

This course introduces how to present, analyse and interpret data using the statistical analysis software package SPSS. In virtually every field of work, the need to be confident and competent in analysing data and drawing conclusions is extremely useful. This course will help you develop those skills using SPSS, which is a statistical package widely used in business, industry, government, commerce and the education and health sectors.

### I. Entering and Editing Data

- 1) Importing from Excel
- 2) Characteristics of Variables
- 3) Adding Value Labels
- 4) Grouping Data
- 5) Transforming Variables
- 6) Selecting a Subset

### II. Producing summary statistics

- 7) Frequencies
- 8) Percentages
- 9) Averages
- 10) Measures of spread

### III. Charts

- 11) Bar Charts
- 12) Histograms
- 13) Pie Charts
- 14) Boxplots
- 15) Cluster Bar Charts
- 16) Scatter Diagrams

### IV. Tables

- 17) Presentation
- 18) Two Way Tables

### V. Analysis

- 19) Interpreting Output
- 20) Drawing Conclusions
- 21) Exporting to Word and PDF