

## SPSS Quick Reference

### **General info**

- Data files are .sav
- Output files are .spo
- If you make any changes, do a SAVE AS and give the file a new name

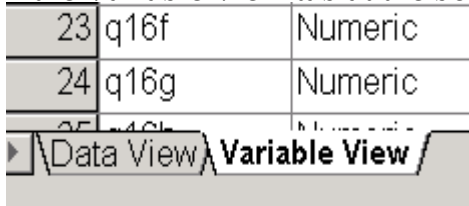
| <b><u>Topics Covered</u></b>  | <b><u>Page</u></b> |
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### **Opening a file**

- Click on the file you want to open OR
- From the [File](#) menu choose [Open](#), choose the type of file, locate the file OR
- Click on the folder icon (like in Word), locate the file

## **Defining Variables**

Click on the Variable View tab at the bottom left of the screen



|    |      |         |
|----|------|---------|
| 23 | q16f | Numeric |
| 24 | q16g | Numeric |

The screenshot shows the SPSS Variable View tab. It displays a list of variables with their names and types. The first two rows are highlighted: '23 q16f' with type 'Numeric' and '24 q16g' with type 'Numeric'. Below the list, there are tabs for 'Data View' and 'Variable View', with 'Variable View' being the active tab.

You can define the following information from this screen.

**Name:** the variable name (e.g., q6)

**Type:** should be set to "Numeric"

**Label:** expanded name (e.g., education level) *this is what you will see in the output*

**Values:** labels for numeric values (e.g., 5=very satisfied) *this you also see in output*

**Missing:** discrete values should be set to 9, 99, 98, 0, etc as applicable (max of 3)

Additional fields: width, decimals, columns, align, & measure

*NOTE: you can copy and paste cell values (very handy for missing values)*

## **Selecting Cases**

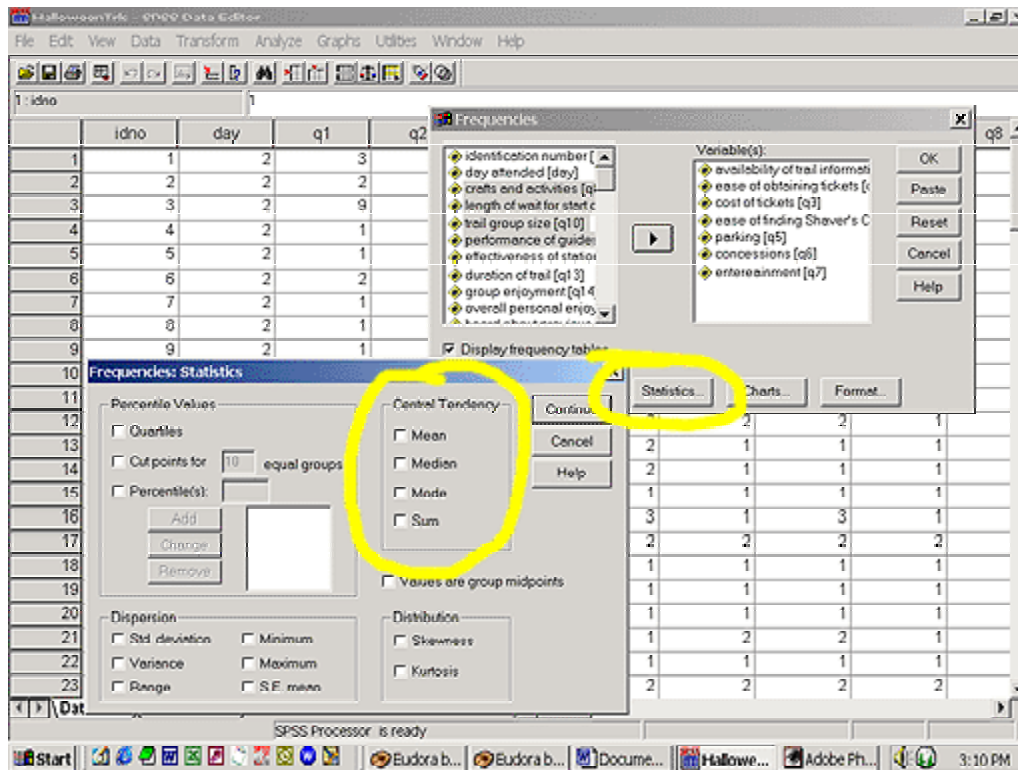
"Select cases" allows you to perform analyses on a subset of your data. For example, if you want to see how people who answered "very interested" to Q2 responded to Q5, or you only want to look at respondents with a Masters Degree or above.

