



Parkland College
Arba Minch
Short Term Trainings Programs

Getting started with SPSS

About the Course

Handling statistical data is an essential part of many research. However, many people find the idea of using statistics, and especially statistical software packages, extremely daunting. This course, Getting started with SPSS, takes a step-by-step approach to statistics software through seven interactive activities.

Target Participants

The training is designed for participants who intend to learn the use of SPSS for data management and descriptive data analysis. Those working in the corporate world, public sector, research institution and NGOs.

Course Duration

- 3 Days at 8 hours a day

Course Learning Outcomes

After studying this course, you should be able to:

- understand how to start SPSS
- define a variety of statistical variables
- enter basic data into SPSS
- editing data
- plot diagrams and graphs
- carry out a descriptive statistical analysis

Course Content

1. Introduction to Statistics, Data and SPSS
 - 1.1.Introduction to Statistics
 - 1.2.About Data
 - 1.3.About Big Data
 - 1.4.Learn about SPSS
 - 1.5.SPSS Vs. Excel
2. Getting Started
 - 2.1.Open SPSS
 - 2.2.Review the layout of SPSS
 - 2.3.Become familiar with Menus and Icons
 - 2.4.Exit SPSS
3. Creating and Editing a Data File

- 3.1. Research Concerns and Structure of the Data File
- 3.2. Entering Data
- 3.3. Step by Step Self-Practice
- 3.4. Editing Data
- 3.5. Examples and Exercises
- 4. Managing Data
 - 4.1. Step By Step: Manipulation of Data
 - 4.2. The Case Summaries Procedure
 - 4.3. The Compute Procedure: Creating Variables
 - 4.4. The Recode into Different Variables Procedure Creating New Variables
 - 4.5. The Select Cases Option
 - 4.6. The Sort Cases Procedure
 - 4.7. Merging Files Adding Blocks of Variables or Cases
 - 4.8. Printing Results
 - 4.9. Examples and Exercises
- 5. Frequencies, Graphs and Charts: Creating and Editing
 - 5.1. Comparison of the Two Graphs Options
 - 5.2. Types of Graphs Described
 - 5.3. The Sample Graph
 - 5.4. Producing Graphs and Charts
 - 5.5. Specific Graphs Summarized
 - 5.6. Frequencies
 - 5.7. Step by Step Self-Practice
 - 5.8. Printing Results
 - 5.9. Examples and Exercises
- 6. Coding, Missing Values, Conditional and Arithmetic Operations
 - 6.1. Coding of Data
 - 6.2. Defining Missing Values
 - 6.3. Types of Missing Value
 - 6.4. Arithmetic Operations
 - 6.5. Conditional Transforms
 - 6.6. Examples and Exercises
- 7. Descriptive Statistics
 - 7.1. Statistical Significance
 - 7.2. The Normal Distribution
 - 7.3. Measures of Central Tendency
 - 7.4. Measures of Variability Around the Mean
 - 7.5. Measures of Deviation from Normality
 - 7.6. Measures for Size of the Distribution
 - 7.7. Measures of Stability: Standard Error
 - 7.8. Printing Results
 - 7.9. Interpret Outputs
 - 7.10. Examples and Exercises

Prerequisites

No prior working knowledge of SPSS software is required for this course.

Certification

Upon successful completion of this course, participants will be issued with a certificate.