

**Data Management and Manipulation with SPSS**

**Course Number:** SPSS-104
**Duration:** 2 days

**Overview**

This Data Management and Manipulation with SPSS training course teaches attendees how to automate their work, manipulate data files and results, and send output to other Windows applications. Students learn the various options for operating SPSS® and how to use syntax to perform data transformations efficiently.

**Prerequisites**

All students should have taken [Introduction to SPSS](file:////training/spss-introduction) or have equivalent experience.

**Materials**

All SSPS training attendees receive an extensive library of SPSS examples to take with them following the training.

**Software Needed on Each Student PC**

This class uses SPSS Statistics 25 or newer but is appropriate to SPSS Statistics 19 and newer. Attendees are assumed to have their own copy of the software.

**Objectives**

* Automate SPSS operations
* Transform data
* Perform computations
* Manage, aggregate, and merge data
* Generate charts and tables
* Share data with other applications
* Customize the SPSS environment

**Outline**

* Introduction
* Choices in Running SPSS
	+ Different Modes of Running SPSS
	+ Menus and Dialogs
	+ SPSS Syntax Editor and SPSS Commands
	+ SPSS Production Mode Facility
	+ When to Use the Different Modes
* Further Data Transformation Features
	+ Automatic Recode
	+ Counting Values Across Variables
	+ If Conditions
	+ Do If Else If Logic
	+ Conditional Count Transformation
* Computing Numeric Variables
	+ Using Functions In SPSS
	+ The Any and Range Functions
	+ Missing Functions
	+ Useful System Variables
* Computing Date, Time, And String Variables
	+ Working with Dates and Times
	+ Converting String Variables to Date Variables
	+ String Transformations
* Helpful Data Management Features
	+ Identifying Duplicate Cases
	+ Custom Variable Attributes
	+ Variable Sets
	+ Saving Selected Variables
	+ Displaying SPSS Data File Properties
	+ Directing Output to A Different Viewer Window
* Aggregating Data
	+ Data Aggregation
	+ Aggregate the Country Data to A Separate Region File
	+ Aggregate Region Variables to The Country File
* Merging Files: Adding Cases
	+ Adding Cases In SPSS
	+ Checking the SPSS Data File
	+ Reading the Dbase File
	+ Adding the Files
	+ Exploring the Combined File
	+ Testing Mean Differences – T Test
	+ Appendix: Adding Cases from More Than Two Files
* Merging Files: Adding Variables
	+ Considerations in File Merging
	+ A One-To-One Match
	+ Measuring Change
	+ Reporting the Changes
	+ A One-To-Many Match
	+ A One-To-Many Match Example
	+ Appendix: Adding Variables from More Than Two Files
* Editing Charts and Pivot Tables
	+ Chart Templates
	+ Setting A Default Chart Template
	+ Editing Pivot Tables
	+ Rules for Editing Pivot Tables
	+ Table Properties
	+ Editing Cell Properties
	+ Showing and Hiding Cells
	+ Creating Category Groups
	+ Rotating Labels
* Deployment of SPSS Results
	+ Three Types of SPSS Output
	+ ActiveX and SPSS
	+ Moving Pivot Table Output to Other Applications
	+ Pasting Pivot Tables into Spreadsheets
	+ Pasting Standard Graphics From SPSS
	+ Moving Text Output from SPSS To Word Processors
	+ Exporting SPSS Output
	+ SPSS Output Management System
* Controlling the SPSS Environment
	+ SPSS Options
	+ General Tab
	+ Viewer Tab
	+ Draft Viewer Tab
	+ Output Labels Tab
	+ Charts Tab
	+ Pivot Tables Tab
	+ Data Tab
	+ Scripts Tab
	+ Using the Set Command
* Conclusion