

BIS3340 – SPSS Knowledge Checklist

Read and mark if you understand clearly on each topic. If you know less than half, please try more. Please note that this is not a guarantee, but I hope at least this can help you to prepare yourself.

_____	What is Data Entry? What is Data coding? What is Data Codebook?
_____	How to code Dichotomous question?
_____	How to code Multiple Choice question?
_____	How to code Checklist question using Multiple Dichotomy?
_____	How to code Checklist question using Multiple Category?
_____	How to code Rank question using choices as variables?
_____	How to code Rank question using rank orders as variables?
_____	How to code Rank question when rank orders are less than no. of choices.?
_____	How to code Scale question?
_____	How to code Open-ended question?
_____	Definition of Nominal, Ordinal, Interval, Ratio Scale
_____	What is SPSS Data Editor?
_____	What is Data View? How to determine no. of cases in data set?
_____	What is Variable View? How to determine no. of variables in data set?
_____	What is SPSS Viewer? Closed-book & Open book icon?
_____	Variable Name defining rules?
_____	Variable type, width, decimals?
_____	What is Variable Label? What is Variable?
_____	What is Value Label? What is Value?
_____	Missing Value & its three situations (Not Applicable, No Answer, Don't Know)
_____	Column Format & Align Format?
_____	Inserting New Cases & New Variables
_____	How to show Value Labels in Data View?
_____	How to set Grid Lines? How to change Fonts? in Data View
_____	How to set Numeric Expression and If condition in Compute?
_____	Know about AND (&) and OR (!) Logical operator?
_____	How to mention to value (both numeric & string) in If condition?
_____	How to Recode values? using Recode into same variables & Recode into different variables?
_____	How to define Old & New Values
_____	How to Sort cases? in Ascending and Descending?
_____	How to do multiple sorting? e.g. sort one variable under each category of another variable.
_____	How to Select cases? using If condition, Random sample of cases, Based on time or case range
_____	How to bring all cases back after using Select cases?
_____	Random Sample options: Approximately % of all cases & Exactly x cases from the first x cases

_____	How to use Add cases? How to pair variables?
_____	What is Frequency table?
_____	Suitable outputs for Quantitative variable and Qualitative variable from Frequency function
_____	Ascending values, Descending values, Ascending counts, Descending counts
_____	Compare variables, Organize output by variables
_____	What is Bar chart, Pie chart, Histograms?
_____	Percent, Valid Percent, Cumulative Percent?
_____	What is Mean, Median, Mode, Percentile?
_____	How to create Crosstabs? Variables in Row? Or in Column? Or in Layer?
_____	Independent variable? Dependent variable?
_____	Column Percent? Row Percent?
_____	What is Control Variable?
_____	What is Basic Tables?
_____	How to create Basic Tables? Down, Across, Separate Tables, Summaries?
_____	All combinations (nested) ; Each separately (stacked)
_____	How to hide Variable Label in Basic Tables?
_____	How to combine Summary variable with subgroups?
_____	How to change dimension of Summary Variable Labels & Statistics Labels?
_____	How to define Set for Multiple Response Analysis?
_____	No. of cases or No. of responses as denominator?
_____	What is \$ in Multiple Response Analysis?
_____	What is counted value?
_____	What is Pivot Tables? Pivoting Trays?
_____	How to change Font, format Cell Properties, Table Properties, Table Looks?
_____	How to customize Output Labels?
_____	How to export tables & charts into ASCII, HTML, Word, Excel, PowerPoint file?
_____	Three types of Data Summary Options for Charts
_____	No. of clusters in each chart
_____	How to set Scale in Chart?
_____	How to remove categories?
_____	How to insert Titles/Footnote?
_____	How to format the text?
_____	How to change the Chart Types

Good Luck.

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