SPSS Menus
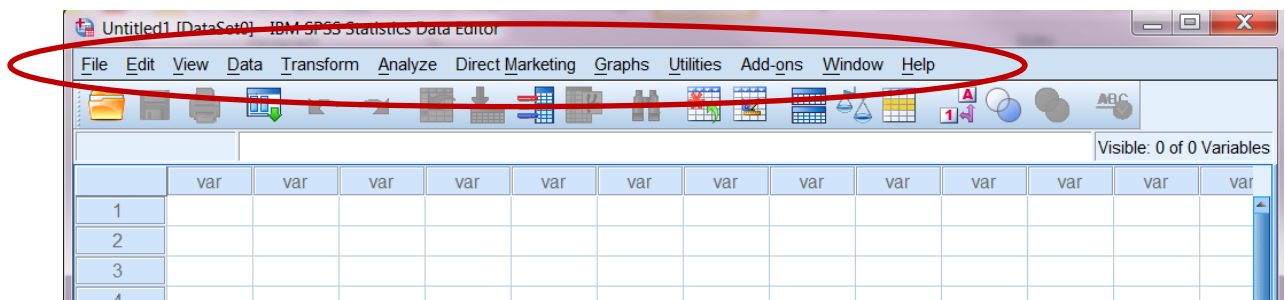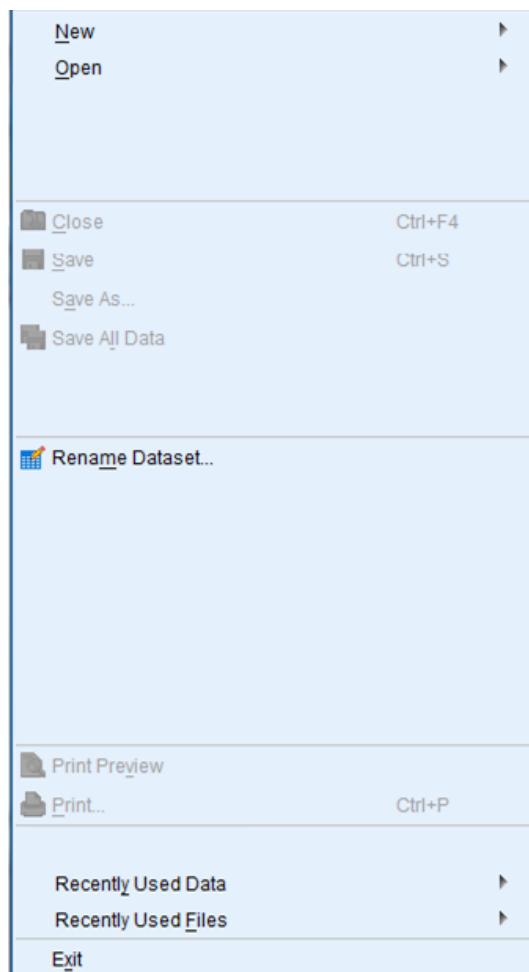
When first learning how to use SPSS, we know how daunting it can be to be presented with so many different options and functions… so we have created this menu tutorial to try to make things a little clearer and easier. This tutorial aims to provide you with an overview of the main menus that you can use in SPSS, and point out the important menu options that you will need to use for your own work.

SPSS has a number of menu options located at the top of the screen (as will any other computer program). This tutorial will now go through them, one-by-one.

To use this PDF version of the Menus tutorial, open SPSS and select each of the menu options one at a time. As you go through each of the menus, only the options that might be relevant to you are shown in the images below.

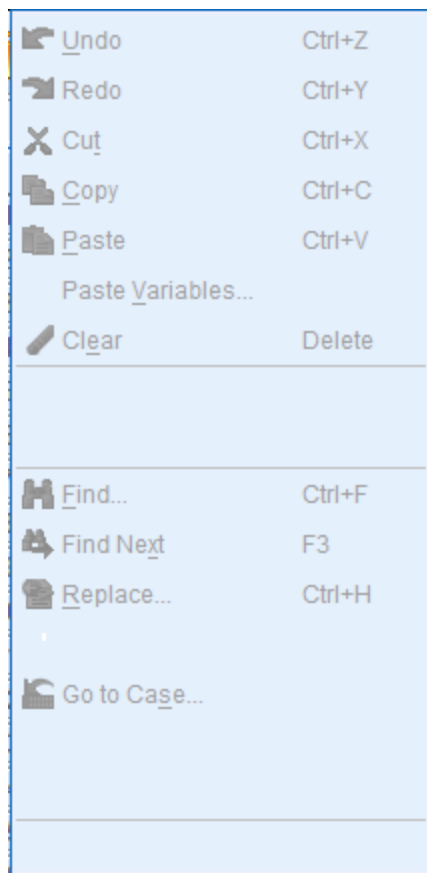## The 'File' menu (shortcut Alt + F)

You will probably be familiar with a few of the options here already. Essentially this menu allows you to **Open** existing files, create **New** ones and **Print** or **Save** anything that you are working on.

