

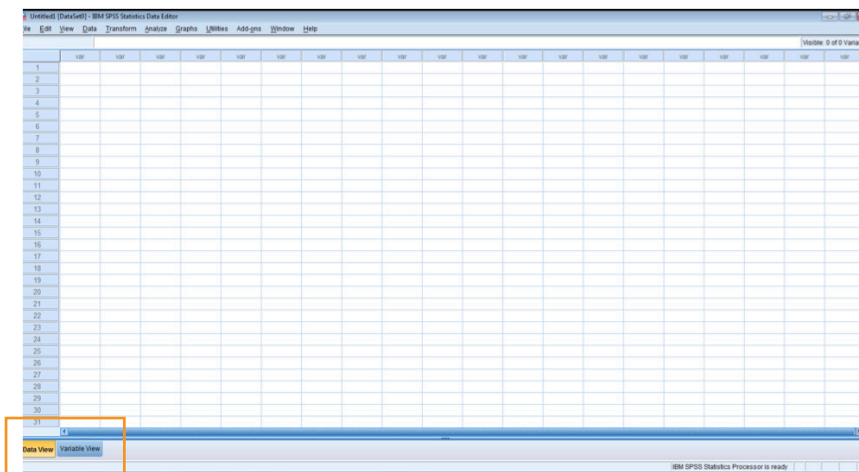
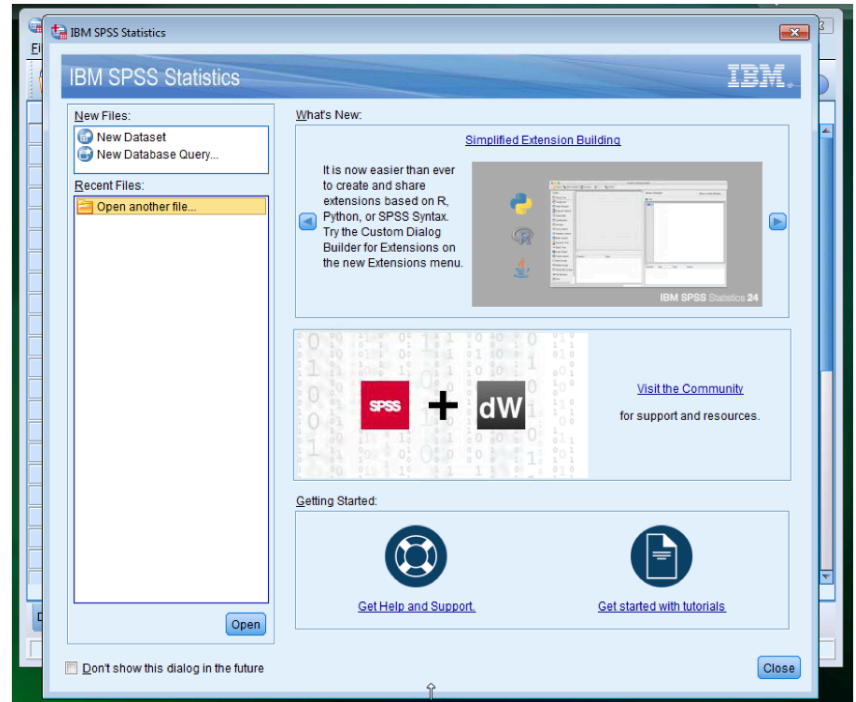
SPSS Data Entry

SPSS is a statistical analysis software package. To analyze data, you first must enter it into the program.

When SPSS opens, you are given several options. If you have data files from SPSS that you wish to open, click **Open another source**.

There is a tutorial option on the bottom right of the dialogue box. If you are new to SPSS or just need a refresher this is a great place to start.

New Dataset is the data entry option you are using here. You may also just close the dialogue box to get the data entry option needed.



Once you make your selection, you will be given a blank SPSS data file. The first step when creating any new file is to save it. **Go to File – Save As**, select where you want to save your file, and give it a name, for example: Practice 1.

