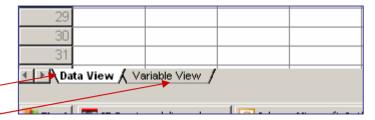
Getting Started with SPSS.

Open up a new data file.

Down the bottom left you will find two tabs.

Data View allows you to see or input data



Variable View allows you to see a list of variables, or, if it's a new file, to describe what variables you are going to use.

Click on 'Variable View'. What you see should look like the picture below (without any text in the rows).

You can now describe a variable.

The first column, **Name**, is where you put the variable name. This must be one word (it can include numbers).

Type defaults to 'Numeric'. SPSS understands numeric variables as analysable. Occasionally you may want to type in notes or text responses that you are going to code later. You would use 'String' in this case.

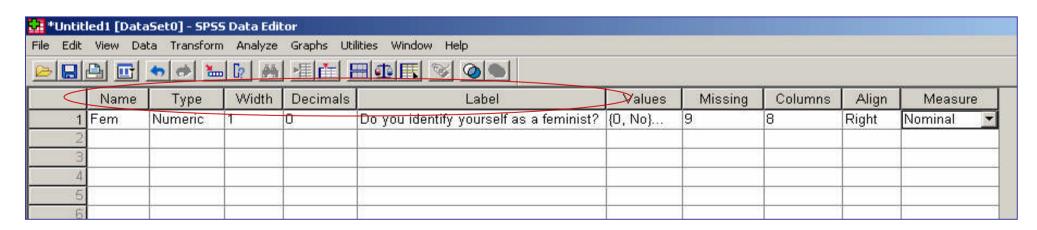
Width and **Decimals** refer to how wide the variable might be:

If all responses are 0-9 the width is 1 with 0 decimals.

If responses range from 0-99 the width is a maximum of 2 (i.e. 34 is two characters wide). Similarly 543 is 3 characters wide.

If a response is two figures plus two decimal places (i.e. 22.45) it is 5 characters wide (the point is also counted in the width)

Label is the actual variable label (or longer name). You can write whatever you want here. This will show up on output.





Value Labels

Value:

Label:

∆dd

Change Remove

Value Labels

Yes

0 = "No"

? X

OK

Cancel

Help

The **Values** column assigns particular numeric values to particular responses. When you click on it a pop-up window appears. In this window you can give a particular number (here 0) a value (here 'No'). Then click Add. In the box below the text [0 = ``No''] will then appear. You can then go on to assign other values (for instance 1 = Yes). When all the values you want appear in the square text box, click OK. You can remind yourself of the values that you assigned by clicking on the Values cell again at any time.

The **Missing** column allows you to assign values for missing data. For instance if someone did not respond to this question you could type 9. And if you told SPSS that this means that the data is missing it would ignore all responses coded 9 in analysis.

Ignore **Columns** and **Align** for now.

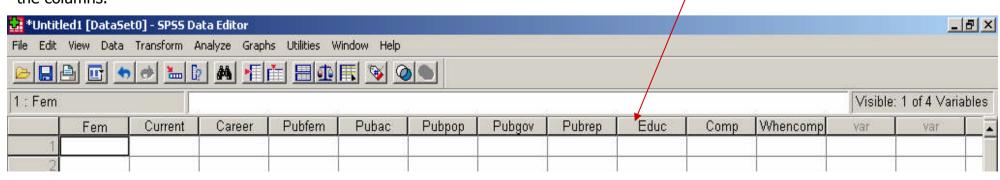
Measure distinguishes between different types of response:

Scale – is a variable (like age) with meaningful numeric responses

Ordinal – is a variable with a meaningful order, but not meaningful numeric responses – for instance the response set [Strongly Agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree] is ordered but has no meaningful numeric values.

Nominal – is a variable with no meaningful order – for instance, responses to 'What country were you born in?' would not be ordered.

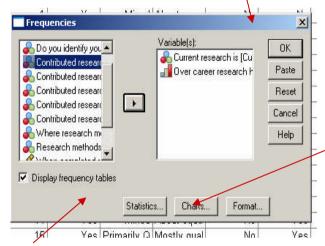
When you have added all the variables you want, click back to **Data View** and the names of your variables should appear at the tops of the columns.



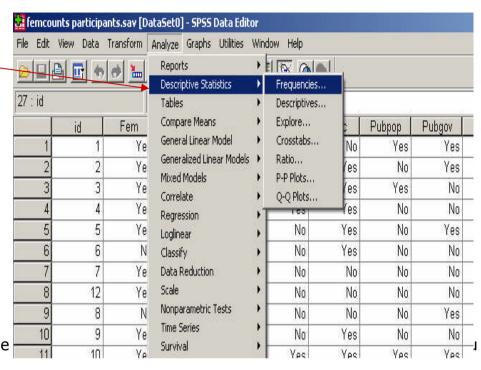
To look at the data that you have input

Go to ANALYZE, DESCRIPTIVE STATISTICS, FREQUENCIES

A new popup box will then appear.



Note: If you'd like to look at your data as charts there is an option to select a chart on the Frequencies popup box



In this box, highlight the variables that you'd like to look at, click on the can look at as many variables as you want

at the same time. When you have all the variable that you want on the right hand

side, click OK.

A new window should appear.

This is the **Output** window.

This will include tables showing your data. You can scroll up and down to look at the data.