1. From the [Data](#) menu choose [Select Cases](#)
2. Chose "If condition is satisfied" (the second option), and click on the box marked "If..."
3. From the list on the left select the variable you want to discriminate on (Q2 or education level from the examples), click ►
4. Then use the symbols to set your conditions
  - a. For example 1 "q2=4" (where 4=very interested)
  - b. For example 2 "edu≥3" (where 3=masters degree, 4=Ph.D.) note: in this example if you have a 5 or 8 "other" category you'll want to set that to "missing" first
  - c. Click [continue](#), then [OK](#)
  - d. If you want to check your work, you'll see that the excluded variables have a slash through the case number to the left.

## **Frequencies**

1. From the **Analyze** menu, choose **Descriptive Statistics** → **Frequencies**
2. Select the variables from the list on the left, click ►, click **OK**

OPTION: click on **Statistics** to select central tendency statistics. *This is the only place to get the median.*



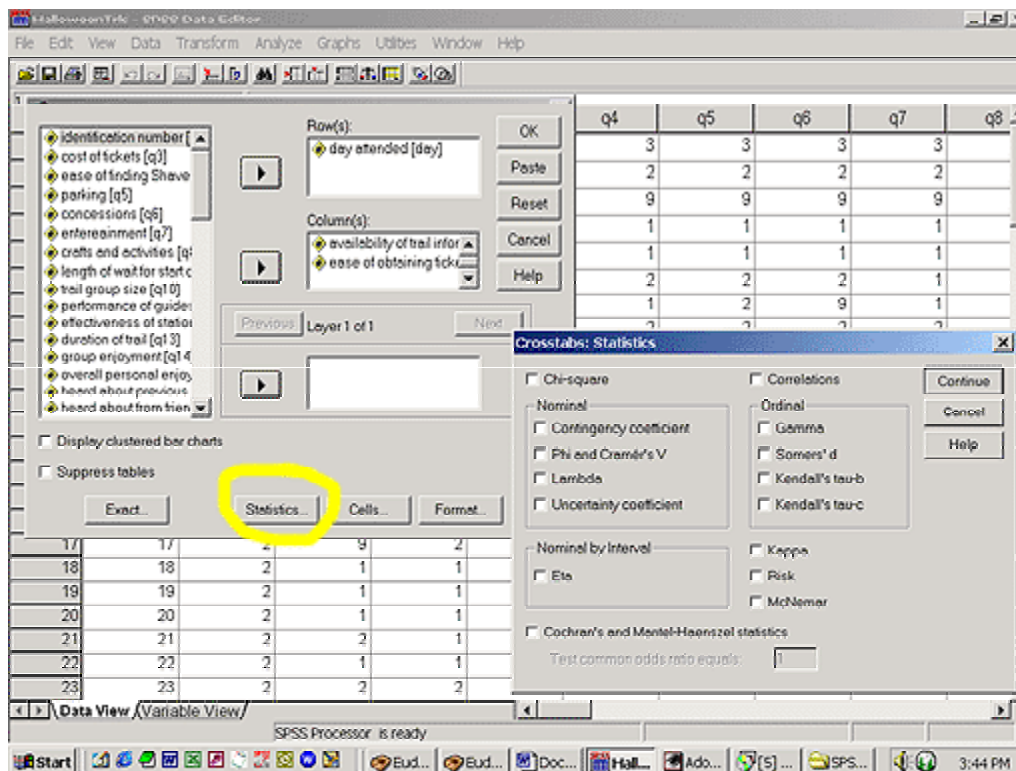
## **Descriptives**

1. From the **Analyze** menu choose **Descriptive Statistics** → **Descriptives**
2. Select the variables from the list on the left, click ►, click **OK**

