

# Data Management and Manipulation Using IBM SPSS Statistics (v24)

## Course Outline

1. Helpful data management features
  - Read from a database using the Database Wizard
  - Customize variable attributes
  - Compare datasets
  - Use Variable Sets
  - Rename datasets
  
2. Use functions to cleanse and enrich data
  - Identify the need to cleanse and enrich data
  - Identify the general form of a function
  - Use statistical functions
  - Use logical functions
  - Use missing value functions
  - Use conversion functions
  - Use system variables
  
3. Additional transformations for data preparation
  - Use Automatic Recode to recode string variables into numeric variables
  - Use Count Values within Cases to count values across variables
  
4. Set the unit of analysis
  - Remove duplicate cases
  - Create aggregated datasets
  - Restructure datasets
  
5. Merge data files
  - Add cases from one dataset to another
  - Add variables from one dataset to another
  - Enrich a dataset with aggregated information
  
6. Analyze multiple response questions
  - Describe the two ways to encode a multiple response set
  - Define multiple response sets
  - Use the Multiple Response Frequencies and Crosstabs procedures
  
7. Customize tables and charts
  - Use the features of the Pivot Table Editor
  - Create and apply customized TableLooks
  - Use the features of the Chart Editor
  - Create and apply customized Chart Templates
  
8. Introduction to the Output Management System
  - Explain Output Types
  - Specify an OMS request to suppress output
  - Specify an OMS request to export output
  
9. Automate analyses
  - Describe and use the features of the Syntax Editor
  - Make simple changes to syntax
  - Describe and use the features of the Production Facility dialog box
  - Run a simple production job
  - Describe the use of external programming languages with IBM SPSS Statistics
  
10. Control the IBM SPSS Statistics environment
  - Describe the features of the Options dialog box
  - Set the display of variables
  - Set the default working data folders
  - Change transformation options for variables