**SPSS Guide**

Frequency tables:

* Analyze > descriptive statistics > frequencies.
* Move over the variables you want to get data from.
* Leave display frequency tables checked.

Histograms:

* Analyze > descriptive statistics > frequencies.
* Move over the variables you want to get data from.
* Click charts > histograms + show normal curve on histogram.

All graphs notes:

* If you get asked to define the variables, you can either click “assign manually” and drag and drop them into the right types of scales.
* Or click on variable view and change the Measure column from unknown to a scale.
* Graphs > chart builder.
* Scatterplots:
* Click scatter/dot on the left hand side.
* Double click or drag the first box (simple scatter) to the design window.
* Fill in the x and y information.
* Click ok.
* To get the line of best fit: double click on the output of the scatterplot, then click on the icon that says “add fit line at total”. (if you can’t click that button, go back and change the measure column in variable view to scale variables).
* Line graphs:
* Click line on the left hand side.
* Select the first box simple line (double click or drag and drop).
* Fill in the x and y information.
* Bar graphs:
* Click bar on the left.
* Select the first box simple bar (double click or drag and drop).
* Fill in the x and y information.

Descriptives:

* Analyze > descriptive statistics > frequencies.
* Move over the variables you want to get data from.
* Click statistics.
* Pick all the options that you want (mean, median, etc.)
* To get the *biased* variance/standard deviation.
  + Transform > compute variable.
  + Give the variable a name (top left).
  + In “numeric expression”: (VARIABLE – mean score you found from descriptives.) \* (VARIABLE – mean score)
* Rerun descriptives.
  + The new *mean* is variance. To get standard deviation, take the square root.