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How to use spss to enter data

The data editor provides a spreadsheet like method for creating and editing data files. It automatically opens when you start a session. Within the data editor, there are two views data and variable. Data View Data view displays the actual data values or defined values labels Columns represent the variables. Rows represent the cases/observations. To switch to the Data View click on the tab at the bottom left. Variable View Variable view displays variable definition, information, including defined variable and value labels, data type (i.e. string, data and numeric), measurement level (nominal, ordinal or scale), and user-defined missing values. To switch to the Variable View click on the tab at the bottom left. This page shows the basics of entering data into the SPSS data editor. The SPSS data editor can be a good choice for entering your data. It has a friendly interface that resembles an Excel spreadsheet and by entering the data directly into SPSS, you don't need to worry about converting the data from some other format into SPSS. For example, you might enter your data in Excel, and then try to convert it to SPSS and find out that you used the latest version of Excel, but your version of SPSS has trouble reading the latest Excel files. Below is a screen snapshot of what the SPSS data editor looks like when you start SPSS. As you see, it does look like an Excel spreadsheet. In this editor, the columns will represent your variables, and the rows will represent your observations (sometimes called records, subjects or cases). Let's illustrate how to enter data into the SPSS data editor using the data file below. make mpg weight price AMC Concord 22 2930 4099 AMC Pacer 17 3350 4749 AMC Spirit 22 2640 3799 Buick Century 20 3250 4816 Buick Electra 15 4080 7827 First, you need to tell SPSS the names of your variables. You can double click on the column heading (shown with the arrow below for the first column). That permits you to enter information about the variable for that column. Below you see the dialog box that appears that allows you to enter information about your variable. For the first variable, let's change the Variable Name to be make (see arrow) and click on Type so we can tell SPSS that this is a string variable. You can tell SPSS that make is a string by clicking String at the left (see left arrow) and then we should indicate that the length is up to 13 characters (see arrow at right). You can then click Continue. When you return to the Define Variable dialog, click OK. Click the column heading for column 2 and supply the name mpg and click ok. Click the column heading for column 3 and indicate the variable name is weight, and likewise for column 4 indicate that the variable name is price. Once you have done this, the Data Editor will look like below. Once you have created the column headings (variable names) you are ready to enter the data. It is usually best to enter the data one observation at a time going from left to right. After you type in a entry for a variable, you can press the Tab key to move to the next variable on the right. Once you reach the last column (race) then use the arrow keys to move to the first column of the next observation. Once you have entered the sample data file, the SPSS Data Editor would look like this. You can save your data file by clicking File then Save. It would be wise to save your data about every 10-15 minutes. Imagine spending three hours typing in data, and then the power goes out, your computer stops responding, and then you have to enter the data all over again. The data are not saved when you type them in; rather, the file is saved when you choose File then Save. Problems to look out for If you have character data, be sure to click Type in the Data Definition window and tell SPSS that your variable is a string variable. SPSS will not allow you to enter character data into a variable unless you tell it that the variable is a string variable. For more information For more detailed information about the SPSS Data Editor, see the SPSS Manual. Take the Tour Plans & Pricing SIGN UP SPSS Statistics sets out its data in a spreadsheet-like manner. The principle behind entering data in almost all cases in SPSS Statistics is to enter each unique case on a new row. A case is the "object" which you are measuring in someway. Usually, a case is an individual, but it can also be a commercial product or a biological cell (or something else entirely). For the purposes of this explanation, we shall assume that a case is an individual. Therefore, when entering data into SPSS Statistics you must put one person's data on one row only. If you find that you have an individual's data on more than one row then you have made a mistake. Equally, if a row contains more than one person's data, you have also made a mistake. We shall now look at the three most common tasks you face when entering data into SPSS Statistics, plus three more advanced setups: TAKE THE TOURPLANS & PRICING If you do not have repeated measures, SPSS Statistics treats each column as a separate variable. Thus, each variable goes in a separate column. For example, if we had measured the height and weight of a group of individuals, the data in SPSS Statistics would look like the following: Published with written permission from SPSS Statistics, IBM Corporation. The Subject column has been added so that it is clear that each individual is placed on a separate row. However, SPSS Statistics does not need you to enter this column, and it is mostly for you to be able to better visualize your data. So, even if we ignored the Subject column, we can see that one individual was 1.55 m tall and weighed 56 kg, looking at the Height and Weight columns, respectively. How to label variable columns is in our Working with Variables guide. To add more