## Crosstabs

1. From the **Analyze** menu choose **Descriptive Statistics** → **Crosstabs**
2. Select the variables for “rows” and “columns”
3. Click **OK**

OPTIONS: click on **Cells** for row, column, and total %,  
click on **Statistics** for Chi-Square, etc.

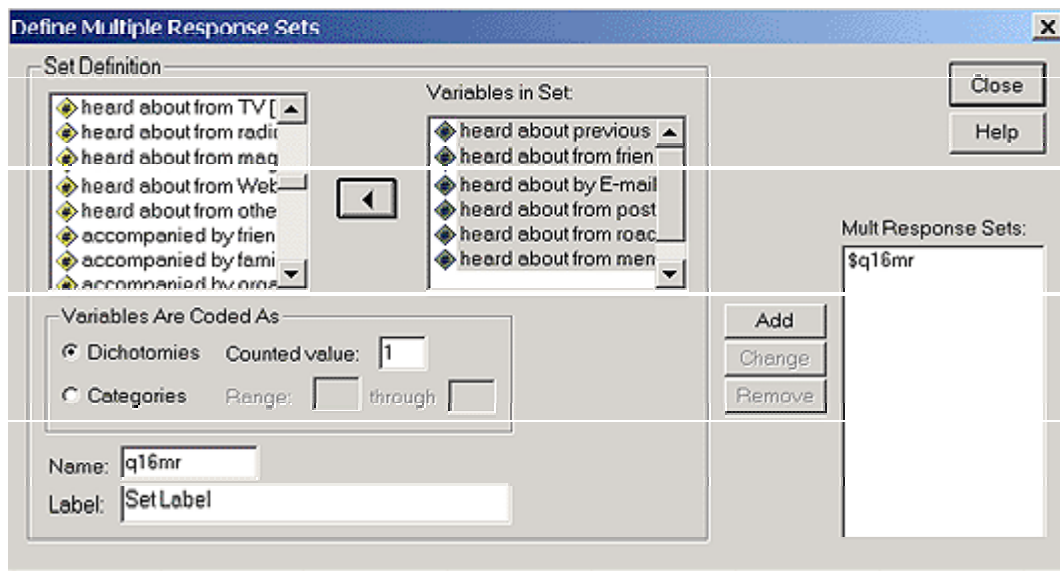


## Multiple Response Sets

You can run frequencies and crosstabs on multiple response sets (“check all that apply” sets), but first you must define them.

### Defining Multiple Response Sets

1. From the [Analyze](#) menu choose [Multiple Reseponse](#) → [Define Sets](#)
2. Set the items for the set (e.g, q6a, q6b, q6c. . .) by highlighting and clicking ►
3. Variables are typically coded as DICHOTOMIES, counted value=1
4. Create a “Name” for the set
5. Create a “Label” for the set
6. Click [Add](#)
7. Repeat steps 2-6 for each Multiple Response set



### Multiple Response Frequencies

From the [Analyze](#) menu select [Multiple Response](#) → [Frequencies](#)  
Select defined sets, click OK

### Multiple Response Crosstabs

From the [Analyze](#) menu select [Multiple Response](#) → [Crosstabs](#)  
Select variables/defined sets for “rows” and “columns”, click OK

