

## Quick Guide to SPSS Features

This table is designed to help you figure out where to go in SPSS (column 3) when you need the information listed in column #2.

Topic	Info You Need	Where in SPSS to Obtain
Descriptive Stats	Percentage	Frequencies - If interested in percentage of whole group  Crosstabs - If interested in percentage of a subgroup
Descriptive Stats	Central Tendency & Variability	Frequencies statistics - If interested in mean/median for whole group  Compare means - If interested in mean/median for subgroups
Descriptive Stats	Sum	Frequencies statistics - If interested in sum for whole group  Compare means - If interested in sum for subgroups
Descriptive Stats	Percentile	Frequencies statistics
Descriptive Stats	z score	2 steps: Descriptives save standardized values Reports case summaries
Descriptive Stats	Correlation	Correlate   bivariate - When you need PPMC or Kendall Crosstabs   stats - When you need Phi, Cramer's V By hand - When you need point biserial
Graphs	Bar Charts	Bar Charts - whole group: Graphs-Legacy-bar-simple Bar Charts - sub groups: Graphs-Legacy-bar-clustered
Graphs	Histogram (shape of distribution)	Histogram-whole group: Graphs-Legacy-Histogram Histogram-sub groups: Graphs-Legacy-Histogram

<b>Topic</b>	<b>Info You Need</b>	<b>Where in SPSS to Obtain</b>
Check Assumption - PPMC	Linearity	Graphs-Legacy-Scatter/Dot-Simple
Item Analysis	Difficulty Index	Frequencies
Item Analysis	Discrimination Index	By hand - When you need Point Biserial Crosstabs   stats - When you need Phi
Concurrent Validity - Scores	Correlation	For PPMC: Correlate   Bivariate For point biserial - by hand
Reliability - Scores	Coefficient Alpha & SEM	Scale   Reliability [note: SEM done by hand]
Objectivity - scores	Coefficient Alpha & SEM	Scale   Reliability [note: SEM done by hand]
Concurrent Validity - Classifications	Correlation	Crosstabs stats - When you need Phi (point biserial by hand)
Reliability/ Objectivity - Classifications	Proportion of Agreement or Kappa	Crosstabs   stats for Kappa Proportion of Agreement by hand
Grading	Percentiles	Frequencies statistics
Grading (GPE method)	scores transformed	Transform   Recode (into different variable)
Grading (GPE method)	Composite scores	Transform   Compute
Grading (z score method)	z scores	2 steps: Descriptives   save standardized values Analyze   Reports   case summaries
Data Profiling	z scores	2 steps: Descriptives   save standardized values Analyze   Reports   case summaries