



### Introduction to SPSS

[The information found in this handout can also be found in the "Help" menu of SPSS.]

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Many of the features of the Data View are similar to those found in other spreadsheet applications. There are, however, several important distinctions:

- **Rows** are **cases**. Each row represents a case or an observation. *For example*, each individual respondent to a questionnaire is a case.
- **Columns** are **variables**. Each column represents a variable or characteristic being measured. *For example*, each item on a questionnaire is a variable.
- Cells contain values. Each cell contains a single value of a variable for a case.

# **Data View**

Data View is always the default view when entering the SPSS program.

## Variable View

Variable View can be accessed by selecting the "Variable View" tab in the bottom left corner of the spreadsheet window.

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	<ul> <li>Date. A numeric variable whose values are displayed in one of several calendar-date or clock-time formats. Select a format from the list.</li> <li>Custom currency. A numeric variable whose values are displayed in one of the custom currency formats that you have defined in the Currency tab of the Options dialog box.</li> <li>String. Values of a string variable are not numeric and therefore are not used in calculations. They can contain any characters up to the defined length. Uppercase and lowercase letters are considered distinct.</li> </ul>
Width	You can assign a maximum numbers of characters to appear in each cell, however it is best to limit to two characters if your values have two digits as this will limit the potential for data entry errors. For example, you will not be able to enter "100" in error if you intended to enter "10."
Decimals	You can assign the number of decimal places to appear in your data values. Width always has to be a higher number than the number of decimal places you assign.
Label	You can assign descriptive variable labels up to 256 characters long (128 characters in double-byte languages), and variable labels can contain spaces and reserved characters not allowed in variable names.
Values	You can assign descriptive value labels for each value of a variable. This is particularly useful if your data file uses numeric codes to represent non-numeric categories (for example, codes of 1 and 2 for male and female).
	<ul> <li>Value labels are saved with the data file.</li> <li>Value labels can be up to 60 characters long.</li> <li>Value labels are not available for string variables longer than 8 characters.</li> </ul>
Missing	Missing Values defines specified data values as user-missing. It is often useful to know why information is missing. <i>For example</i> , you might want to distinguish between data missing because a respondent refused to answer and data missing because the question didn't apply to that respondent. Data values specified as user-missing are flagged for special treatment and are excluded from most calculations.
Columns	You can specify a number of characters for the column width. Column widths can also be changed in the Data view by clicking and dragging the column borders.
	Column formats affect only the display of values in the Data Editor. Changing the column width does not change the defined width of a variable. If the defined and actual width of a value are wider than the column, asterisks (*) are displayed in the Data view.

- Align Alignment controls the display of data values and/or value labels in the Data view. The default alignment is right for numeric variables and left for string variables. This setting affects only the display in the Data view.
- Scale. Measurements have a logical or empirical structure.
  - *Example*: Age or income
  - Nominal. Measurements that have no numerical properties.
    - Example: Job category or Department
  - Ordinal. Measurements form a ranked order on a continuum.
    - *Example*: An answer that requires a "low, medium, or high" answer.

#### **Analyze Your Data**



After your variables have been identified and your data has been entered the next step is to analyze you data. To perform any analysis, go to the "Analyze" option on your toolbar and select the analysis structure you are going to use. From there your statistical knowledge will become vital to your use and understanding of the output.

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	After selecting an analysis tool, a formatting box similar to the one shown above will appear. Each will be unique and specific to attributes connected to the analysis tool. Place close attention to the options that are available within this window.
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	☑ Display frequency tables
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	Highlight the variable or variables that you want to analyze and use the arrow in the center of the analysis tool to put those variables into the variable window.

### A

#### **Running the Analysis**

After you get set-up your analysis and format all the options offered, you will be ready to run you analysis. Select OK to start the analysis process.

Output



After running the analysis, an out put window will open showing you the results of you analysis.



You can edit the text in the results by double clicking on the "Title" area, highlight any existing text, and start typing.



You can also add new text by clicking on the area on the out put page where you want to add the text, then select "Insert" from the menu bar, and finally select the type of new text you want to add.

#### To print or save, select "File" > "Print" or "Save".

#### Printing, Saving, Publishing

You can also export your results into a powerpoint presentation, a word document, or publish an HTML scripted web page.

Export     Output Document       Output Document (No Charts)     Chart Size       Export File     Charts Only       File Name:     C:\Program Files\SPSS\OUTPUT	Select "File" > "Export" Select the item you want to expo from the drop down menu
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If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an email to *helpdesk@callutheran.edu*.