

Chapter 13 “Dealing With Data” Tutorial

1. **Visit** the student website at for this textbook at www.clowjames.net/students.
2. **Download** the following files:
 “Chapter 13 Dealing with Data” (SPSS data file)
 “Chapter 12 Dealing with Data Survey” (Word file)
3. Open SPSS 17.0.
4. Open the data file named, “Chapter 13 Dealing with Data”.

Review one or more of the following “Dealing with Data” instructional tutorials if you need help with any of the following:

Opening SPSS and Finding Data Files:	Chapter 2
Frequency Tables:	Chapter 4 and 5
Descriptive Statistics – Means:	Chapter 4, 5, and 9
Cross-tabulations and Chi-square:	Chapter 5
One-sample t-tests:	Chapter 6
Independent t-tests:	Chapter 7 and 9
ANOVA:	Chapter 6 and 9

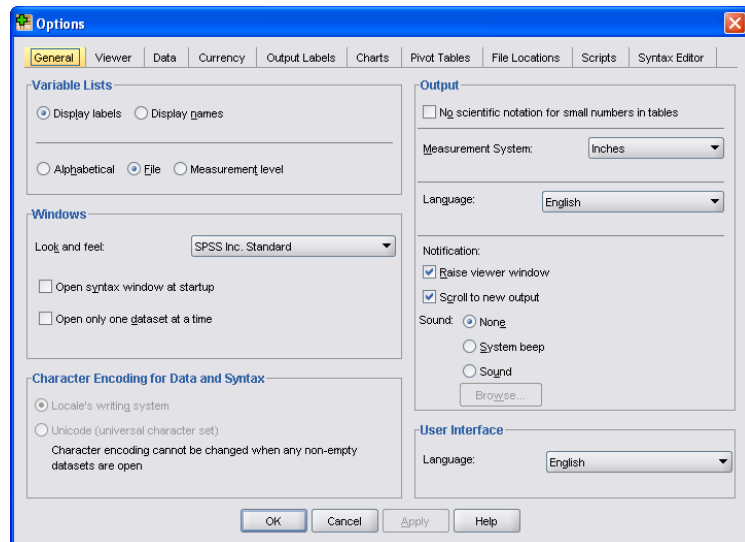
The purpose of this tutorial is to help you understand how to make the best use of tables created in SPSS when pasting them into your Word document.

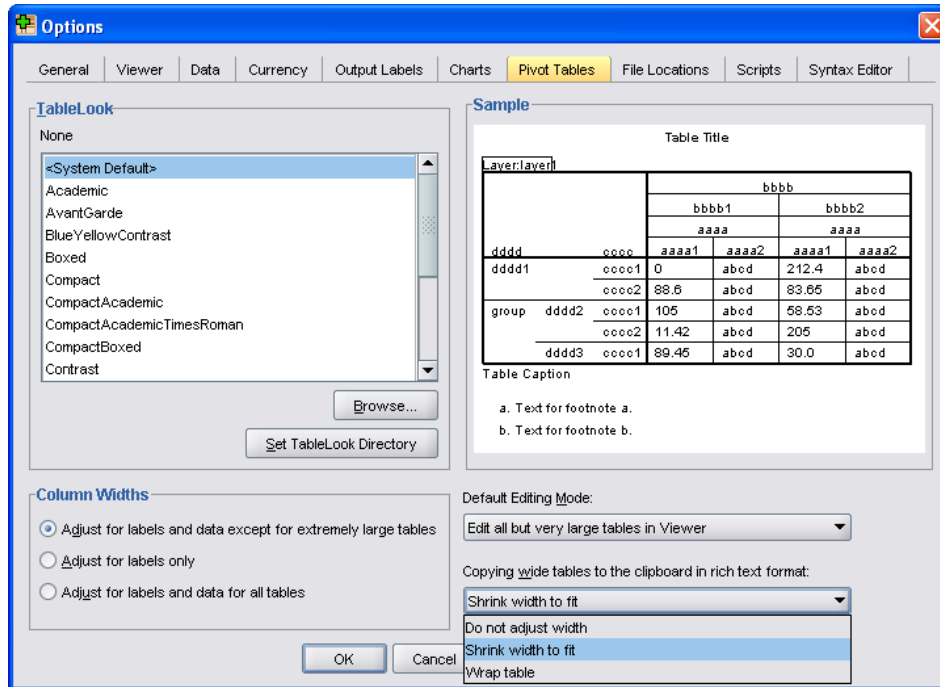
Copying SPSS Output into Word Documents

5. Large output tables, such as those produced through the independent samples t-test, will not paste properly from SPSS into Word under the default settings. An example of what you could expect to see is shown below.

