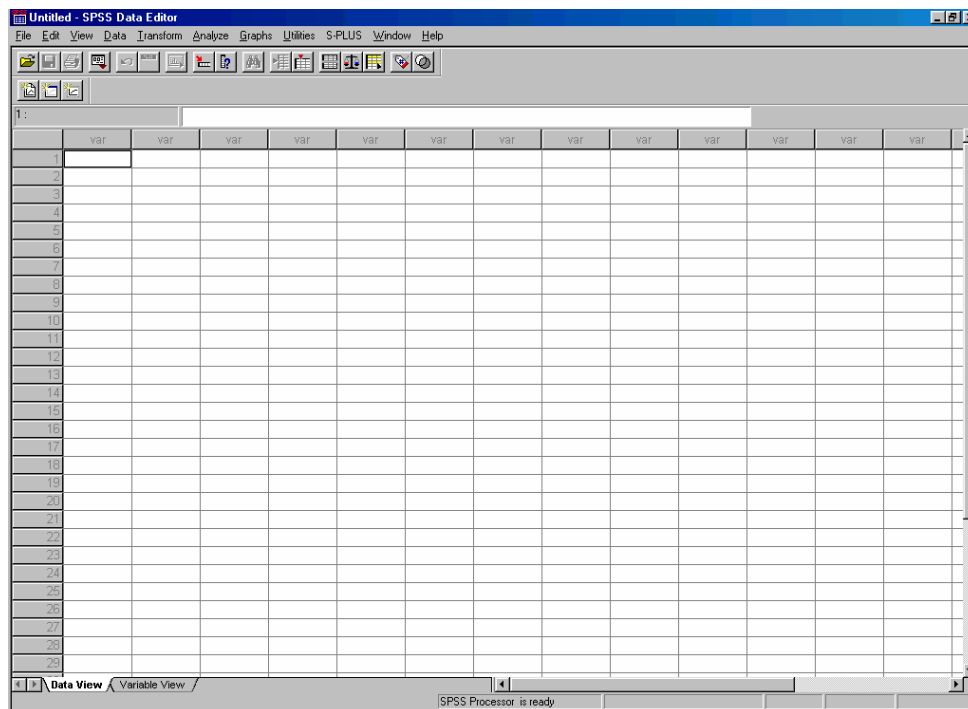


# Guide to SPSS for Windows

## Getting Started

- To find SPSS, click on **Start** and then **Programs**. Find the icon listing for **SPSS 10.1 or 11.0**.
- In SPSS, the first window appears may or may not be a window that gives you options as to what you want to do – open data, enter data, etc. I generally close this window and click the icon so that this window will not appear again. After the window is closed you will see what appears to be a spreadsheet.



- This is where one actually views the data. It is titled **Untitled – SPSS Data Editor**. Be sure that the tab **Data View** appears on the bottom of the screen.

## Entering and Summarizing Data

- To enter data, just point the mouse to the upper left box in the **SPSS Data Editor** window. Just type the data in, hitting return or down arrow to go to the cell below. SPSS labels the data as var00001. To give this variable an appropriate label, click the **Variable View** tab at the bottom. In the **Name** box, type a new name, which can only be 8 letters and all lowercase. To be more descriptive, you can type a longer definition in the Label box. To change the number of decimal places, click on **Decimals** and then click the appropriate arrows for more or less than 2 decimal places.

- One can also label the coding for numerical values by clicking on the value column with the **Variable View** tab. Click on the right of the window. In the **value** box, place the number that is entered in to the **Data Editor**. Then type the words that it corresponds to in the **Value Label** box. For example, with the student survey data the variable **caffeine** is coded with **1** and **0**. Put **1** in the **Value** box and put **Yes** in the **Value Label** box. Then hit the **Add** button. Then put the **0** in the **Value** box, and **No** in the **Value Label** box. Then hit **Add** once again. Then hit **OK**.
- To perform a summary of the data set that is now in the first column, move the mouse to the **Analyze** heading in the title bar. Click the left mouse button once. Several options are now available. Clicking on **Descriptive Statistics** yields another bunch of options which include **Frequencies, Descriptive Statistics, Explore, and Crosstabs**. Clicking on **Explore** will yield summary statistics such as the mean, median, min, max, variance, standard deviation, and the stem-leaf plot in the **SPSS Output Viewer** window (which will open automatically). A new dialogue box will appear. Click on the variable you wish to summarize, click the arrow in the middle so that the variable moves in the box marked **Dependent List**. Then hit **OK**. Use this procedure for summaries of continuous variables.
- This procedure also automatically generates Stem - Leaf Plots and Box plots. These plots can be copied to MS-Word simply by clicking on the graphic and then clicking at the top **Edit\Copy objects (or CNTRL-k)** and then open MS-Word and click on **Edit\Paste (or CNTRL-v)** (or sometimes you have to use **edit\Paste Special\Device Independent bitmap**).
- To perform a summary analysis of discrete variables, click on **Analyze\Descriptive Statistics\Frequencies**. Then click the appropriate variables into the box marked **Variable(s)**. Then hit **OK**.

