

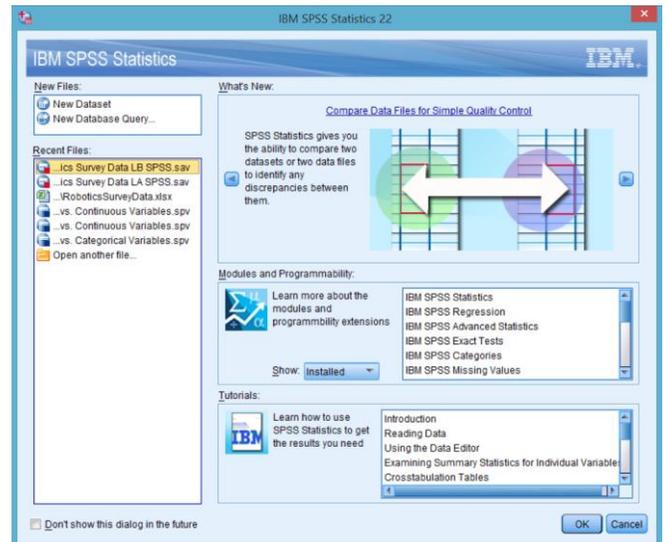
Chapter 3 Dealing with Data SPSS Tutorial

1. **Visit** the student website at for this textbook at www.clowjames.net/students
2. **Download** the following files:
 "Chapter 03 Dealing with Data Survey" (Word file)
3. Open the questionnaire file. It may be helpful to print this one page questionnaire before continuing.
4. Open SPSS 22. The program may appear as an icon on your computer desktop, or you may need to use the START > ALL PROGRAMS command in Windows to find the *"IBM SPSS Statistics"* folder. Once you have located this folder, open it, then open the *"IBM SPSS Statistics 22"* folder. Finally, launch the SPSS Statistics 22 program (designated by the blue icon) by clicking on that item.

When first launched, the window at right appears and SPSS asks users what they would like to do.

Instead of opening an existing data source, you are going to create a new SPSS.sav file by selecting the "New Dataset" option.

Once you do so, an untitled dataset file will open in the variable view.



5. For this exercise, you will be entering information into the variable names, label, and values columns for each of the variables identified in the questionnaire.
6. Notice that the first variable is already named (see the upper-right hand corner of the questionnaire). Click on the empty cell on the first row under the "Name" column and enter **IDNumber**.
7. Now save your data file using the following format: {last name first initial}DwDCh03 or using a naming format specified by your instructor. For example, if your name was John Smith, you would name the file, "SmithJDwDCh03". Close the output window that appears after you save the file.
8. Your screen should now appear similar to that shown below.

	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	IDNumber	Numeric	8	0		None	None	8	Right	Unknown	Input
2											

9. Each questionnaire that would ultimately become part of our data set would be assigned a unique identification number. You can change the number under the “Decimal” column to zero if you wish, as this variable will only be expressed in whole numbers.
10. Change the LABEL associated with **IDNumber** to a phrase that describes the variable. For example, “*Survey identification number*” might be appropriate for this variable.
11. Because the purpose of the **IDNumber** variable is to uniquely identify every respondent, rather than to group respondents together based on certain characteristics, value labels are not necessary for this variable. Leave the default entry of “None” under the “Values” column. You will also leave the default “None” entry in the value label columns for string variables, or specific quantities that are entered in response to open-ended questions (such as in question #2).
12. Next, enter the variable name you have selected for the first question in the second row, under the “Name” column. The name might include the survey question number and a word or abbreviation that helps to describe the variable. Remember, no spaces can be used in variable names.
13. Type in the label you have selected to represent this variable. Some people choose to type the entire question in as the label.

	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	IDNumber	Numeric	8	0	Survey identification number	None	None	8	Right	Scale	Input
2	YourNamedVariable	Numeric	8	0	Your Value Label For Variable	None	None	8	Right	Scale	Input
3											

14. This particular variable will require value labels. Click once on the “Values” cell associated with the variable. Notice that a small box with three dots appears to the right of the word “None”. Click once on this box to launch the “Value Labels” dialogue box. Enter the value “1” and the label associated with this value, as shown in the questionnaire. Then click the “Add” button.



15. Repeat this process for values 2 through 7. Make certain that you remember to click the “Add” button for value 7. Then click the “OK” button.

16. Create new variables, labels, and value labels as needed for the remaining variables for each question in the questionnaire. Submit your data file according to your Professor’s instructions.