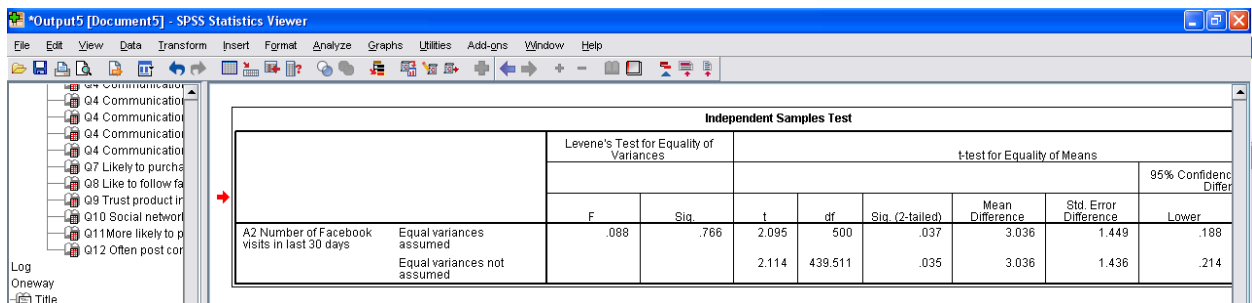
Independent Samples Test					
		Levene's Test for Equality of Variances			
		F	Sig.	t	df
A2 Number of Facebook visits in last 30 days	Equal variances assumed	.088	.766	2.095	500
	Equal variances not assumed			2.114	439.511
					Sig. (2-tailed)

6. However, this problem is easily solved. From the EDIT menu, select OPTIONS. The dialogue box at right will appear.
7. You can control a number of different settings through the various tabs and options presented. Click the "Pivot Table" Tab to open that window. Review the screenshot on the next page to see this window.





8. Next, select the SHRINK WIDTH TO FIT option under the, "Copying wide tables to clipboard in rich text format" heading. The click OK.
9. Click once on the table or graph you want to copy to word in the SPSS Output window. A grey bounding box will appear around the table, and a small red arrow will show-up to the right of the table indicating that it has been selected.
10. Click the RIGHT mouse button and select COPY.

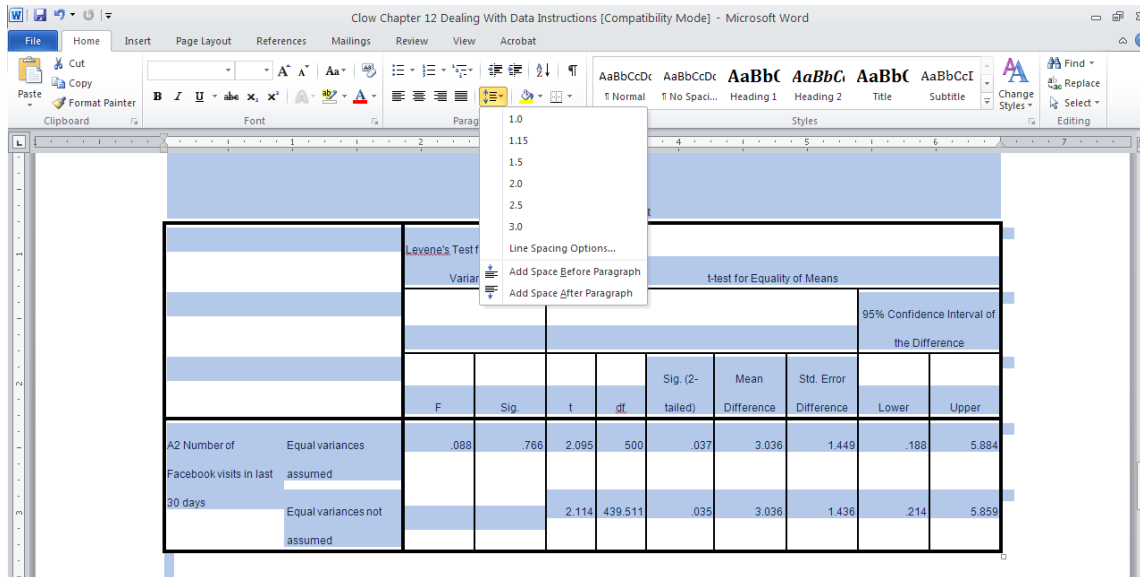


11. Open a new Word document, or switch to the window that already has a Word document open. Position your cursor where you want the table to appear. Click once to lock your location. Then use CTRL V (both keys held down together) to paste the table into Word.

Independent Samples Test											
		Levene's Test for Equality of Variances		t-test for Equality of Means						95% Confidence Interval of the Difference	
		F	Sig.	t	df	Sig. (2-tailed)	Mean Difference	Std. Error Difference	Lower	Upper	
A2 Number of Facebook visits in last 30 days	Equal variances assumed	.088	.766	2.095	500	.037	3.036	1.449	.188	5.884	
	Equal variances not assumed			2.114	439.511	.035	3.036	1.436	.214	5.859	

12. The pasted table now displays within the margins of your document. However, additional line spacing may have been added.

13. To condense the table output, click outside the table near the top link, hold the mouse button down, and pull your mouse down until the entire table is selected.



14. Then simply change the line spacing to single spaced. The condensed table will appear similar to that shown on the next page.

		Independent Samples Test								
		Levene's Test for Equality of Variances		t-test for Equality of Means					95% Confidence Interval of the Difference	
		F	Sig.	t	df	Sig. (2-tailed)	Mean Difference	Std. Error Difference	Lower	Upper
A2 Number of Facebook visits in last 30 days	Equal variances assumed	.088	.766	2.095	500	.037	3.036	1.449	.188	5.884
	Equal variances not assumed			2.114	439.511	.035	3.036	1.436	.214	5.859

15. In “real life”, the data validator would find the original questionnaires corresponding to the five Case ID numbers shown, then check both the answer and the coding of the CLASSIFICATION question. If the questionnaires were coded correctly, then the error occurred during data entry. The correct value can be entered into the SPSS data file for each CASE ID.