

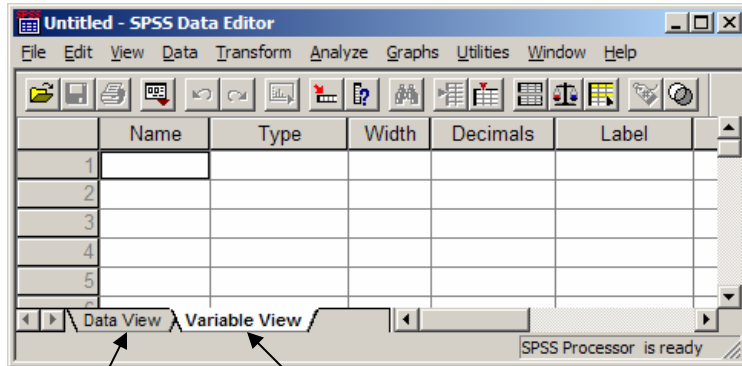
Entering Data into SPSS

How to type in data:

Open SPSS, click on **type in data** and then click OK.

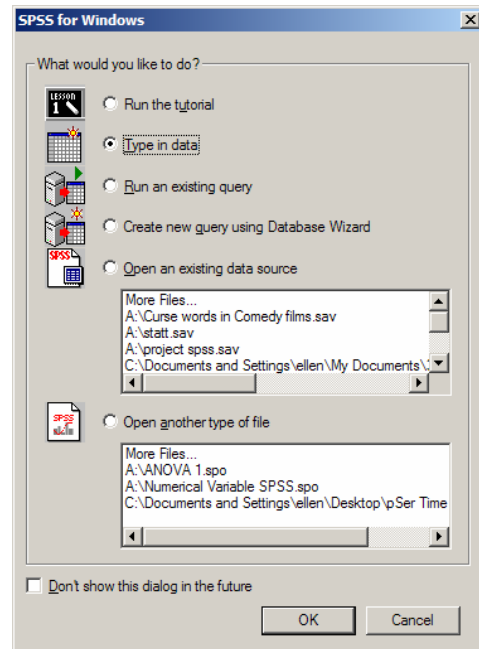
The other way is to open an existing SPSS data file under **file** click on **New**.

You should now have a blank file that looks like the chart below.



Data View

Variable View



There are two types of data windows in SPSS. The **Data View** window is where you will type in your data. However, you must first tell SPSS certain things about your data and you will do this in the **Variable View** window.

In the **Variable View** window there are 10 columns and they tell the program different things about the measurement values such as whether or not the values are qualitative or quantitative.

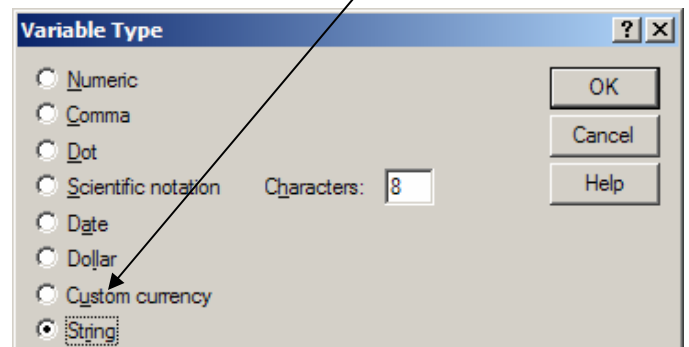
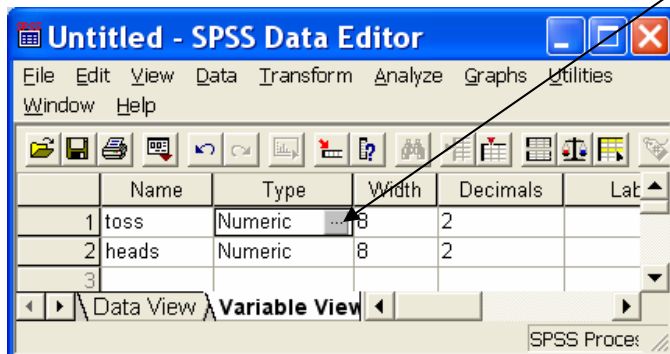
Description of Variable View columns:

Name column tells the computer the name of your variable. This name can only be 8 characters long. Before typing in data, you must enter a name for your variable.