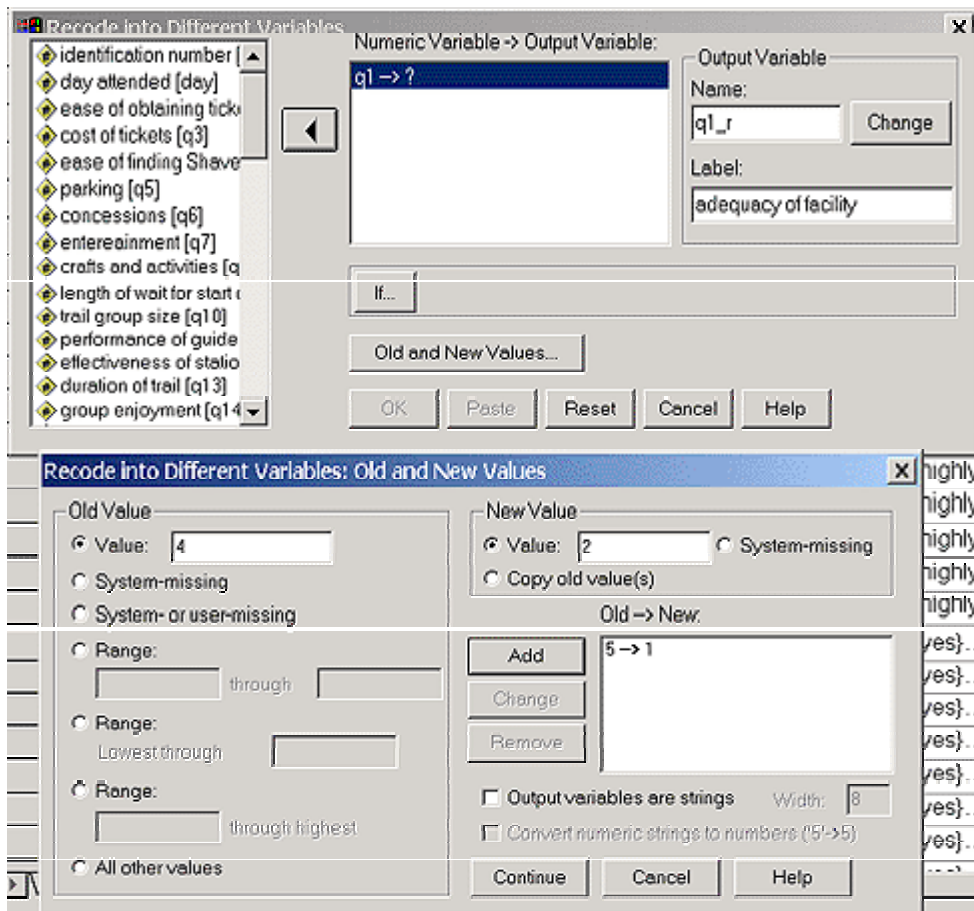
OPTIONS: you can mix and match sets and single variables here  
Click on statistics to select row, column, & total %'s

*NOTE: Multiple response sets do not remain defined after you close the data set. If you plan to run the statistics again later (e.g., when more surveys come in) click [Paste](#) instead of [OK](#) and use the syntax next time.*

## Recoding Variables

**ALWAYS recode as DIFFERENT variable so you don't lose your original data!!**

1. From the **Transform** menu select **Recode** → as **DIFFERENT** variable
2. Select the variables you want to recode
3. For each variable, choose a new name and label, click **change**
4. Click **Old and New Variables** and enter each old value (specific number, range of numbers, etc.) and the corresponding new value, click **Add** after each set
5. Click **Continue** to return to the main window
6. Click **OK**



## Setting Quartile/Tercile Splits

1. Run frequencies for the variable of interest
2. Select values that are at approximately at the 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> cumulative percentiles (or 33<sup>rd</sup> and 66<sup>th</sup>) and note values

