



SPSS FOR BEGINNERS

PRESENTED BY OLSPS

ABOUT THIS COURSE

The use of SPSS Statistics (SPSS) is widespread in various industries. It is a very powerful data analysis tool and many businesses use SPSS in their day-to-day functioning. This is an introductory course on the use of SPSS and is designed to give you a working knowledge of SPSS, with the aim of equipping you for the more advanced topics discussed in the other training courses.

“SPSS's user-friendly interface allows thousands of people who are terrified of statistics to get into it and analyze data.”

– Professor Andy Field

THIS COURSE IS FOR YOU IF...

- You want to learn how to use SPSS Statistics
- You want to learn how to use descriptive analytics to describe data
- You want to refresh and sharpen your descriptive statistics skills

WHAT YOU WILL ACCOMPLISH

At the end of this course, you will be able to:

- Navigate the SPSS user interface, and be familiar with the menu
- Apply appropriate descriptive analytic techniques to answer questions on your data
- Interpret the results of the covered techniques
- Know how to graphically describe your data
- Report your data analysis results in a meaningful way



REQUIREMENTS

This course assumes that you have no prior knowledge on SPSS Statistics or descriptive statistics, but that you have a very basic grasp on mathematics and computers.

WHAT YOU'LL LEARN

This course is divided into three sections.

SECTION I

comprises of four introductory chapters

CHAPTER 1

Introduction to the menus, options, windows, and saving and retrieving data files.

CHAPTER 2

Exploring the SPSS Statistics Help System.

CHAPTER 3

Looking at data file structures and different types of data files, including importing functions and rules.

CHAPTER 4

Learn how to create data files from scratch, defining variable attributes, and capturing data.

CHAPTER 5

Introduction to levels of measurement and how to describe data.

SECTION II

is devoted to descriptive statistics

CHAPTER 6

Learn how to cross the categories of two variables and test for independence.

CHAPTER 7

Understand the key difference between independent and dependent variables and calculate univariate statistics.

CHAPTER 8

Learn how to define multiple response sets and how to use the multiple response procedure.

CHAPTER 9

Generate reports by summarizing data using different measures of central tendency and dispersion

CHAPTER 10

Represent data visually, explore your data with graphs and learn how to use the SPSS Statistics graphing utility.

SECTION III

is devoted to familiarising yourself with data analysis

APPENDIX A

You will use comprehensive exercises and examples to gain hands-on experience in data analysis.

SYSTEM REQUIREMENTS

To complete this course you will need a computer with SPSS Statistics v27.0 installed, and you should be familiar with using a computer. You also need a minimum of 2GB free space on your hard drive.

