog boxes
  
2. Reading data
  - Import data from different types of file formats
  - Describe choices on the File menu for reading data
  - Read Microsoft Excel files
  - Read files from a Microsoft Access database
  - Read delimited text files
  
3. Defining Variable Properties
  - Describe and define variable properties in the Variable View window
  - Use the Define Variable Properties dialog box
  - Save variable properties with data in an IBM SPSS Statistics data file
  - Use the Variables utility to view variable properties interactively
  - Use the Display Data Dictionary facility and the Codebook procedure to view variable properties
  
4. Working with the Data Editor
  - Use features in the Data Editor
  - Insert, delete, and move variables and cases
  - Use the Split Screen view
  - Copy information from one dataset to another
  - Use the Copy Data Properties feature
  
5. Modifying data values: Recode
  - Use Visual Binning to reclassify values of an ordinal or scale variable
  - Use Recode Into a Different Variable to reclassify values of a nominal variable
  - Use Automatic Recode to create a numeric variable from a string variable
  
6. Modifying data values: Compute
  - Describe the features of Compute Variable
  - Create new variables with numeric expressions
  - Create new variables with conditional numeric expressions
  
7. Summarizing individual variables
  - Define levels of measurement
  - Use the Frequencies procedure to produce tables and charts appropriate for nominal variables
  - Use the Frequencies procedure to produce tables and charts appropriate for ordinal variables
  - Use the Frequencies and Descriptives procedure to produce tables and charts for scale variables
  
8. Describing relationships between variables
  - Select the appropriate procedure to summarize the relationship between two variables
  - Use the Crosstabs procedure to summarize the relationship between categorical variables
  - Use the Means procedure to summarize the relationship between a scale and a categorical variable
  
9. Selecting cases for analyses
  - Select cases in a data file using various methods
  - Describe and use the features of the Select Cases dialog box
  - Describe and use the features of the Split File dialog box
  
10. Creating and editing charts
  - Present results with charts

- Use the Chart Builder to create various types of graphs
- Format and edit graphs in the Chart Editor

#### 11. Working in the Viewer

- Navigate through the Viewer
- Perform Automated Output Modification
- Customize a pivot table
- Create and apply a template for a pivot table
- Export output to other applications

#### 12 Syntax basics

- Use basic syntax to automate analyses
- Use the Syntax Editor environment
- Create syntax
- Run syntax
- Edit syntax

#### 13. Menus and the Help System

- Use the menus
- Use the Toolbars
- Use all types of help in IBM SPSS Statistics