

INTERMEDIATE TOPICS: SPSS FOR WINDOWS

□ Platform: Windows □ Duration: 9 – 12 Hours

SPSS

Target Audience

Anyone who has worked with SPSS and wants to become better versed in the capabilities of SPSS for Windows. Anyone who uses SPSS on a regular basis and wants to know the most efficient and effective ways to use the software.

Prerequisites

Experience with SPSS for Windows or completion of SPSS for Windows: The Basics. For users of SPSS for Windows Base System.

Overview

In this 9 – 12 hour course you will have a chance to explore the capabilities of SPSS in more detail. This course is designed both as a complement course to the Basics and as a stand alone for experienced users who have learned on their own and now want more formal training. The course will focus on ways to automate your work, manipulate your data files and results, and send your output to other Windows applications. You will learn how to merge data sets and use ChartLooks to customize the look of your graphs.

Course Content

Lesson Title	Lesson Description
Introduction to the SPSS Intermediate Course	An introduction to the course including a description of the lesson format, a listing of the support files and course environment.
Lesson 1 Choices in Running SPSS	The objectives of this lesson are to demonstrate the various methods available to run SPSS commands and provide advice on when to use each. We also discuss SPSS syntax, the language used to create SPSS commands.
Lesson 2 Advanced Data Modifications	The objectives of this lesson are to discuss various advanced procedures to modify variables. We will focus on all types of data—numeric, string, and dates—in the examples.
Lesson 3 Selecting Cases	The objectives of this lesson are to present the various methods to create either temporary or permanent subsets of data files for analysis.
Lesson 4 Adding Cases From Two Files	In this lesson we discuss the steps necessary to add the cases from two, or more, data files together. We review how the files should be structured, and common problems and considerations when adding files (cases).
Lesson 5 Merging Files: Adding Variables	The objective of this lesson is to discuss how to add variables from one file to another (also called matching). We review how the files should be structured and common problems when matching files.
Lesson 6: Aggregating Data	The objective of this lesson is to discuss how to summarize data via aggregation, an operation which creates new cases, and a new data file, based on the categories of one or more variables.
Lesson 7: Merging Files: One-to-Many Match	The objective of this lesson is to explain a one-to-many match (merge) of two files, which adds information (variables) from a single case to many cases in a second file.
Lesson 8 Graphics: Templates	In this lesson we discuss how to apply a uniform format and appearance to Standard charts with a template. We provide examples of creating and applying these templates, and how to make your chosen template the default format.

Lesson 9 Editing Pivot Tables	In this lesson we will review many methods and options available to edit pivot tables. The objective is to show the many ways that pivot tables can be changed to match your own preference for the display of tabular information.
Module 10 Deployment of SPSS Results	The objective of this lesson is to provide a complete review of all the standard methods to deploy/move SPSS tabular output and charts to other software.
Lesson 11 Helpful Features in SPSS	The objectives in this lesson are to introduce you to a wide range of functionality in SPSS that will increase your efficiency and effectiveness in using SPSS, and in creating and displaying reports and analyses.
Lesson 12 Controlling the SPSS Environment	In this lesson we review the various options available to control the operation of SPSS. These options control the formatting of output (tables and charts), the display of information in the Viewer window, and scripting, among many choices. We also discuss the Set command, which controls many options via syntax.