Type column tells the computer what type of variable – quantitative or qualitative. The default is quantitative. Now if you are going to be typing in numbers you don't need to anything. However, if your variable is qualitative, YOU MUST DEFINE IT AS A QUANTITATIVE VARIABLE BEFORE YOU

START TYPING IN VARIABLE VALUES. To do this, under type, click and select "string" String

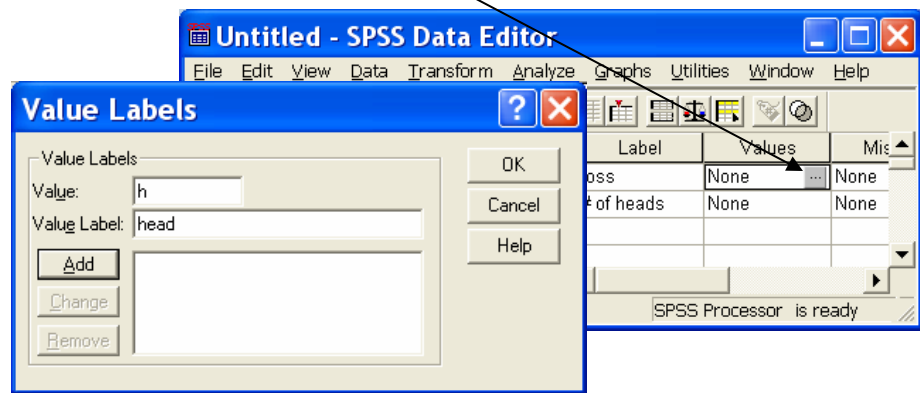
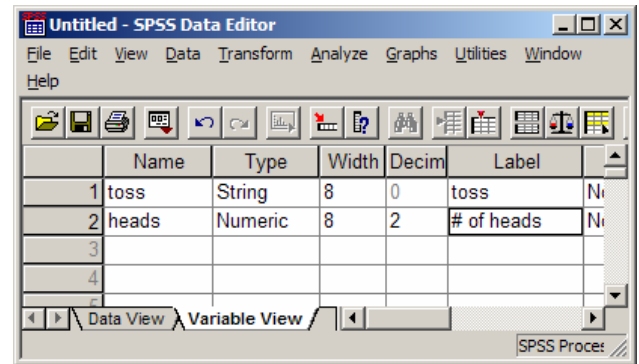
EX: For HW#1 problem #1 type in **toss** for the variable name of the column listing heads and tails and **heads** for the column listing the number of heads tossed by the groups in the class. The variable **toss** is qualitative and the values are the 5 coin tosses, either head or tail for each toss. The variable **heads** is quantitative and the values are the number heads tossed by the 25 groups in your lab.



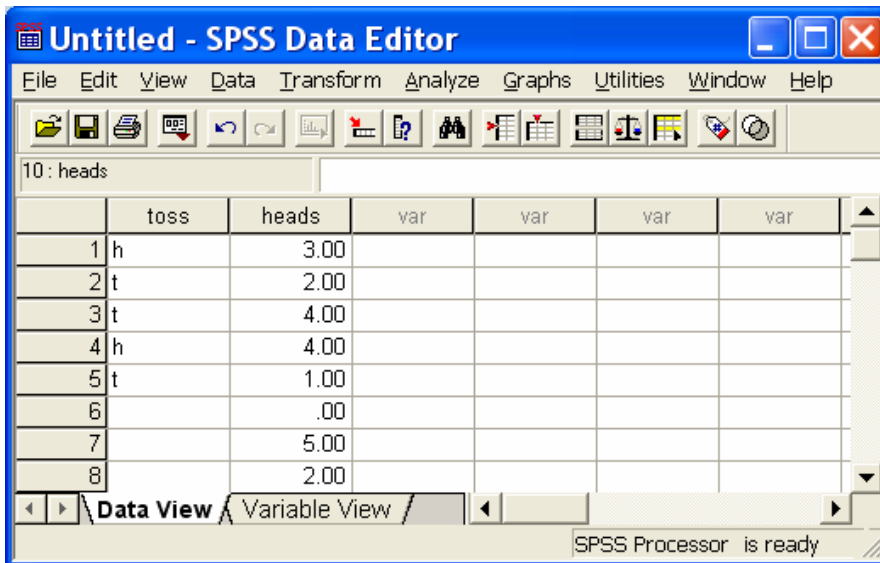
For now we are ignoring all the other columns except 5 and 6.

Label column can be used to give a variable a more meaningful name. Just click on the appropriate cell in the and type in the desired name. For example, in row 1 I've typed in **toss** and in row 2 put **# of heads**.

Values column is used with qualitative data. In the example we are working on, the **toss** variable is qualitative. When we type in our data, we will use "h" to indicate a head was tossed and "t" to indicate a tail was tossed. However, this is unprofessional and so we want to change "h" to "head" and "t" to "tail" in our output. We can do this by telling SPSS to change "h" to "head" and "t" to "tail". Click on the grey box next to the word "None" in the appropriate cell in the Values column. Where it says "Value", type in *h*, and where it says "Value", type in *head*. Then click "Add" (be careful, the values you type in are case sensitive!).



Now go back to the data view window by clicking *data view* at the bottom left. You are now ready to type in your data in the appropriate columns.



Just click on the appropriate empty cell and start typing. Remember, SPSS is case sensitive so it reads *h* and *H* as different variable values.