The **Recently Used Data** and **Recently Used Files** lists are useful as they allow you to quickly access files that you have recently opened or worked on.

The main options you might be likely to use are highlighted in the dropdown menu displayed on the left. Feel free to ignore the others for now.
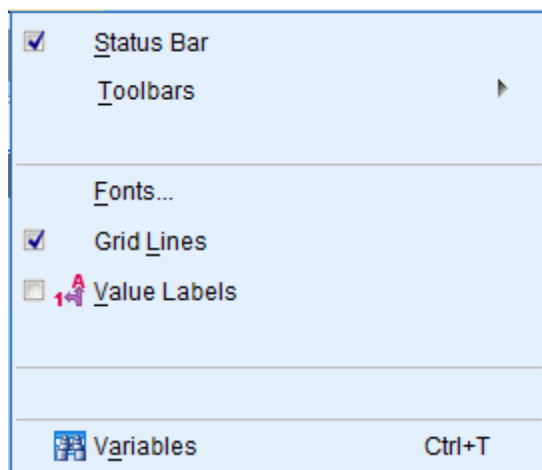
The 'Edit' menu (shortcut Alt + E)

Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste Variables...	
Clear	Delete
Find...	Ctrl+F
Find Next	F3
Replace...	Ctrl+H
Go to Case...	

This menu should be quite familiar if you have used word processors before.

Undo and **Redo** can help rectify any mistakes you make.

Cut, Copy and **Paste** allow you to move blocks of numbers from one area of the spreadsheet to another.

Find… and **Go to Case…** allows you to locate a particular data score or participant, which comes in very handy when you are dealing with a large sets of data.
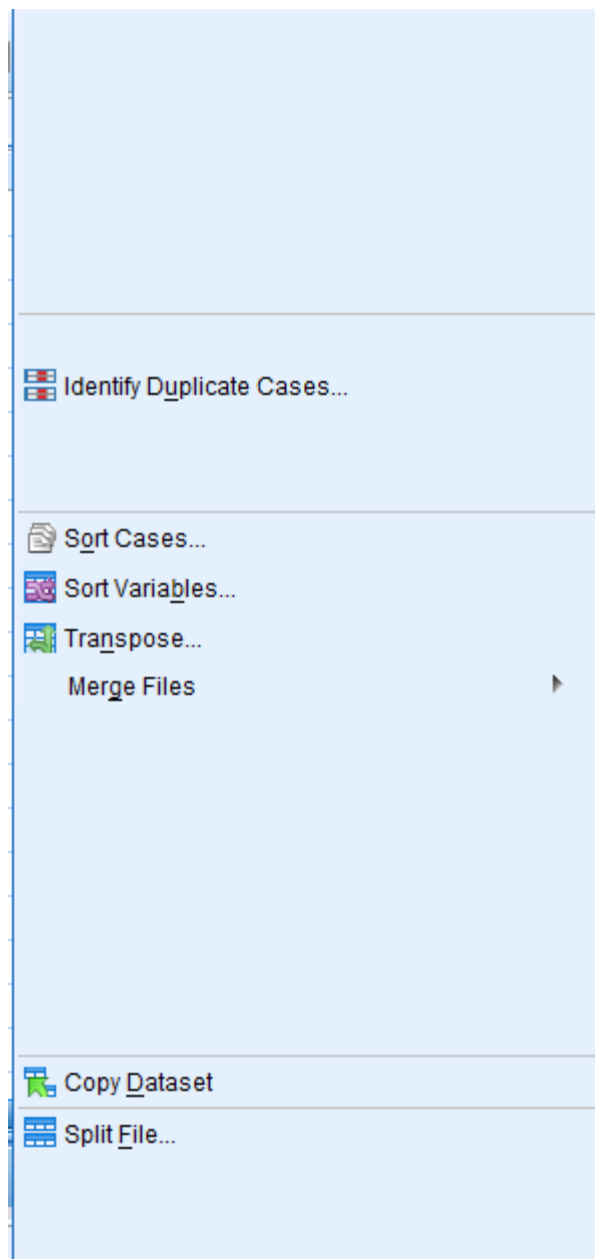
The 'View' menu (shortcut Alt + V)

☑ Status Bar	
Toolbars	▶
Fonts...	
☑ Grid Lines	
☐ Value Labels	
Variables	Ctrl+T

The View menu deals with the visual aspects of the spreadsheet, specifically: what **Toolbars** are displayed, which **Fonts** are used, whether you can see the **Grid Lines** on the spreadsheet, or whether **Value Labels** are shown for your variables.

