

Set-up a Data Entry Page

Section 3

Set Up Columns

- Switch to *Variable View*. At the bottom left of your screen there are two tabs (*Data View* and *Variable View*). Select: **Variable View**. (This screen is where you enter information about your variables - one variable per row.)

- The first column is *Name*. This is where you enter the name of your first variable (do not use spaces). Type: “Case” and move down one line.
 - You will notice that across the first row the cells fill with information when you move down a line. These are the default settings. We will start by changing only a couple in this exercise.
- On the second line under *Name*. Type: “Gender”
- Move down one line and type: “Age”

- Continue -
- Move down one line and type: “GPA”
- Move down one line and type: “HSGPA”
- Move down one line and type: “Confidence”
(This will be the name for the question about confidence.)
- Move down one line and type: “CompExp” (This will be the name for the question about how much computer experience they have.)



	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure
1	Case	Numeric	8	2		None	None	8	Right	Scale
2	Gender	Numeric	8	2		None	None	8	Right	Scale
3	Age	Numeric	8	2		None	None	8	Right	Scale
4	GPA	Numeric	8	2		None	None	8	Right	Scale
5	HSGPA	Numeric	8	2		None	None	8	Right	Scale
6	Confidence	Numeric	8	2		None	None	8	Right	Scale
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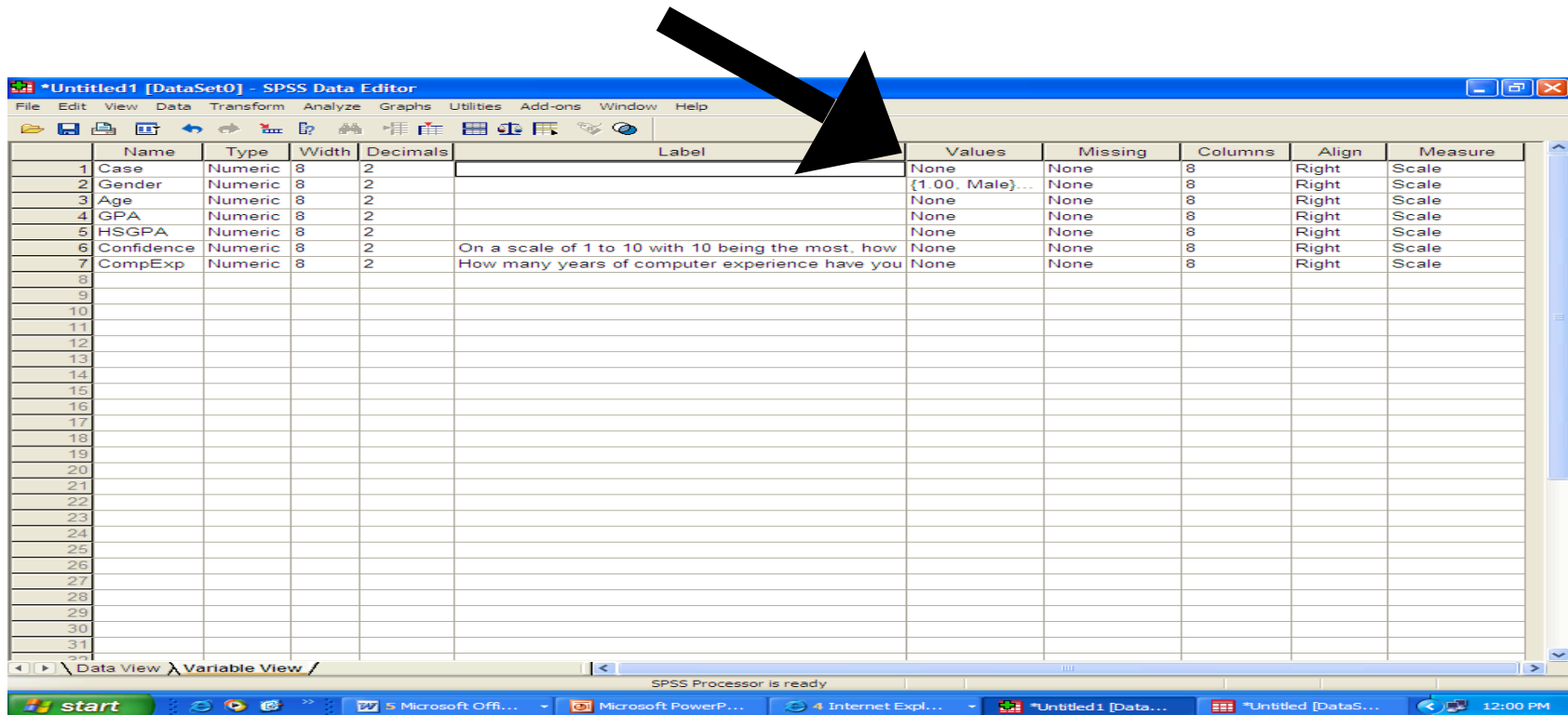
- In response to the survey item Gender, your participant will circle M or F. SPSS will need a number that indicates Male and a number that indicates Female.
- Go to Line 2 (Gender) and move over to the *Values* column, click on the cell and then on the 3 dots shaded in grey. A *Value Labels* window will appear. Enter “1” in the *Value* box and “Male” in the *Label* box. Select: **Add**. Then type “2” and “Female.” Select: **Add > OK**.



	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure
2	Gender	Numeric	8	2		{1.00, Male ...	None	8	Right	Scale
3	Age	Numeric	8	2		None	None	8	Right	Scale
4	GPA	Numeric	8	2		None	None	8	Right	Scale
5	HDGPA	Numeric	8	2		None	None	8	Right	Scale
6	Confidence	Numeric	8	2		None	None	8	Right	Scale
7	CompExp	Numeric	8	2		None	None	8	Right	Scale
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- You can write in information that explains the variable in the *Label* column.
- Go to line 6 (Confidence) and move over to the *Label* column and type: “On a scale of 1 to 10 with 10 being the most, how confident are you that you will learn statistics?”
- Move down to the *Label* column of line 7 (CompExp) and type: “How many years of computer experience have you had?”

- Adjust the column width by putting your cursor over the gray area on the dividing line between *Label* and *Values*. Hold the left click button (to grab the line) and move your mouse to the left.



Advance to next slide

- The Measure column is where you indicate the Level of Measurement of the variable. Choices are Nominal, Ordinal, or Scale (Interval or Ratio).
- Go to line 1 (Case) and click on the *Measure* column. Click on the down arrow and select: **Nominal**.
- Go to line 2 (Gender) and click on the *Measure* column. Click on the down arrow and select: **Nominal**.
- Leave the remaining lines at the default value (Scale).

*Untitled1 [DataSet0] - SPSS Data Editor

File Edit View Data Transform Analyze Graphs Utilities Add-ons Window Help

	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure
1	Case	Numeric	8	2		None	None	8	Right	Nominal
2	Gender	Numeric	8	2		{1.00, Male}...	None	8	Right	Nominal
3	Age	Numeric	8	2		None	None	8	Right	Scale
4	GPA	Numeric	8	2		None	None	8	Right	Scale
5	HSGPA	Numeric	8	2		None	None	8	Right	Scale
6	Confidence	Numeric	8	2	On a scale of 1 to 10 with 10 being the most, how	None	None	8	Right	Scale
7	CompExp	Numeric	8	2	How many years of computer experience have you	None	None	8	Right	Scale
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Data View Variable View /

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Enter Data

Section 4

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