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Summary: Lesson 5 - Creating Summarized Output

Topic Summaries

Generating Summary Statistics

- Although you can use the Query Builder to group and summarize data, the Summary Statistics task offers a variety of additional descriptive statistics that are not available in the Query Builder. The Summary Statistics task enables you to create a combination of reports, graphs, and data as output of the task. When you use the Query Builder, you can create either a report **or** a data set as output.
- The Summary Statistics Wizard enables you to do the following:
  - compute statistics for each numeric variable that you assign to the **Summary statistics of** role
  - define subgroups for values of the variable in the **For each value of** role
  - create separate tables for each value of the variable in the **Pages** role
  - select statistics and results that you want to create (default statistics are the mean, minimum value, maximum value, N, and standard deviation)
- After you've generated results using the wizard, you can open the task in Advanced View. Options that are not available in the wizard include applying formats to classification variables, specifying a sort criteria and order for classification variables, and including missing values in calculations.
- If you have one or more variable in the **Classification variables** role, you can also specify combinations of classification variables in the output data.

Creating a Summary Report

- The Summary Tables task enables you to create tables of descriptive statistics, ranging from simple to complex. In addition to controlling what data appears in your table, you can control how the data is arranged, summarized, labeled, and displayed.
- A one-dimensional report is a report of values in columns. A two-dimensional report has values in rows and columns. A three-dimensional report has values in the rows and columns, with separate pages for the each value of the variable in the **Pages** role.
- The Summary Tables task has both full task and wizard versions. The Summary Tables Wizard enables you to do the following:
  - select analysis variables and statistics for the table
  - specify where labels appear in the summary table
  - apply a table format
  - specify classification variables for rows, columns, and pages
  - hide headings
  - change the arrangement of items (nested or concatenated) in columns, rows and pages
  - request totals or none
  - create an output data set and specify the name and storage location
  - specify a custom title and footnote
- In the Summary Tables task, you can enhance the summary table by changing the properties of the table, box area, headings, and data values. You can also apply a format to a classification variable.

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