



# LENKING CONSULTANCY

Professionalism is our priority

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## SPSS TRAINING SESSIONS

- **Session 1. Introduction to SPSS**
  - Sample Files
  - Opening a Data File
- **Session 2. Reading Data.**
  - Basic Structure of IBM SPSS Statistics Data Files
  - Reading IBM SPSS Statistics Data Files
  - Reading Excel Data
  - Reading Data from a Database
  - Reading Data from a Text File
- **Session 3. Using the Data Editor**
  - Entering Numeric Data
  - Entering String Data
  - Defining Data
  - Adding Variable Labels
  - Changing Variable Type and Format
  - Adding Value Labels
  - Handling Missing Data
  - Missing Values for a Numeric Variable
  - Missing Values for a String Variable
- **Session 4. 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
- **Session 5. Creating and editing charts**
  - Chart creation basics
  - Using the Chart Builder gallery
  - Defining variables and statistics
  - Adding text
  - Creating the chart

- **Session 6. Working with Output**

- Using the Viewer
- Using the Pivot Table Editor
- Accessing Output Definitions
- Pivoting Tables
- Creating and Displaying Layers
- Editing Tables
- Hiding Rows and Columns
- Changing Data Display Formats
- Changing the Default Table Formats
- Customizing the Initial Display Settings
- Displaying Variable and Value Labels
- Using Results in Other Applications
- Pasting Results as Word Tables
- Pasting Results as Text
- Exporting Results to Microsoft Word, PowerPoint, and Excel Files
- Exporting Results to PDF
- Exporting Results to HTML

- **Session 7. Working with Syntax**

- Pasting Syntax
- Editing Syntax
- Opening and Running a Syntax File

- **Session 8. Sorting and Selecting Data**

- Sorting Data
- Split-File Processing
- Sorting Cases for Split-File Processing
- Turning Split-File Processing On and Off

- **Session 9. Power Analysis**

- Means
- Proportions
- Correlations
- Regression

- **Session 10. Frequencies**

- Frequencies Statistics
- Frequencies Charts
- Frequencies Format

- **Session 11. Explore**

- Explore Statistics
- Explore Plots
- Explore Options

- **Session 12. Crosstabs**

- Crosstabs layers
- Crosstabs clustered bar charts
- Crosstabs displaying layer variables in table layers
- Crosstabs statistics
- Crosstabs cell display
- Crosstabs table format
- Summarize Statistics
- Means

- **Session 13. Proportions**

- Proportions introduction
- One-Sample Proportions
- Paired-Samples Proportions
- Independent-Samples Proportions

- **Session 14. T Tests**

- Independent-Samples T Test
- Paired-Samples T Test
- One-Sample T Test

- **Session 15. One-Way ANOVA**

- One-Way ANOVA Contrasts
- One-Way ANOVA Post Hoc Tests
- One-Way ANOVA Options

- **Session 16. GLM Univariate Analysis**

- GLM Mode
- GLM Contrasts
- GLM Profile Plots
- GLM Post Hoc Comparisons
- GLM Save
- GLM Estimated Marginal Means

- **Session 17. Bivariate Correlations**

- Bivariate Correlations Options
- Bivariate Correlations Confidence Interval
- CORRELATIONS and NONPAR CORR Command Additional Features

- **Session 18. Partial Correlations**

- Partial Correlations Options
- PARTIAL CORR Command Additional Features

- **Session 19. Linear models**

- To obtain a linear mode
- Objectives
- Basics
- Model Selection
- Model Options
- Model Summary
- Automatic Data Preparation
- Predictor Importance
- Predicted By Observed
- Residuals
- Outliers

- Effects

- Coefficients

- Estimated Means

- Model Building Summary

- **Session 20. Linear Regression**

- Linear Regression Variable Selection Methods
- Linear Regression Set Rule
- Linear Regression Plots
- Linear Regression: Saving New Variables

- Linear Regression Statistics

- Linear Regression Options

- **Session 21. Ordinal Regression**

- Ordinal Regression Options
- Ordinal Regression Output
- Ordinal Regression Location Model
- Ordinal Regression Scale Model

- **Session 22. Discriminant Analysis**

- Discriminant Analysis Define Range
- Discriminant Analysis Select Cases
- Discriminant Analysis Statistics
- Discriminant Analysis Stepwise Method
- Discriminant Analysis Classification
- Discriminant Analysis Save

- **Session 23. Factor Analysis**

- FactorAnalysis SelectCases
- Factor Analysis Descriptives
- Factor Analysis Extraction
- Factor Analysis Rotation
- Factor Analysis Scores
- Factor Analysis Options

- **Session 24. Hierarchical Cluster Analysis**

- HierarchicalCluster AnalysisMethod
- Hierarchical Cluster Analysis Statistics
- Hierarchical Cluster Analysis Plots
- Hierarchical Cluster Analysis Save New Variables
- CLUSTER Command Syntax Additional Features

- **Session 25. Nonparametric Tests**

- One-Sample Nonparametric Tests
- Independent-Samples Nonparametric Tests
- Related-Samples Nonparametric Tests
- Model View
- NPTESTS command additional features
- Legacy Dialogs

- **Session 26. Reliability Analysis**

- Reliability Analysis: Statistics