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## Statistical Package for the Social Sciences Level 1

### **Who Should Attend:**

The target audience for this training seminar is anyone with little or no experience of using SPSS for Windows. It is especially useful for those new to using a statistical package for data analysis.

### **Duration:**

2 days

### **Prerequisite:**

Participants should possess some experience working in the Microsoft Windows environment and working with other Windows programs. No statistical background is necessary.

### **Objectives:**

At the end of this training seminar participants will:

- Learn the fundamentals of using SPSS for typical data analysis process.
- Learn the basics of read data, data definition, data modification, data analysis and presentation of your results.
- Learn shortcuts that will help you save time.

### **Content:**

- Introduction to SPSS for Windows
- Using the SPSS Help System
- Reading Excel, database and text data files
- Entering data directly into the Data Editor Window
- Defining variable attributes and labels
- Working with multiple data sources
- Summarizing individual variables
- Modifying data values
- Describing relationships between variables - Cross tabs
- Creating and editing charts
- Selecting subsets of cases
- Working with SPSS Output