**Day -01**

**Chapter 1: Introducing Spss**

* Introduction
* Basic Steps Of Data Analysis
* Starting Spss
* Opening A Data File
* Spss Main Menu And Toolbar
* Running An Analysis
* Viewing Results
* Exiting Spss

**Day -02**

**Chapter 2: Using Spss Help System**

* Introduction
* Standard Help
* Dialog Box Help
* Rightmouse Context Help
* Statistics Coach
* Case Studies

**Day -03**

**Chapter 3: Using The Data Editor And Defining**

* Variable Properties
* Variable View: Defining Variable Properties
* Entering Data In The Data View
* Define Variable Properties Dialog Box
* Viewing Variable Properties
* Saving The Data And Exiting Spss
* Summary Exercises

**Day -04**

**Chapter 4: Reading Data**

* Introduction
* Basic Structure Of An Spss Data File
* Reading An Spss Data File
* Reading Data From Spreadsheets
* Reading Data From A Database
* Reading Data From A Text File
* Saving Data
* Appendix: Reading Fixedcolumn Text Data
* Summary Exercises
* Arrays

**Day -05**

**Chapter 5: Working With Multiple Data Sources**

* Objectives Of Descriptive Statistics
* Levels Of Measurement
* Summarizing Nominal Variables
* Summarizing Ordinal Variables
* Summarizing Scale Variables
* Assessing Degree Of Missing Data With Descriptives Procedure
* Reference: Measures Of Central Tendency & Dispersion
* Summary Exercises

**Appendix A: Working With Spss Syntax**

* Introduction
* Editing Syntax
* Typing And Saving Syntax
* Understanding The Session Journal
* Pasting And Running Syntax
* Syntax Help
* Opening And Running A Syntax File
* Summary Exercises

**Day -06**

**Chapter 7: Modifying Data Values: Recode**

Introduction

* Creating A Category Variable From A Scale Variable
* Recoding Category Values
* Saving The Updated Data Files
* Automatic Recoding Using Automatic Recode
* Summary Exercises

**Chapter 8: Modifying Data Values: Compute**

* Introduction
* The Compute Dialog: An Overview
* Computing New Variables
* Conditional Processing: Incorporating If
* Using Functions: $Casenum
* Using Functions: Any
* Saving The Updated Data
* Appendix: Computing Variables With Missing Values
* Summary Exercises

**Day -07**

**Chapter 9: Describing Multiple Variable Relationships**

* Objectives And Applications
* Crosstabulation Tables
* Counts Vs Percentages
* Means Procedure
* Appendix: Significance Testing For Crosstabulations
* Summary Exercises

**Day -08**

**Chapter 10: Selecting Subsets Of Cases**

* Introduction
* Select Cases
* Select Cases Using If Criteria
* Split File Processing
* Split File Processing

**Chapter 11: Creating And Editing Charts**

* Introduction To Spss Charts
* The Chart Builder
* The Chart Editor
* Creating A Paneled Chart
* Creating Charts To Display Scale Variables By Subgroups
* Summary Exercises

**Day -09**

**Chapter 12: Working With Spss Output**

* Introduction
* The Output Viewer
* Using The Pivot Tables Editor
* Tablelooks
* Converting A Table Into An Interactive Chart
* Printing The Output Viewer Contents
* Saving Output
* Using Results In Other Applications
* Summary Exercises