

## Saving SPSS Files

Note that there are different file types for SPSS data, viewer, and syntax files:

<b>Data</b>	'*.sav'
<b>Viewer</b>	'*.spv'
<b>Syntax</b>	'*.sps'

To save any of these file types, choose **File** → **Save** or **Save As**.

## What is SPSS Syntax?

SPSS syntax is a form of programming code, and is an alternate method for running analyses (as opposed to choosing options from the menu system). Syntax is useful if you run common sets of commands on a regular basis, or if you wish to make minor changes to a lengthy set of analyses.

### Please Note

- This guide is intended as a 'reminder' following attendance at a training course—it is not intended as a replacement for thorough training.
- There are multiple methods for performing all the above tasks - only one is mentioned.
- For further information regarding SPSS, visit: <http://www.spss.com>.

## Demystifying Statistical Analysis

This one day course introduces participants to the basics of quantitative data analysis. Course content includes t-tests, ANOVA, correlation, and non parametric statistics such as chi-square and Mann-Whitney.

Topics covered include:

- Basic principles of significance testing
- Choosing the correct statistical procedure
- Test assumptions
- Interpreting statistical analyses

Further information, dates and booking details at:

[www.academic-consulting.co.nz/training](http://www.academic-consulting.co.nz/training)

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## SPSS Statistics 20

## Quick Start Guide



### Prepared by:

Academic Consulting

Phone: (09) 522 0676

[www.academic-consulting.co.nz](http://www.academic-consulting.co.nz)

[info@academic-consulting.co.nz](mailto:info@academic-consulting.co.nz)

## The SPSS Interface

SPSS has two 'views' - *Data View* and *Variable View*.

The *Data View* is where your raw data is entered and displayed—rows represent your cases, and columns represent your variables:

To switch between the two views, use the tabs in the bottom left of the interface.

The *Variable View* displays the properties of your variables such as type, name, decimal places etc. Variables appear in the rows of this view:

## Creating a New Data File

From the menu bar, select **File** → **New** → **Data**.

To enter data into the cells of the spreadsheet, select the required cell and type the entry directly into it. To move across a row use either **Tab** or the → key on the keyboard. To move down a column press either **Enter** or the ↓ key.

## Opening an MS Excel Spreadsheet

Data from MS Excel can be copied and pasted into SPSS. Alternatively, the spreadsheet can be opened by:

1. From the menu bar choose **File** → **Open** → **Data**.
2. Navigate to the location the file is saved in.
3. From the 'Files of Type' drop-down select box, select 'Excel'.
4. Select the required file and click **Open**.
5. If you have entered variable names into the first row of your Excel spreadsheet ensure that 'Read variable names from first row of data' is ticked.
6. Click **OK**.

## Assigning Value Labels

1. In the *Variable View*, click in the column for 'Values' in the required variable row.
2. Click the grey box with the black dots that appears.
3. Enter the required value labels and click **OK**.

To view value labels, from the menu bar, choose **View** → **Value Labels**.

## Running Analyses

*Note:* These instructions are extremely generalised.

1. From the menu bar select the **Analyze** menu, followed by the analysis of your choice.
2. From the variable list on the left, select the variables you wish to analyse and add them over to the appropriate box(es) on the right-hand side of the dialogue box.
3. Click **OK**.
4. Your analysis output will appear in the 'SPSS Statistics Viewer'.

## Creating Graphs

Graphs can be created from the **Graphs** menu in SPSS. However, we recommend using Microsoft Excel for graph creation.

## Transferring Output

To transfer charts and tables from the SPSS Statistics Viewer:

1. Select the output you wish to transfer.
2. On your keyboard press **Ctrl + C**.
3. Open the software you wish to transfer the output into, e.g., Microsoft Word or PowerPoint.
4. Select where you wish the output to appear, and press **Ctrl + V** to paste.

*Note:* Using **Paste special** instead of **Paste** will provide you with a range of specific format options.