

SPSS GUIDE

EMPIRICAL REASONING
CENTER
Summer 2017

OPENING & SAVING DATA

From the menu bar select:

[File>Open>Data](#)

To import data from other programs change the file extension.

[Change Files of Type>Excel\(*.xls...\)](#)

To save data select:

[File>Save As](#)

Data in SPSS is saved as .sav files by default, but can be saved as other types by changing the [Save As Type](#) menu

CREATING VARIABLES

To create a new variable go to [Variable View](#) and enter the variable name in the [Name](#) column of an empty row. To compute the variable value select from the menu bar [Transform>Compute Variable](#). In the pop up window enter how you want the variable to be calculated.

To format the variable use the Variable View to edit options. The [Type](#) column specifies the data type (numeric vs. string). The [Decimals](#) column specifies the number of decimal places. The [Label](#) column allows you label the variable with more flexibility than the variable [Name](#) (including spaces and characters). The [Values](#) column allows you to label specific values (like 1 indicating true & 0 indicating false).

RECODING VARIABLES

The recoding tool streamlines changing the scale of a variable (changing scores from 1-5 to 5-1).

[Transform>Recode into Different Variables](#)

DATA ANALYSIS

Descriptive Statistics can be run in two ways:

- 1)  The Run Descriptive Statistics button in the

Variable View will provide mean, median, mode, N, missing, and frequency values for all selected variables.

- 2) You can specify which descriptive statistics you want reported by selecting from the menu bar:

[Analyze>Descriptive Statistics](#)

Various type of regression analyses can be run by selecting from the menu bar:

[Analyze>Regression](#)


VISUALIZATION

Charts can be constructed and formatted using the chart builder:

[Graphs>Chart Builder](#)

Available options include scatter plots, pie charts, bar graphs, lines, and 3D charts.

To add features use the [Basic Elements](#), [Titles/-Footnotes](#) tabs and the [Element Properties](#) button.

Once the chart has been produced double-click the chart to edit it further. Add trendlines by using the [Add Fit Line At Total](#) button. 

EXPORTING

Charts can be copied & pasted into Word documents. They can also be exported into PDF files by right-clicking on the graph and selecting [Export](#).