

Lab One Tutorial

This tutorial should allow you to step through SPSS for windows. Today we will enter two sets of data and generate some descriptive statistics.

TO BEGIN:

Click on the **start** button and then click on the **programs** option from the pop up menu. Find the SPSS option and click on this. Make sure to choose the “SPSS 17.0”. When the program begins you will see a logo for SPSS and then a box asking what you want to do. There will be a number of options listed but none of these are what you want to do, so look for the cancel button in the bottom right corner of the dialogue box. Click on the cancel button. A blank spread sheet will appear.

Defining variables:

SPSS software allows you to put different types of data in each column. You can identify each column (or variable) by a variety of characteristics. These influence both how the data is displayed and, in some cases, what analyses can be done with the data. Today you will just need to provide variable names for the two variables (2006 and 2008 incomes) we are using. Each variable will occupy one column. To begin, look at the bottom left hand corner of the data screen. You will see two tabs. The left hand one says **data view** while the right hand one says **variable view**. Click on the **variable view** tab. This will produce a new spread sheet that is oriented in the opposite direction from the data sheet. In the variable view the variables are listed in each row. With columns now containing information about each variable (e.g., the variable name, the width of the column, etc.)

Begin by naming the variable for the first group of data, the salaries from 2005/2006. Place the cursor at the uppermost left box on the spread sheet, right under the column heading “name”. Here you should type a name for the variable. It might be “Y2006” or “var1” or some other word that will identify the variable for you. Notice that as soon as you type in a name the other boxes across the spread sheet fill with default settings. In future labs we will work more defining these other characteristics.

Now you need to move to the second row and name a second variable that will hold the median salary values for 2007/2008. Once you have done this you can return to the data sheet by clicking the **data view** tab in the bottom left corner of the screen. Now you will see that you have been returned to the data screen and that the first two columns are now labeled.

Entering Data:

Enter the two sets of data from the lab handout. The 2006 salaries should be entered in the first column, the 2008 salaries in the second column. Notice that we are not going to worry about which states each data value comes from. I have included those in case you are interested.

Saving your data:

It is not essential that the data is saved but it is helpful in case there are any problems. If you want to save the data put your own flash drive into the appropriate USB port and click on the file command. Go to the **save as** choice. Give the file a name by typing the name in the space provided. Before clicking on the **save** button check to make sure that the drive that is listed at the top of the save screen is the drive that holds your disk. Click on the **SAVE** button.

DESCRIPTIVE STATISTICS:

You are ready to produce descriptive statistics from these data. Go to the **ANALYZE** command and choose **descriptive statistics** from the pull down menu. Each of the choices on the side menu will give you access to particular types of descriptive statistics. Later, you may want to explore what options are available to you. For now, choose **frequencies** from the side menu.

A dialogue box will pop up. On the left will be a list of the variables in this data file. The variable names appear in the same order that they appear on the spreadsheet. You can choose which variable(s) you would like to analyze by highlighting the name and then clicking on the arrow key. The variable name is moved to the "variables" box. Any analysis that you request will be computed for each variable placed in the box. Since I would like you to analyze both variables you should transfer both to the box on the right.

At the right side of the dialogue box are three buttons. Click the **Statistics** button on the left. A second box will appear with choices for descriptive statistics. Please choose the following: Mean, median, standard deviation. You can choose these by clicking on the empty box to the left of the term. A check will appear, indicating that this statistic will be computed. Now click on the **continue** button at the top right. This will return you to the previous dialogue box.

Next, you should click on the **Charts** button, the middle of the bottom three buttons on the dialogue screen that you are returned to. This provides a box with options about displaying the data. Please select **histogram** by clicking on the circle to the left. Then click the **continue** button. This will return you again to the dialogue box with the variables. **Before you go on, look directly below the box that originally held the list of variables.** There should be a check mark in the box next to the statement "Display frequency tables". **Remove that check mark** by clicking on the check mark. This will

keep the frequency tables from appearing in your output. (They aren't very useful for this lab since most of the data values appear only once.) Now you're ready to click on the **OK** button for this box so that the software will analyze the data.

OUTPUT:

SPSS opens a new window when it produces output. The data window is still available and you can move back and forth between the data and output windows by clicking on the windows listed at the bottom of the screen. You should print the output by going to the **file** command and clicking the **print** option from the pull down menu when you are seeing the output file.

Saving the output:

If you want to save the output file you must save the output as a separate file. *These are two different files and will be given the file extensions that SPSS uses to designate each file type.*

Lab is due: Sept. 25th. Please turn in the questions and your printout.