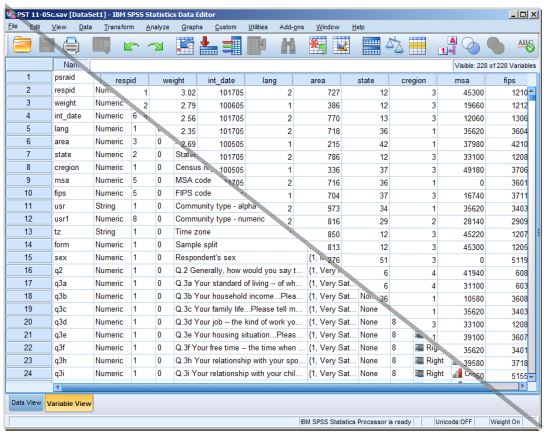
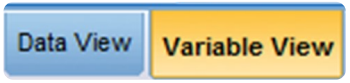
IBM SPSS Statistics Windows and Files

Data → .sav



The **Data Window** has two views, each with important information about your data.



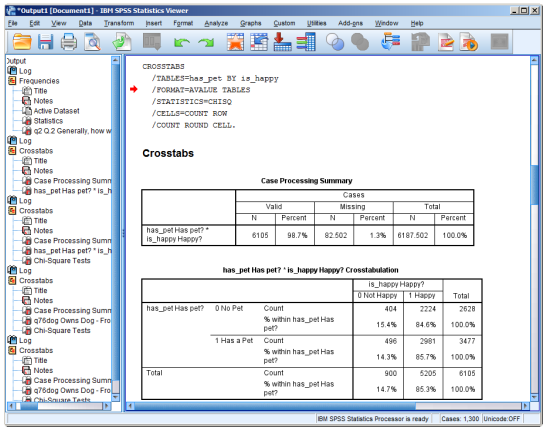
Use the tabs at the bottom to **switch views**. Or, double-click the variable #/name in the blue row/column header to keep your place.

Columns widths in both Views can be dragged wider or narrower, as in Excel.

It is important to **Label** the numeric values of categorical variables. In Data View, you can see either by clicking →

Visit **Edit | Options** to specify if labels or names/values are displayed in Variable Lists and Output, and to set the default decimals.

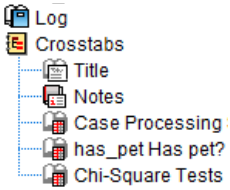
Output → .spv



The **Output Window** stores a log of what you did and tables and graphs generated.

The log is the **syntax** SPSS actually uses to create the results. Double-click on the log to select and copy the text to use later.

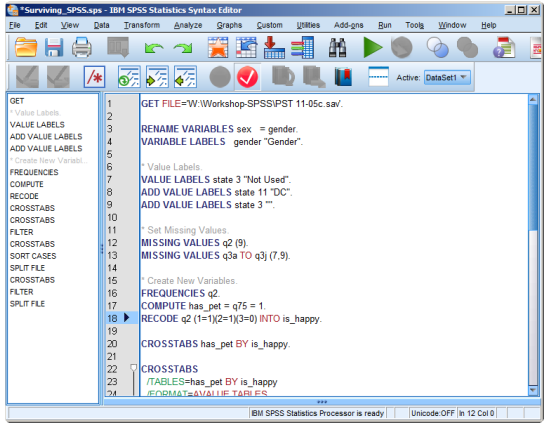
Use the **Outline** to skip to different sections. Clean up by selecting items and pressing *Delete* on the keyboard.



Double-click an item to edit or select text. Choose a Pivot Table **TableLook** in Options to alter the font and borders for all tables.

Save the output as a Word or Excel file with **File | Export.** When *Objects to Export* is "*All*", extra diagnostic info is included.

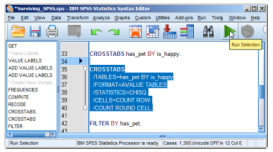
Syntax → .sps



The **Syntax Window** stores SPSS code so you can examine, fix, or redo prior steps, or allow others to replicate your analysis.

Instead of clicking Ok, choose to **Paste** the Syntax into the file for you to Run yourself.

Syntax is just text, so you can **edit** or **copy** it to change variables or options. The **BLUE** is for commands, which end with a period.



To **Run** the code, highlight the command(s) you want to do, then click the green arrow.

***** Comment between an asterisk and period. *********** Be creative for headings *********.**

© 2018 by Debby Kermer, Mason Library Data Services

This work is licensed under the Attribution-NonCommercial-ShareAlike International License: http://creativecommons.org/licenses/by-nc-sa/4.0/