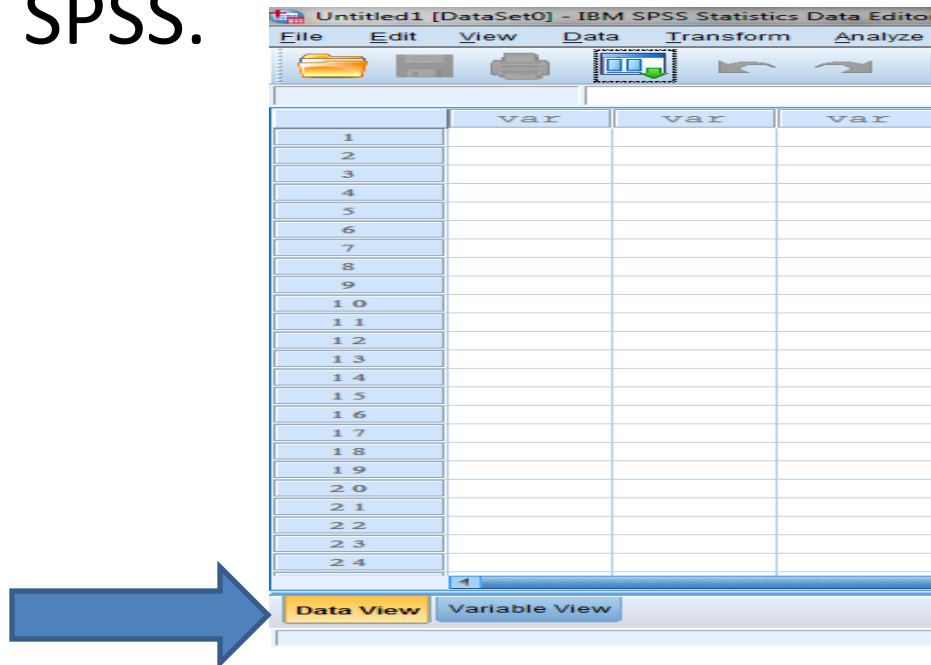
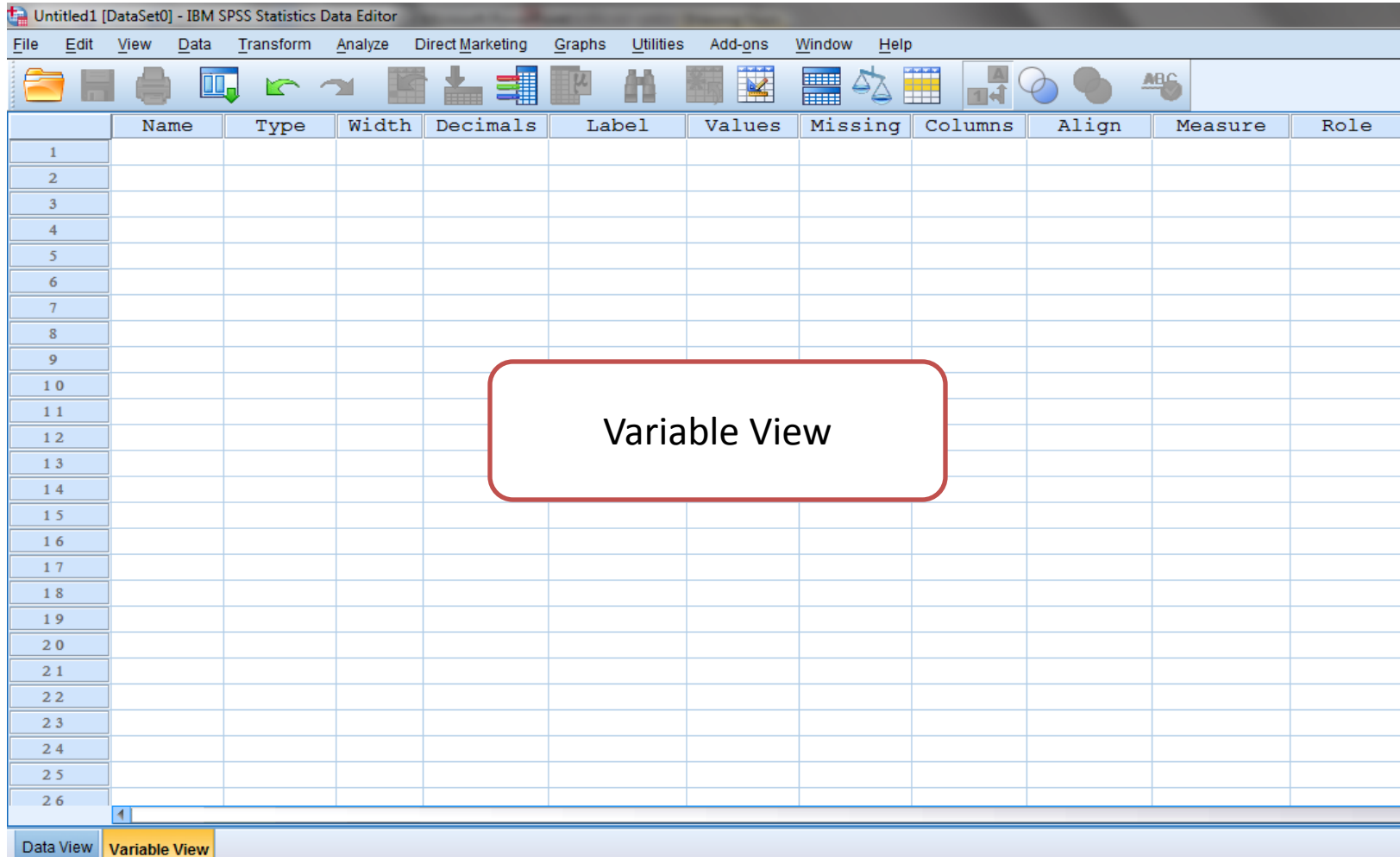


