MICROCOMPUTER APPLICATION #2

Opening a File and Analyzing Data Using SPSS for Windows

The Statistical Package for the Social Sciences (acronym "SPSS") is a computer software program for entering, managing, editing, processing and analyzing statistical data. The following steps assume a data file has already been created (as you did in Microcomputer Application #1) using the Data Editor for Windows. In this assignment you will be instructed how to analyze data using SPSS for Windows and print a "hard copy" of the results. Specifically, several procedures for obtaining some common descriptive statistics will be described.

To open an existing file (one you've saved to your disk), make sure your disk with the data file is in the appropriate drive. Follow the instructions in assignment number 1 to open SPSS for Windows. Then click on "File"; click on "Open"; click on "Data". Under File Name, type drive and "***" (this is the name you gave your file). Finally, click "OK" and wait a few moments for you data to be displayed. Now you are ready to proceed with your data analysis.

In statistics it is often helpful to have a frequency distribution of the data and to obtain summary descriptive statistics and graphic displays of the data. To do this, Click "Statistics"; then "Summarize", and then click "Frequencies". Highlight all the variables by clicking the right pointer arrow. This procedure should move all the variables to the box on the right titled "Variable(s)". Then click "Statistics" and check the statistics you want by clicking on the squares next to each . For this assignment click the squares for the mean, median, mode, variance, standard deviation, range, minimum, maximum, skewness, and kurtosis. Click "Continue"; then click "ok". On the screen you will see the printout-to-be in the OUTPUT1 window.

To print your file, click "File"; click "Print", and then click "ok".

To obtain some useful graphic displays of your data, click on "Graphs"; then click on "Bar". There are several types of bar graphs available but you are to click on "Simple". Click on "Define". Where it says "Bars Represent" click on "% of cases". Where it says "category axis" click on age; then click "ok". Wait a few moments and you will see a (percentage) bar graph for the variable age of teachers.

To print your file, click "File"; click "Print", and then click "ok".