variables, simply add more columns - one column per variable. The only variation to this is discussed later in this guide when we have to enter repeated measures. SPSS Statistics Defining Separate Groups Separate groups are more commonly called between-subjects factors or independent groups. They are groups where the individuals in each group are unique (i.e., no person is in more than one group). In this sense, you could call the groups "mutually-exclusive". A common example is when differentiating between gender. You want to label some of your individuals as female and others as male. To identify which subjects were males and which were females, you need to create a "grouping variable" in SPSS Statistics. This is a separate column that includes information on which group a subject belongs to. We do this by labelling our groups numerically. For example, we label "males" as "1" and "females" as "2". By using the value attribute we can label these numbers as representing males and females, respectively. An example is shown below: Published with written permission from SPSS Statistics, IBM Corporation. Looking at the columns on the left we can see that we have created a "grouping variable" called "Gender" that has two categories: "1" and "2". Because we labelled the numbers using the value attribute we can use the Value Label Button to switch to the text version of the "grouping variable" categories. In this example, we can see that "1" and "2" are replaced by "Male" and "Female", respectively. How to do this is explained in our guide on Working with Variables. You do not need to add text labels - SPSS Statistics will work fine without them - but it can provide extra clarity when analysing your data (especially as text labels are often used in the output instead of the numbers - this helps greatly). We can see in this example that the first three subjects were males and the last four subjects were females. What if you have more than two categories of your "grouping variable"? Simple, just add more numbers with, we recommend, corresponding text labels. Repeated measures, also called within-subject factors or related groups, are variables that are measured on more than one occasion. This can occur when you have measured the same subject for the same variable at more than one time point or under more than one condition. For example, you measured body weight at the beginning and end of a weight-loss programme. To enter this into SPSS Statistics, you must ignore the "one-variable-one-column" rule and put each time point or condition in a new column as follows: Published with written permission from SPSS Statistics, IBM Corporation. Here, we have labelled their weight at the beginning of the weight-loss programme as "Weight.Pre" and their weight after the weight-loss programme as "Weight.Post". It does not matter what you call these "related" columns (you could have called them weight1 and weight2, for example), as long the columns make sense to you. If you have a lot of time points and/or conditions, labelling the variables logically is important because otherwise it can become very confusing determining which variable is which. This is important as SPSS Statistics cannot tell the difference between columns that contain different variables and columns that contain a repeated variable. Therefore, it cannot help you. SPSS Statistics Multiple Separating Groups Sometimes, such as when running a two-way ANOVA or when entering in your whole study data, you need to separate your subjects twice (i.e., on two separate variables). For example, you need to separate subjects by their gender (male/female) and their physical activity level (sedentary/active). This will require two columns that act as "grouping variables", as shown below: Published with written permission from SPSS Statistics, IBM Corporation. Here, we can see that, for example, Subject 1 was male and sedentary, and Subject 7 was female and active. Notice that we are using the text labels as described earlier in this guide for added clarity. Sometimes, we have separated subjects into groups and then measured them repeatedly on the same dependent variable. Such data might be analysed using a mixed ANOVA. If we had males and females undertake a weight-loss programme and we weighted them pre- and post-intervention, we would have the following setup in SPSS Statistics: Published with written permission from SPSS Statistics, IBM Corporation. To generate this type of setup, simply used the rules you have learnt in this guide under the Defining Separate Groups and Entering Repeated Measures sections. SPSS Statistics Creating dummy variables If you are analysing your data using multiple regression and any of your independent variables were measured on a nominal or ordinal scale, you need to know how to create dummy variables and interpret their results. This is because nominal and ordinal independent variables, more broadly known as categorical independent variables, cannot be directly entered into a multiple regression analysis. Instead, they need to be converted into dummy variables. The exception is ordinal independent variables that are entered into a multiple regression as continuous independent variables, which do not need to be converted into dummy variables. An example of three dummy variables - "swimming", "cycling" and "running" - are illustrated in the Data View below for the nominal independent variable, "favourite sport". Published with written permission from SPSS Statistics, IBM Corporation. In our guide, Creating dummy variables in SPSS Statistics, we show how to use the Create Dummy Variables procedure create dummy variables in SPSS Statistics, as well as explaining the basic principles of dummy variables and dummy coding. Home About Us Contact Us Terms & Conditions Privacy & Cookies © 2018 Lund Research Ltd

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