## Saving and Opening Files

- To save work, one must save the data window and/or the Output window. For each window the procedure is very similar. Bring the desired window to the front by clicking on the title bar. Then click on the **File** title at the top of the window. Then click on the **Save As** option. A saving dialogue box will appear. Please save all work to a floppy. To do this, move the mouse to the drives box in the dialogue window. Click the mouse on the down arrow in the right of the box labeled **Save in:**. Then select the drive **a:**. (You may have to click on the up arrow once to see the **a:** icon.) When that is done, click the mouse back in the **File Name** box. Type the name you wish to give your data. You should use the extensions that SPSS recommends. The **\*.sav** extension is used for data files in the **Data Editor** window and **\*.spo** is used for the **Output Viewer** files. After typing the name just click on **OK** or hit <enter>.
- To open data into SPSS, bring the **Data Editor** window to the front. Click on the **File** heading at the top of the window. Select **Open** and then **Data**. If **Newdata** has data in it, SPSS will prompt you to save the data or discard it. Then the open dialogue box will appear. Select the drive as before for **a:**. Then click in the **File Name** box and give the name of the file to open, or just click

on the desired file which appears below that. Notice that only files with a **\*.sav** extension appear. Then click on **OK** or hit **<enter>**.

- To open **Output** files, repeat as above, just click **File\Open\Output**.
- To exit just click on **File** and then **Exit**.

## Summarizing Groups of Data

- To perform a summary analysis on two or more groups of continuous data, perform the following. Set up the data so that one column is the variable of interest and the second column is a grouping variable. This means that this column is nothing but 0, 1, or 2 to indicate if it is in group 0, group 1, or group 2. Then click **Analyze\Descriptive Statistics\Explore**. Put the variable of interest into the **Dependent List** and then click the grouping variable into the box marked **Factor List**. Then hit **OK**. This will create separate summaries and graphics for each group. For example with the student survey data, if you want to find the mean height of men and the mean height of women, click **Analyze\Descriptive Statistics\Explore** and then click **height** into the **Dependent** box, and then click **gender** into the **Factor** box. You will get the summary stats on both groups, as well as two stem-leaf plots and side-by-side box plots.

## Bar Graphs

- For variables that are categorical or discrete with a small number of outcomes, a bar graph is an appropriate summary graphic. Simply click on **Graphs\Bar** and then click **Simple** and then **Define**. At that dialogue box, click the variable you want summarized over to the **Category Axis** box in the middle of the dialogue box. Then hit **OK**.

## Histograms

- To create a histogram with SPSS, simply click on **Graphs\Histogram**. In the dialogue box that appears, click the variable of interest, then the arrow, into the box marked **Variable**. In the **Output Viewer** window, the histogram will appear. Histograms are constructed in a complicated scheme. To change the width of the histograms, one can manually change the bars. First in the **Output Viewer** window, click on the histogram twice with the left mouse button. This moves the histogram to the **SPSS Chart Editor**. To change the width of the boxes, click on **Chart\Axis\Interval**. In the dialogue box labeled **Interval Axis**, click on the circle for **Custom** in the **Intervals**. Then click the **Define** box. Put the appropriate information in the **# of intervals**, **width of intervals** and **Minimum** and **Maximum**. Keep clicking **Continue** and **OK** until you are out of the dialogue boxes. To exit from the **SPSS Chart Editor**, just click the **X** at the top right hand corner. Then edited histogram will now be in the **Output Viewer** window.

## Sorting

- To sort data, click on **Data\Sort Cases** and then click the variable you wish to sort by over to the box on the right hand side. Then hit **OK**.