The last option on this menu is **Variables**. This allows you to look at or enter details of the different variables you have used. We will show you how to make use of this later.

The 'Data' menu (shortcut Alt + D)

Identify Duplicate Cases...

Sort Cases...

Sort Variables...

Transpose...

Merge Files

Copy Dataset

Split File...

This menu allows you to organise your data file. You are unlikely to use most of the options on this menu initially; however a few of the options may come in handy.

For example, you can identify some potential mistakes made in data entry, by flagging possible duplicate entries of data, using **Identify Duplicate Cases.**
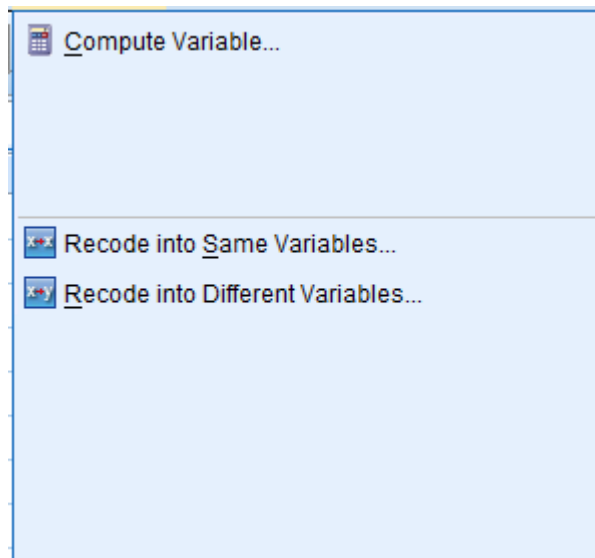
You can **Sort Cases** in your dataset (e.g. by numerical or date order) or **Sort Variables**.

You can **Transpose** your data set, so your rows become columns and vice versa.

Different data sets can be merged using **Merge Files**.

You can use **Split File** to separate your data into groups for analysis. And you can also use this menu to create an identical version of your file with **Copy Dataset**.
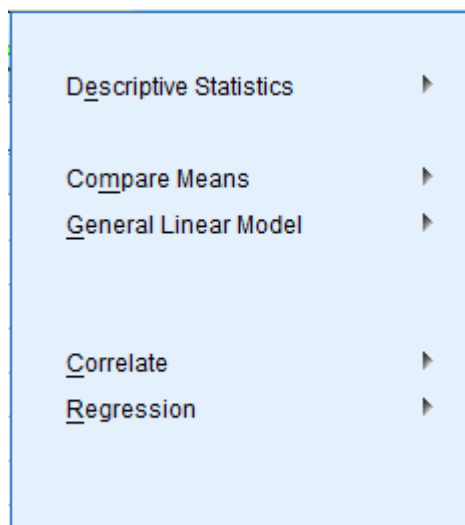
The 'Transform' menu (shortcut Alt + T)

This menu allows you to manipulate your variables.

The **Recode** options allow you to change the values of specific variables (e.g. if you wanted to change the coding system you were using).

Compute allows you to create a new variable from existing variables (e.g. if you wanted to add or average several individual scores, which you might do when scoring a questionnaire).

The 'Analyze' menu (shortcut Alt + A)

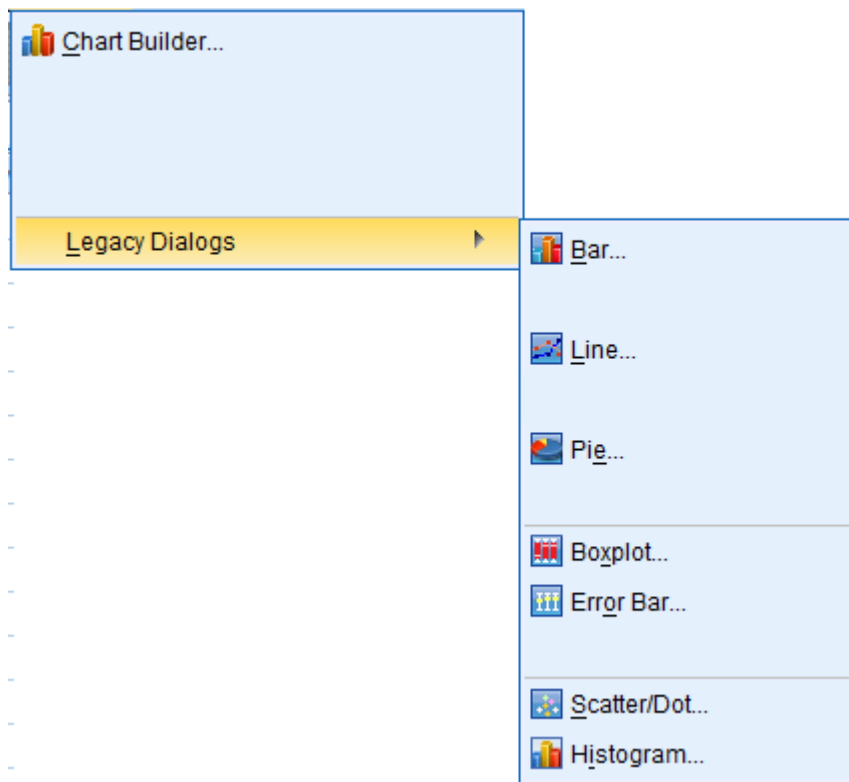The fun really begins here, as it's where the statistical options and tests are located!!

