

SPSS Lab Cheatsheet

Mostly listing various tasks and where to go to accomplish them. The individual labs contain more details.

import new data into SPSS Use “File -> Read Text Data”. See lab 1¹

change the properties of the variables Use “Data -> Define Variable Properties”. See lab 1²

sort the data according to a variable Right-click the variable’s name. See lab 1³

generate basic frequency tables Use “Analyze -> Descriptive Statistics -> Frequencies”. See lab 1⁴

generate basic graphs Use “Graphs -> Chart Builder”. See lab 1⁵

¹ [1.html](#)

² [1.html](#)

³ [1.html](#)

⁴ [1.html](#)

⁵ [1.html](#)