



# IBM SPSS Statistics Essentials (V25)

Course ID #: 7000-020-ZZ-Z

Hours: 14

## Course Content

### Course Description:

This course guides you through the fundamentals of using IBM SPSS Statistics for typical data analysis process. You will learn the basics of reading data, data definition, data modification, and data analysis and presentation of analytical results. You'll will also see how easy it is to get data into IBM SPSS Statistics so that they can focus on analyzing the information. In addition to the fundamentals, you will learn shortcuts that will help you save time.

Note: While class exercises are performed within a SPSS Statistics v25 environment, our expert instructors can provide guidance on all versions and their differences.

### Course Objectives:

- Overview of IBM SPSS Statistics
- Read data and define metadata
- Transform variables
- Use functions to compute variables
- Set the unit of analysis
- Merge data files
- Select cases for analyses
- Summarize individual variables
- Describe relationships between variables
- Create presentation-ready tables with Custom Tables
- Customize pivot tables
- Create and customize charts
- Work with syntax
- Control the IBM SPSS Statistics environment

### Target Student:

Data Analysts, BFFs and Business Analysts

### Topics:

#### Introduction to IBM SPSS Statistics

- Review basic concepts in IBM SPSS Statistics
- Identify the steps in the research process
- Review basic analyses
- Use Help

#### Read data and define metadata

- Overview of data sources
- Read data from databases
- Read data from Microsoft Excel
- Define variable properties



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## Transform variables

- Compute new variables
- Recode values of nominal, ordinal, and scale variables
- Create a numeric variable from a string variable
- Explore advanced variable transformations

## Use functions to compute variables

- Use statistical functions
- Use logical functions
- Use missing value functions
- Use conversion functions
- Use system variables
- Use the Data and Time Wizard

## Set the unit of analysis

- Remove duplicate cases
- Create aggregated datasets
- Restructure datasets

## Merge data files

- Add cases from one dataset to another
- Add variables from one dataset to another
- Enrich a dataset with aggregated information

## Select cases for analyses

- Select case for an analysis
- Run analyses for subgroups

## Summarize individual variables

- Define levels of measurement
- Summarizing categorical variables with Frequencies
- Summarizing scale variables with Frequencies and Descriptives
- Describe relationship between variables
- Select the appropriate procedure to summarize the relationship between two variables
- Summarize the relationship between categorical variables with Crosstabs

- Summarize the relationship between a scale and a categorical variable with Means

## Create presentation-ready tables with Custom Tables

- Identify table layouts
- Create tables for variables with shared categorical
- Create tables for variables that represent a multiple response question

## Customize pivot tables

- Perform Automated Output Modification
- Customize pivot tables in the Pivot Table Editor
- Use table templates
- Export pivot tables to other applications

## Create and customize charts

- Use the Chart Builder to create various types of graphs
- Customize charts in the Chart Editor
- Use chart templates
- Export pivot tables to other applications

## Work with syntax

- Use syntax to automate analyses
- Use the Syntax Editor environment
- Create and edit syntax
- Run syntax

## Control the IBM SPSS Statistics environment

- Describe the features of the Options dialog box
- Reset the display of variables
- Set the default working data folders