

## Chapter Nine: Presenting Your Data

This chapter discusses methods for presenting your data and findings in your reports. Most of this chapter is devoted to introducing you to methods for creating and editing charts. Then, we review ways to edit the tabular output from the various statistical procedures so that you convey just the information you need. Finally, we show you how to copy your work from the SPSS output screen into a word-processing document (i.e., Microsoft Word).

### Charts

#### Deciding on a Chart Type:

##### Charting a Single Variable: DEGREE

First, let's decide how we might display education as measured by *degree*. Click on **Graphs**, then **Chart Builder**. The Chart Builder box is shown in Figure 9-1. You will be creating your chart within the window shown in this box.

Notice that the text contained in the chart window indicates that there are two ways to build a chart (by dragging a gallery chart or by clicking on the Basic Elements tab). We will be using the first method, dragging a Gallery chart to use as a starting point.

First, you might want to familiarize yourself with the items contained in the Chart Builder. Making sure that the Gallery tab is active (this is the default), click on the various choices of chart types (i.e. Bar, Line, Area, etc.) to review the forms that each type takes. Also, notice the other tabs located to the right of the Gallery tab. We will return to these tabs later to add a title to the chart.

Returning to the Gallery tab, it looks like a Bar Chart would be a good way to display *degree*. Click on **Bar** from the list of chart types. Click on the first one, the simple bar chart (you can see the names of each chart as you hold your mouse over it), and drag it up into the Chart Builder window. In addition to seeing the simple chart

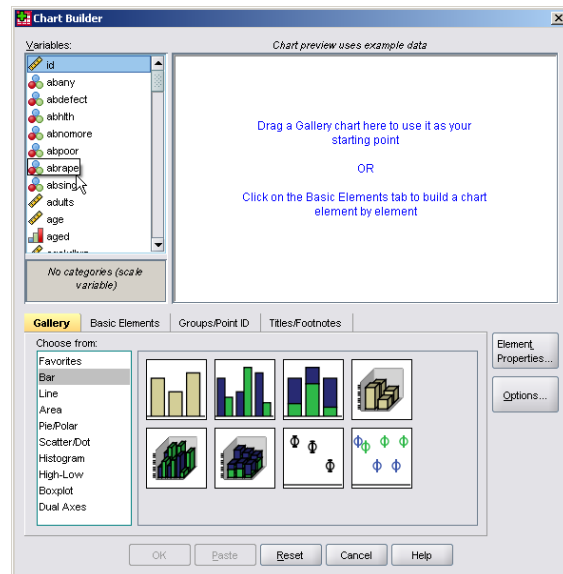


Figure 9-1

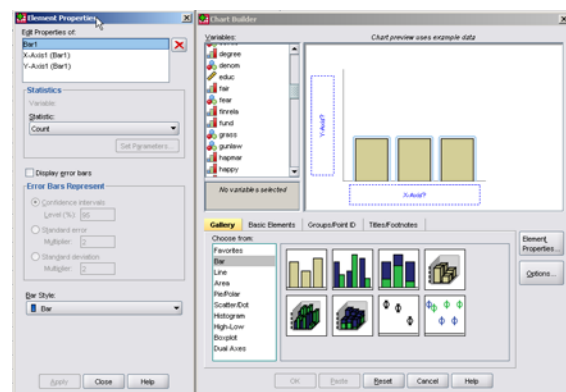


Figure 9-2

show up in the Chart Builder window, you will see that a second dialog box, called **Element Properties**, has opened. Figure 9-2 shows what you should be seeing on your screen. For the moment, ignore the Element Properties box.

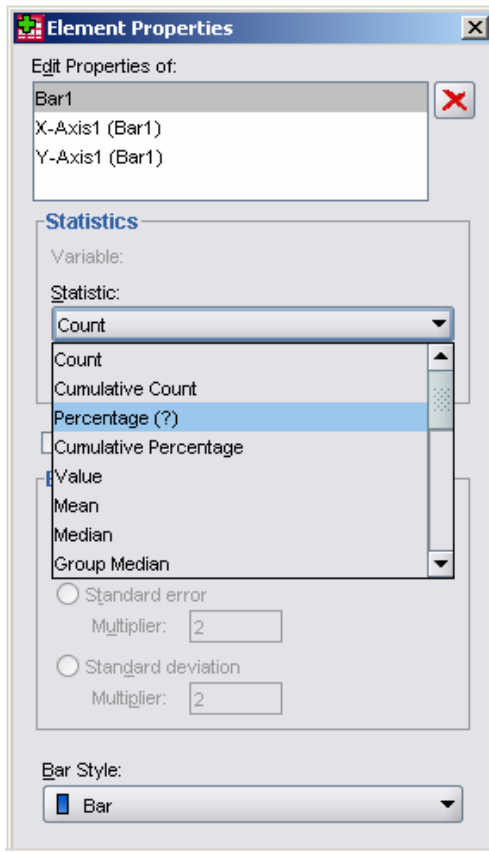
We are creating a chart to summarize only one variable. So, we will only be using the X-axis. Locate *degree* in the Variable List, click on it, and drag it to the box labeled “X-axis?” When you do that, your screen should look like the one shown in Figure 9-3.



