

**“SPSS Base System” Training Program
(English Material)**

First: SPSS BASE SYSTEM

Course Length: 15 Hours @ 5 days

Learning Outcomes:

- SPSS Base System course is designed just for researchers who are interested to be familiar with SPSS

Pre-request:

Basic information on statistical analysis,
Windows 98, or XP, or 2000

Course Outline

- Introduction :
 - Sample Files
 - Starting SPSS
 - Opening a Data File
 - Creating Charts
- Reading Data
 - Basic Structure of an SPSS Data File
 - Reading an SPSS Data File
 - Reading Data from Spreadsheets
 - Reading Data from a Database
 - Reading Data from a Text File
- Using the Data Editor
 - Entering Numeric Data
 - Entering String Data
 - Defining Data
 - Adding a Variable Label
 - Changing Variable Type and Format
 - Adding Value Labels for Numeric Variables
 - Adding Value Labels for
String Variables
 - Using Value Labels for Data Entry
 - Handling Missing Data
 - Missing Values for a Numeric Variable
 - Missing Values for a String Variable

- Working With Output
 - Using the Viewer
 - Editing Tables
 - Hiding Rows and Columns
 - Changing Data Display Formats

- Examining Summary Statistics for Individual Variables
 - Level of Measurement
 - Summary Measures for Categorical Data
 - Charts for Categorical Data
 - Summary Measures for Scale Variables
 - Histograms for Scale Variables

- Cross-tabulation Tables
 - A Simple Cross-tabulation
 - Counts vs. Percentages

- Case Study

All these topics will be explained with statistical examples & statistical tests.