

# SPSS Lab Cheatsheet

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

**import data** Use “File -> Read Text Data”. See lab 1<sup>1</sup>

**change properties** Use “Data -> Define Variable Properties”. See lab 1<sup>2</sup>

**sort data** Right-click the variable’s name. See lab 1<sup>3</sup>

**frequency tables** Use “Analyze -> Descriptive Statistics -> Frequencies”. See lab 1<sup>4</sup>

**basic graphs** Use “Graphs -> Chart Builder”. See lab 1<sup>5</sup>

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<sup>1</sup> [1.html](#)

<sup>2</sup> [1.html](#)

<sup>3</sup> [1.html](#)

<sup>4</sup> [1.html](#)

<sup>5</sup> [1.html](#)