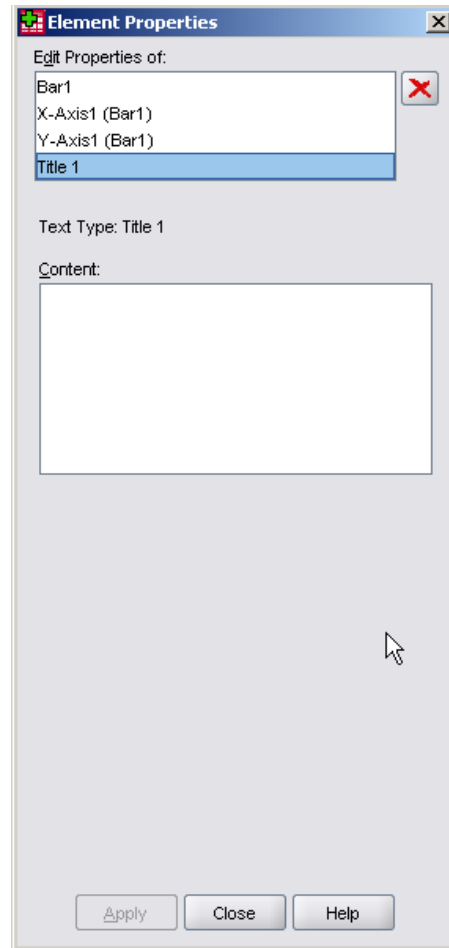
**Figure 9-3**

Notice that the box that previously was labeled “Y-axis?” is now labeled **Count**. What does this mean?

What if you would rather display the percentage of respondents who have various



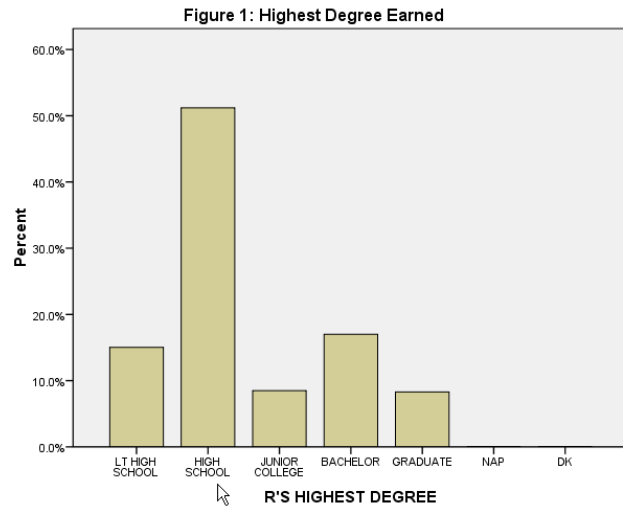
**Figure 9-4**



**Figure 9-5**

degrees rather than the number of respondents? You can do this by using the Element Properties dialog box. Click on **Bar 1**, then click on the drop-down menu under **Statistic**, click **Percentage (?)**, then **Apply**. Your screen should look like Figure 9-4. Notice that at the bottom of the Element Properties box, you may change your Bar Style. Choose a new one if you wish, but be sure to click **Apply** afterward.

The final step is to give the chart a title. Click on the **Titles/Footnotes** tab, then click the box next to **Title 1**. You should notice that the Elements box now looks like the one shown in Figure 9-5. In the Content window, type in your title (for example, **Figure 1: Highest Degree Earned**). Then, click **Apply**.



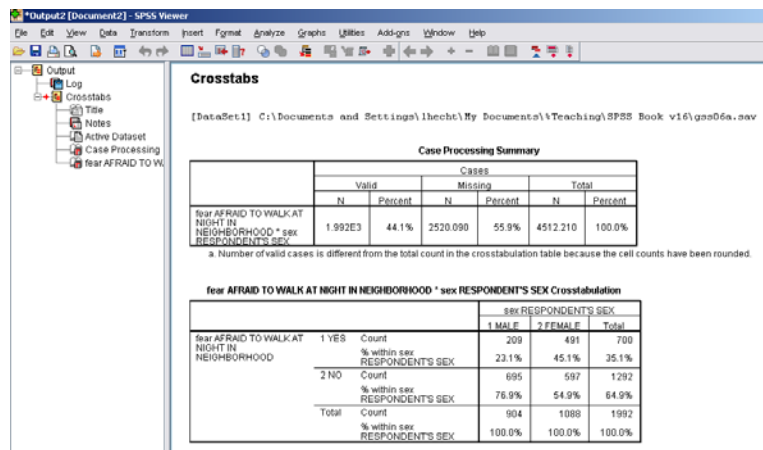
We are now finished defining what our chart should look like. Moving back to the Chart Builder window, click **OK**. Your finished chart should look like Figure 9-6