Introduction to SPSS

- SPSS is abbreviation of **S**tatistical **P**ackages for **S**ocial **S**cience.
- There are two different “ views” you can use in SPSS –“ **data view**” and “ **variable view**.” You can see the toggle switch for these at the bottom left hand corner when you open up SPSS.



- You will be entering your data in “data view,” but the place to begin is with “variable view” so that you can define your variables.



The following elements in variable view are important:

- Name
- Type
- Width
- Decimals
- Label
- Values
- Missing
- Column
- Align
- Measure
- Role

1. Name

First step in defining variable is to name it.

- The name of variable can be capital letters “A,B,...Z”, small letters “a,b,...,z”, numbers “0,1,...,9” and dot “.”
- You must start the name by letter.
- Never use space “ ”
- SPSS realizes small and capital letters the same, for example: the variables AGE and age is the same.
- Don't replicate the variable name.

2. Type

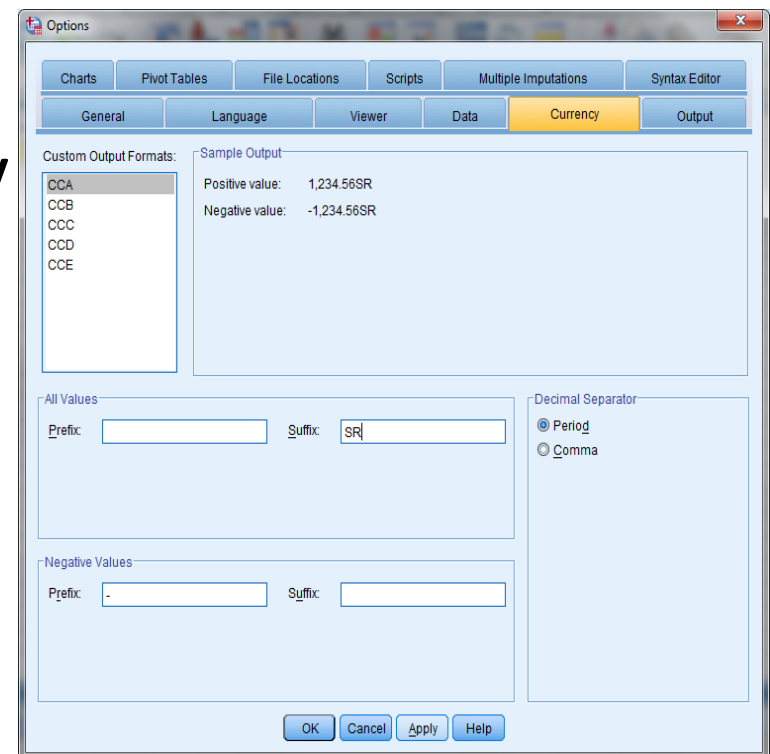
There are many type can be use for variable:

- Numeric: NUMERIC variables are numbers for example age, weight, height,...
- Comma: Also for numbers but every three digit, there is comma as 136,728.67
- Dot: As comma but every three digit, there is dot 136.728,67
- Scientific notation: is number by this format 1.37 E +5, where E is “×10”
- Date: There is many format for date for example: dd-mmm-yyyy

2. Type (Cont.)

- Dollar: This type add dollar sign “\$” to a number, for example: 12,665 \$
- Custom Currency: to specify another currencies as Saudi riyal “SR” first you must do the following steps:

Edit -> Options -> Currency



2. Type (Cont.)

- String: string variables include letters, and can be used for names.
- Restricted Numeric: can be used for variables that start by zeros as mobile number: 050...

3. Width the number of digits before decimal point “.”

4. Decimals the number of digits after decimal point “.”

5. Label allows you to specify a longer variable name. This longer label will appear on any charts or graphs you produce.

6. Values allows you to connect the values (numbered or letters codes) of your coding scheme to the original categories.

For example:

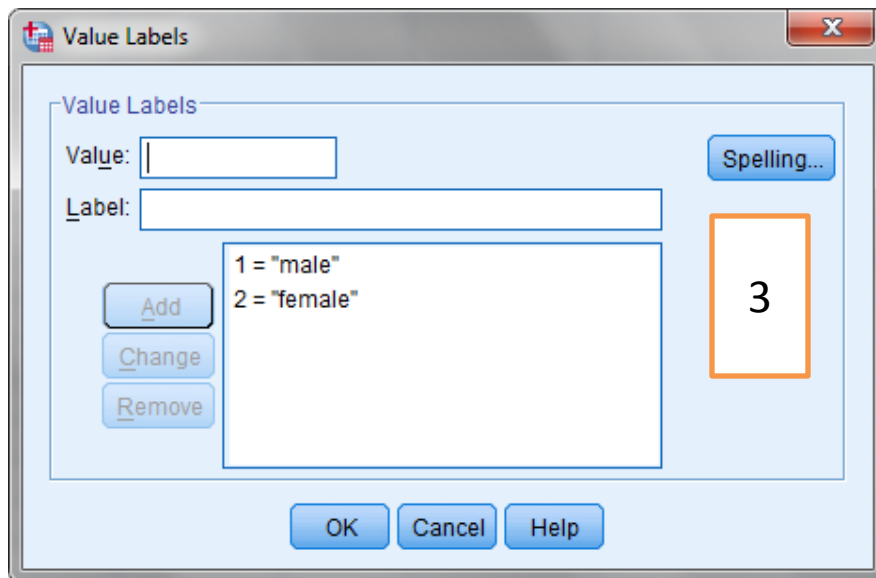
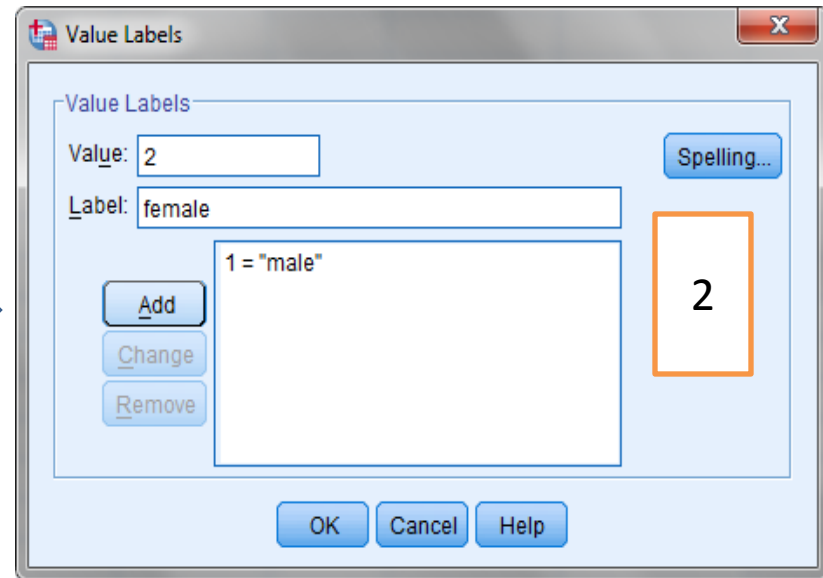
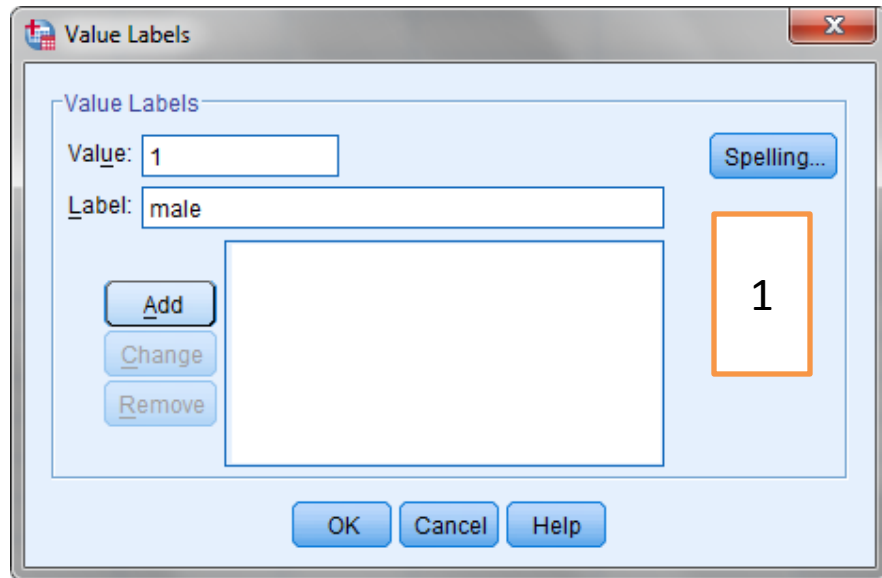
Gender: 1 male
2 female

Note: Variable Type:
Numeric

Or m male
f female

Note: Variable Type:
String

6. Values (Cont.)



Note:
you must ensure
that “value label”
icon is active



7. Missing refers to a missing data.

8. Column refer to how many column wide you would like the variable to be presented in the “data view” Normally this would be at least 8 so that the variable name could appear easily.

9. Align Allows you to change the presentation so that the scores for variable are left-justified, right-justified or centered.

10. Measure refers to the level of measurement of your variable. It distinguishes three: nominal, ordinal and scale.

Scale: for Quantitative variable (ratio or interval)

Nominal: for Qualitative variable that sorting categories not necessary for example *gender: male, female*

Ordinal: for Qualitative variable that sorting categories necessary, for example *grades, A,B,C,D,F*

11. Role by default input

- After defining variables in “variable view” go to “data view” to entering data