Once your file is saved, **notice that there are two tabs at the bottom of the screen.**

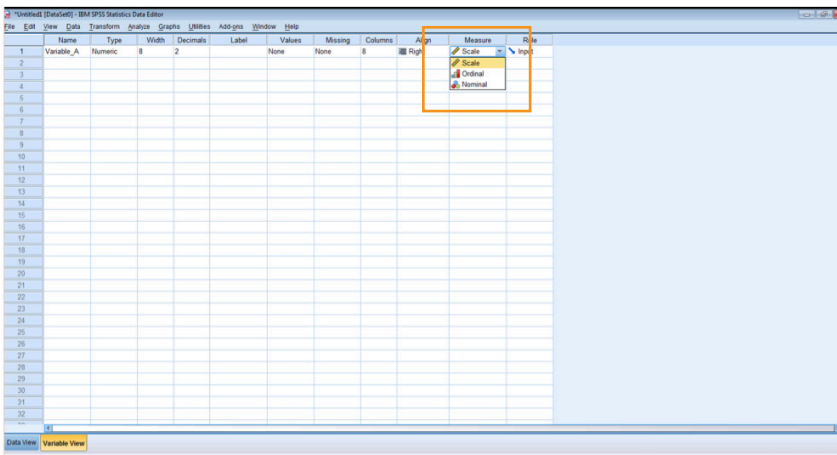
You should always start by defining your variables in **Variable View** first. Click on the **Variable View** tab and give your variable a name, for example: Variable_A. Notice that there is no space in the variable name. SPSS syntax does not allow for spaces in the name.

There are several other columns of information after the name of the variable is entered. The first column is for **Type**. The default is numeric, which is the most common data that is entered. **Width** refers to the number of characters allowed and **Decimals** is the number of decimal places. Some of the other

columns will be used in later analysis but the **Measure** column is also one to look at now. **Measure** refers to the level of measurement of the variable.

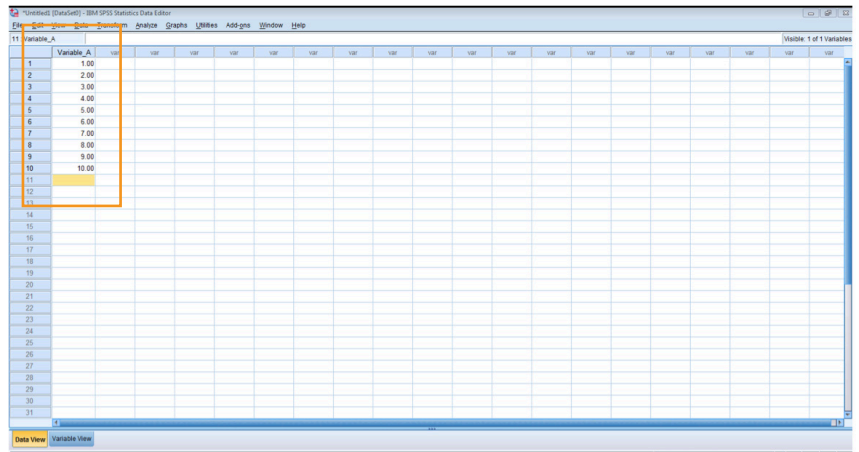
There are four levels of measurement: **Nominal**, **Ordinal**, **Interval**, and **Ratio**. SPSS groups **Interval** and **Ratio** into one category called **Scale**.

If you do not select your level of measurement when defining the variable, SPSS will choose it for you once you start entering the data. This can be helpful at times but could cause issues with certain types of analysis.



For now, you are going to enter a **Scale** variable.

Return to the data tab and you will see that the first column has the name of the variable above the first column. Now you can type your data into that column one number at a time. For a simple example, out data is 1, 2, 3, ..., 10.



Be sure to save your data file by clicking on *File Save*.

Once you have the file saved, you can close it and return whenever this data set is needed.

The data file can be opened by using the *Open an existing data source* function discussed earlier.