This is the menu you are likely to use the most, and you will initially need: **Descriptive Statistics**, **Compare Means**, **General Linear Model**, **Correlate** and **Regression**.

The further tutorials on this site will show you what these options mean, and when and how to use them.

The 'Direct Marketing' menu (shortcut Alt + D)

This is more for companies wanting to carry out market research. You will not need to use this menu!

The 'Graphs' menu (shortcut Alt + G)

This menu allows you to present data in graphical form, which will help you understand your data better. There are a number of different ways of creating graphs in SPSS, but this is a good place to start.

The **Chart Builder** allows you to build charts by dragging and dropping variables onto a virtual canvas. This creates greater flexibility in graphing, but can sometimes be more complicated than you need. The **Legacy Dialogs** allow you to create basic, simple graphs in an easy-to-use manner.
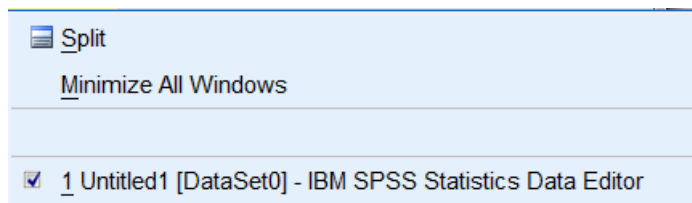
The 'Utilities' menu (shortcut Alt + U)

You probably won't ever use this menu, unless you go beyond basic statistical analysis. In practice it is useful for creating customised and automated analyses… but please feel free to ignore it for now!

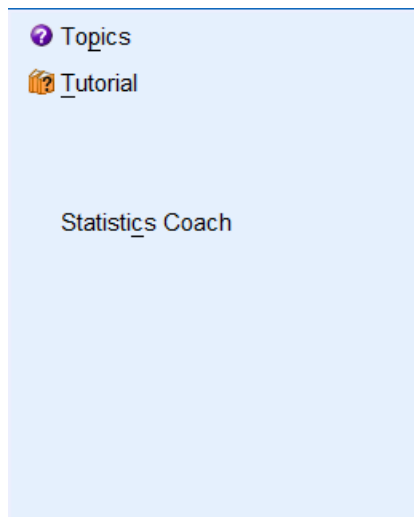**The 'Add ons' menu (shortcut Alt + O)**

This section contains links to information about additional functionality of SPSS. You really don't need to worry about this one.

The 'Window' menu (shortcut Alt + W)

This menu allows you to quickly access other windows that might be hidden from view. This helps to manage clutter and can be useful when you need to switch from window to window in SPSS.

The 'Help' menu (shortcut Alt + H)

This menu can be very useful, as it offers you help and information about both the program system itself, and the statistical tests it offers.

While the **Statistics Coach** is only helpful to an extent, the online **Tutorial** options are great if you are stuck on more procedural tasks (e.g. changing the labels on a graph).

Learning SPSS and Statistics

Now that you are a bit more familiar with the SPSS menus, you might want to take some time to explore the menu lists and their options in your own time. Hopefully this will help you feel more comfortable navigating the SPSS menus and ease any worries you may have about using the program.

These interactive and PDF tutorials have been designed to help increase your familiarity and confidence with navigating and using SPSS, and to help reduce any worries you may have about learning how to use new statistical software and tests.

We really hope you find the material useful… but practice makes perfect, so we really do encourage you to explore and play with the program yourself. Why not try adding some data and see what you can do with the different menu options. You don't need to worry about breaking SPSS. The worst case scenario is that you produce some meaningless output, but that's just part of learning how it works!