

INTRODUCTION TO SPSS

Task 1: Start SPSS

- To start SPSS, follow these steps from Window's *Start* menu:
Start → *Programs* → *Statistics* → *SPSS for Windows* → *SPSS 13.0 for Windows*

Task 2: Deal with "The Welcome Window" & Open Data

- When you open SPSS, a welcome window will open. You can choose to run an excellent tutorial (*highly recommended*), create new data, open data, or open output directly from this welcome window.
- Click the option "Open an existing data source," make sure "More files" is highlighted, and click OK.
- Navigate to N:\mikelbank\601
- Choose the file *OhioCounties2000.sav*
 - These are data from the 2000 Census for the counties of Ohio.
 - Their technical documentation, including variable descriptions, is contained in the file "Sf3.pdf". This is a "pdf" file. Double-clicking on the file name from Windows Explorer will open it. The most pertinent part of the technical documentation is the "Table (Matrix) Section" following Chapter 7.
- Note that you could also have chosen to close the welcome window without opening data.

Task 3: Have a Look Around

- Note the *Data View* and the *Variable View*.
- In the *Data View*, each row represents an object (in this case, an Ohio County).
- In the *Data View*, each column represents a variable (a characteristic of our objects, Ohio Counties).
- The *Variable View* contains information about each of the variables.
- In the *Variable View* note the difference between a variable's name and label.

Task 4: Save Data

- From the *FILE* menu, choose *SAVE AS*.
- Choose a location on your H drive to save the data.

Task 5: Use the Data View and the Variable View to answer these questions

- How many variables are in the data?
- What is the meaning of the variable "h006002"?
- What different scales of measurement are allowed SPSS?

Task 6: Frequency Graphs and Tables

- Create a Frequency Distribution Table of the variable “P001001”.
 - Go to *ANALYZE* → *DESCRIPTIVE STATISTICS* → *FREQUENCIES*
- What is the meaning of this variable?
- What do the columns “Frequency”, “Percent” and “Cumulative Percent” tell you?
- Create a histogram of the variable “Owner-occupied housing units: median value”.
 - Go to *GRAPHS* → *HISTOGRAM*
 - Edit the histogram so that it has 12 intervals.
 - Give the histogram an appropriate title (*OPTIONS* → *TITLE*)

Task 7: Save your output

- With your output window active, go to the *FILE* menu and choose *SAVE*.
- Save the file to an appropriate location on your H drive.

Task 8: Descriptive Statistics

- Generate descriptive statistics for the variable “P001001”.
 - Go to: *ANALYZE* → *DESCRIPTIVE STATISTICS* → *DESCRIPTIVES*.
 - What measures of central tendency are available?
 - What measures of variation are available?

Task 9: Compute a new variable

- Calculate the following variable: “Proportion of the population 25 years and over with less than a 9th grade education.”
- Hint: From the *Help* menu, choose *Topics*, click on the *Index tab* and type in *computing variables*
- Give this new variable an appropriate label.
- What is the average of your newly created variable?
- Create a histogram of this variable.

Task 10: Save your data (now and frequently)

- If you were to exit without saving your data, your new variable would be gone the next time you opened this data file.

Task 11: Save your output (now and frequently)

- If you were to exit without saving your output, all results since your last save would be lost when you reopened your output file.

Task 12: How would you import an Excel file?

- Use the help files to determine what steps would be necessary to import a file from Excel?
- Can you successfully open *SchoolDistrictData.xls* from N:\Mikelbank\601 ?