If you wish, you may continue to edit your chart from the Output screen. To do this, double-click anywhere in the chart, and it will open in the Chart Editor. Explore the menus in the **Chart Editor** to experiment with what you can do. Try this: click on one of the bars in your chart. Then, click **Edit**, then **Properties**. Choose a new color for the bars, then click **OK**. Explore some of the other menus in the Chart Editor to find out what they do.

**Figure 9-6**

## Tables

Let's create a cross tabulation of *sex* and *fear*. Click on **Analyze**, then **Descriptive Statistics**, then **Crosstabs**. Put *fear* in the Row box and *sex* in the Column box (recall that in cross tabulations, the independent variable always goes in the column position). Now click on **Cells** and select **Column** in the

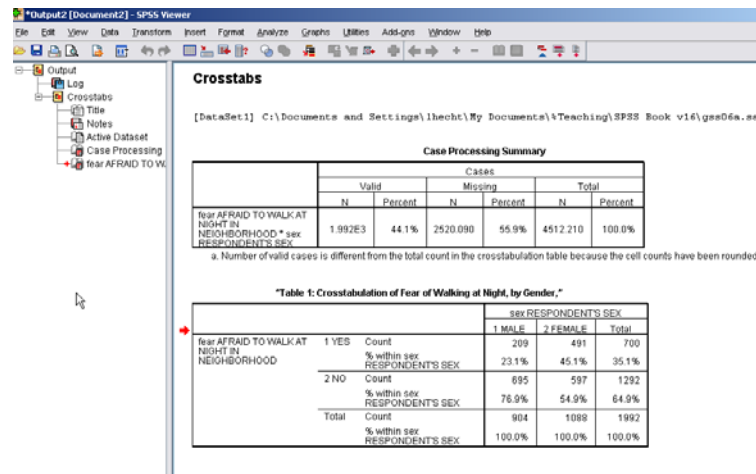


**Figure 9-7**

Percentages box, and then click on **Continue**, then **OK**. The Output Window will appear, and your screen should look like Figure 9-7.

The left-hand frame will contain an outline of the tables in the right-hand frame. Click on **FEAR AFRAID TO WALK AT NIGHT IN NEIGHBORHOOD \* SEX RESPONDENTS SEX** Cross tabulation. This will select that table in the right-hand frame. The red arrow to the left of the table indicates that it has been selected. Double click anywhere inside the selected table. The border of the table will change from a solid line to a dotted line. You can now edit the table. Let's say you want to change the title. Point your mouse at the title and click once. This highlights the title (see Figure 9-8).

You can now edit the title. Delete the old title, and type in: **Table 1: Cross tabulation of Fear of Walking at Night, by Gender**, then click anywhere in the table (outside of the title). You can click in any area of the table, and make changes. By clicking in the various cells and deleting and/or editing contents, you can simplify the table so that it looks like the one shown in Figure 9-8. You can also use the toolbar that appeared when you double clicked the table to change fonts, etc. If you do not want to make changes using the toolbar, simply close that box.



**Figure 9-8**

## Copying and Pasting Charts and Tables to a Document

Since you will probably be using a word processing program to prepare the report of your results, it will be useful to copy your charts and tables from SPSS into your word-processing document. Let's start with the table we just created. There are two ways to do this. The simplest way is to click on the table using the right mouse button. A small menu will appear; click on **Copy**. Then, go to your word-processing document, and right-click where you want the table to appear. The small menu will appear again; click **Paste**.

The second way to copy the table is by using the menu commands. Make sure the table you want is selected (you will see the red arrow pointing to it, and the table will have an outline around it). Click on **Edit** on the menu bar, then click on **Copy**. Switch over to your word-processing document. Click the mouse where you want to paste your table. Click on **Edit** on the menu bar, then click on **Paste**. You might want to paste your graph

into a Text box. This will make your graph easier to move. Note: The method for copying and pasting charts is exactly the same as the method as for copying and pasting tables.

## Chapter Nine Exercises

1. Make a bar chart of *trust*. Then, edit the chart by giving it a proper title. Copy and paste the chart into a word processing file. Write a few sentences that describe the pattern shown in the chart.
2. Do a cross-tabulation of *hapmar* and *trust*. Since *hapmar* is the independent variable, place it in the column location, and show column percentages (see Chapter 5 for a review). Be sure that your table is properly titled. Copy and paste the table into a word processing file. Write a few sentences that discuss the relationship of the information shown in the table to the information shown in the chart you created for Question 2.