

## Categorical variables in SPSS: See HW 1 #2 for example data set

### Entering data into SPSS

1) Open SPSS, select “type in data”

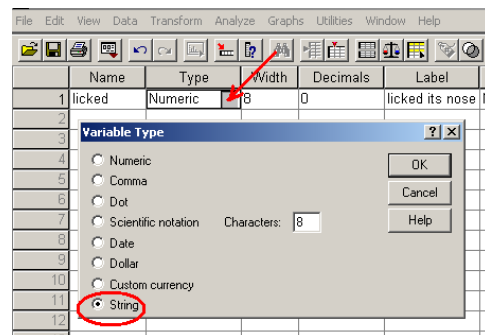


2) Go to the *variable view* window by clicking the **Variable View** tab on the bottom left of the page

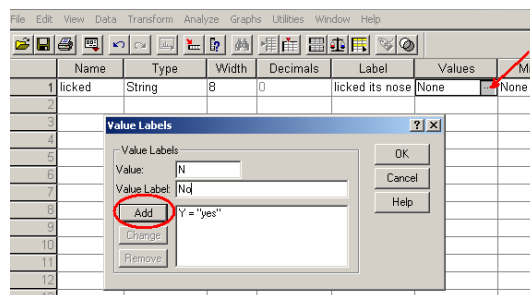
3) Under the *Name* column, type the name of the variable. In the example below, I named the variable, “licked”. SPSS will not let you enter in a variable name that is longer than 8 characters. If you want a longer name for your variable, you can label it. To do this, simply type in the longer name in the *label* column. In the example below, I labeled this variable “licked it’s nose”. Now, all output for this variable will use the label as the variable name.

	Name	Type	Width	Decimals	Label	
1	licked	Numeric	8	2	licked its nose	No
2						

4) YOU MUST DEFINE THIS AS A CATEGORICAL VARIABLE BEFORE YOU ENTER THE DATA. Under *type*, click the gray box next to the word “numeric” and select “string”



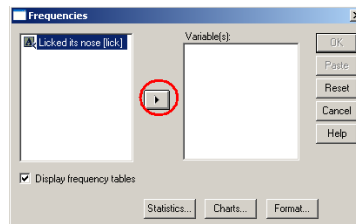
5) In this example, we are letting the values “Y” and “N” represent the words “Yes” and “No” respectively. However, this convenience will lead to unprofessional looking graphs that still say “Y” and “N” instead of the full words that these stand for. To get around this problem, we can tell SPSS to let Y = “Yes” and N = “No” in all output. To do this, click on the gray box next to the word “None”. Where it says “Value”, type Y, and where it says “Value label”, type Yes. Then click “Add” (careful, the values you type in are case sensitive!). Do the same for “N” by typing N where it says Value and No where it says “Value label”, then click “Add”.



6) Now go back to the data view window by clicking the **Data View** tab on the bottom left side of the screen. You may now enter in the data – there will be one value for each row.

## Creating a frequency table

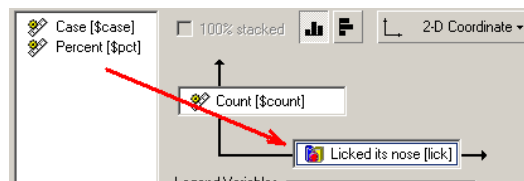
- 1) Once the data are entered into SPSS, go to Analyze→Descriptive Statistics→Frequencies...
- 2) Click the variable name, then click the right arrow button to move it to the Variable(s) list



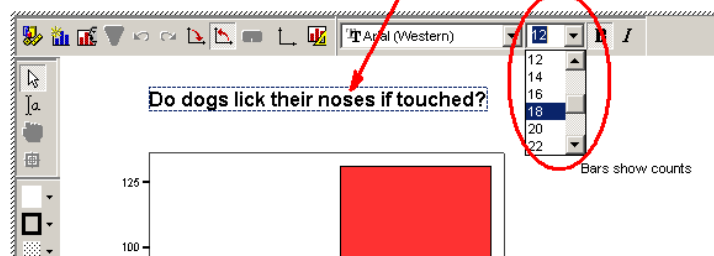
**IMPORTANT:** To paste the chart into Word, right click the chart in the output window, select “copy objects”, come back to word, and paste

## Creating a Bar Chart

- 1) Once the data are entered into SPSS, go to Graphs→Interactive →Bar ...
- 2) Drag the variable name (in the example, the name is “Licked its nose [lick]”) to the window that’s in the middle of a horizontal arrow

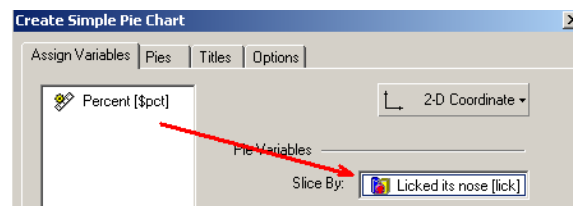


**To give the chart a title**, click the **Titles** tab, type in the title in the chart title window.  
**To change the formatting on the completed graph**, double click the graph in the output window to enter the CHART EDITOR. To change the font, click the text you want to change and in the upper right, select the desired font size. To remove the “Bars show counts” label, right click the label and select “Hide Key” Click anywhere outside the chart when you’re done.



## Creating a Pie Chart

- 1) Once the data are entered into SPSS, go to Graphs→Interactive → Pie → Simple...
- 2) Drag the variable name (in the example, the name is “Licked its nose [lick]”) to the window it says “Slice by”



3) See “bar chart” for instructions on how to add a title, or change formatting on the finished graph. **back to word, and paste**