| willing to pay |              |           |         |               |                    |
|----------------|--------------|-----------|---------|---------------|--------------------|
|                |              | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid          | .00          | 1         | .9      | 1.5           | 1.5                |
|                | 17.00        | 1         | .9      | 1.5           | 3.1                |
|                | 25.00        | 1         | .9      | 1.5           | 4.6                |
|                | 40.00        | 1         | .9      | 1.5           | 6.2                |
|                | 50.00        | 9         | 8.3     | 13.8          | 20.0               |
|                | 59.00        | 1         | .9      | 1.5           | 21.5               |
|                | 65.00        | 1         | .9      | 1.5           | 23.1               |
|                | 70.00        | 2         | 1.9     | 3.1           | 26.2               |
|                | 73.00        | 1         | .9      | 1.5           | 27.7               |
|                | 75.00        | 7         | 6.5     | 10.8          | 38.5               |
|                | 79.00        | 2         | 1.9     | 3.1           | 41.5               |
|                | 80.00        | 1         | .9      | 1.5           | 43.1               |
|                | 85.00        | 1         | .9      | 1.5           | 44.6               |
|                | 90.00        | 4         | 3.7     | 6.2           | 50.8               |
|                | 100.00       | 15        | 13.9    | 23.1          | 73.8               |
|                | 105.00       | 1         | .9      | 1.5           | 75.4               |
|                | 110.00       | 1         | .9      | 1.5           | 76.9               |
|                | 125.00       | 1         | .9      | 1.5           | 78.5               |
|                | 150.00       | 4         | 3.7     | 6.2           | 84.6               |
|                | 175.00       | 2         | 1.9     | 3.1           | 87.7               |
| 200.00         | 5            | 4.6       | 7.7     | 95.4          |                    |
| 300.00         | 2            | 1.9       | 3.1     | 98.5          |                    |
| 4125.00        | 1            | .9        | 1.5     | 100.0         |                    |
|                | <b>Total</b> | 65        | 60.2    | 100.0         |                    |
| Missing        | System       | 43        | 39.8    |               |                    |
| <b>Total</b>   |              | 108       | 100.0   |               |                    |

3. Recode (p.5) each range into a new variable. For example, recode 73-90 into 2. (*skip the missing values*)
4. Run frequencies (p.2) or corsstabs(p.3) on the new variable you created.

## Editing Output

### Deleting an object (title or table)

Option 1: click on the object -- a box outline should appear -- then hit **delete** on your keyboard.

Option 2: click on the object's title in the outline (right frame of screen, see figure) then hit **delete**

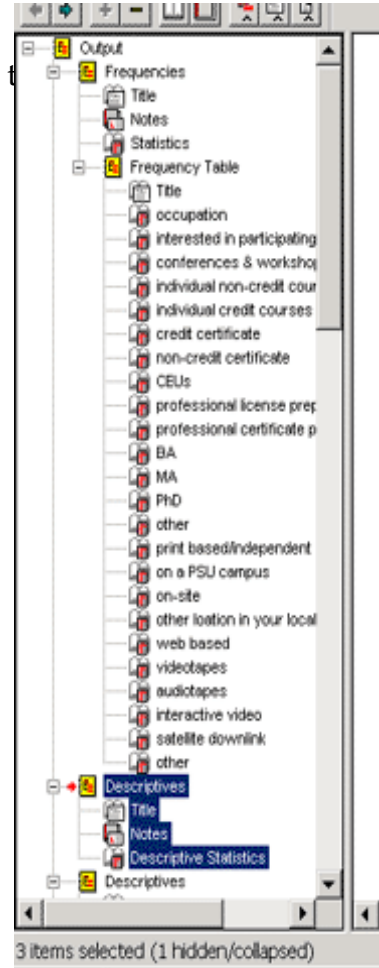
### Moving Objects (titles of tables)

Click on the object's title in the outline (right frame of screen, see figure), "drag," and "drop" it where you want it.

### Selecting Multiple Objects

*You can select multiple objects to either move or delete.*

1. Note the hierarchical layout. By clicking on the first level title you will automatically select all the subobjects.
2. To select multiple adjacent objects, click on the first object, hold down **shift** and click on the last object.
3. To select multiple objects throughout the outline hold down the **control** key while you select all desired objects.



### Editing Text

To edit text in SPSS output, simply double click on the area. A blinking cursor will appear, when you're finished with your edits click outside the outline. *Note: this works both for titles and labels in output tables.*