

# STATISTICS (SPSS FOR BEGINNERS)

## Chapter 2

### HOW TO MANAGE DATA

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Before we go to the assignment, please make the two datasets below.

Dataset 1 (weight.sav)

name	height	age
ANDREW	79,65	male
CHRISTINE	48,89	female
IRENE	53,93	female
SAM	73,45	male
LINDA	59,21	female
ALAN	73,74	male
BRAD	82,23	male
LIANNE	48,91	female
DIANA	53,64	female
DIER	72,32	male
HART	85,87	male
VERONICA	42,43	female
FIONA	48,34	female
ISAAC	73,37	male
ASHLEY	43,38	female

Dataset 2 (weight\_2.sav)

name	height	age	place
ANDREW	79,65	26	New York
CHRISTINE	48,89	28	New York
IRENE	53,93	24	New York
SAM	73,45	29	New York
LINDA	59,21	30	Los Angeles
ALAN	73,74	25	Los Angeles
BRAD	82,23	24	Los Angeles
LIANNE	48,91	22	Boston
DIANA	53,64	25	Boston
DIER	72,32	20	Boston
HART	85,87	27	Los Angeles
VERONICA	42,43	21	New York
FIONA	48,34	23	Boston
ISAAC	73,37	27	Los Angeles
ASHLEY	43,38	24	New York

### Additional Information

VALUE LABEL	
1	female
2	male

VALUE LABEL	
1	New York
2	Los Angeles
3	Boston

- Before processing data statistically, you must be able to manage the data in the dataset so that it can be processed properly.

#### A. Save the datasets

How to:

1. Click File
2. Choose Save As
3. Type file name
4. Click Save

#### B. Copy data between datasets

this process will copy all the contents of the data and its attributes.

How to:

1. Open weight.sav
2. Open weight\_2.sav
3. Activate weight\_2.sav dataset
4. Click the data/block the data
5. Press CTRL-C to copy all the data that you prefer
6. Open weight.sav
7. Paste/CTRL-V

Results:

The Data that has been copied will appear on the other dataset.

#### C. Copy variables between datasets

How to:

1. Open weight.sav
2. Open weight\_2.sav
3. Activate weight\_2.sav dataset

4. Click variable view the click the variable/block the variables
5. Press CTRL-C to copy all the variables that you prefer
6. Open weight.sav
7. Click variable view
8. Paste/CTRL-V

Results:

The Variable that has been copied will appear on the other dataset (variable view).

#### D. Split file

Example: we want to separate female and male data

How to:

1. Open weight.sav
2. Put the pointer at any place
3. Go to menu bar
4. Click Data
5. Choose Split File
6. Choose Organize output by groups
7. Put respondent\_gender to “Groups based on:” box
8. Choose Sort the file by grouping variables
9. Click OK

Results:

The female group of data and male group of data will be separated.

#### E. Select case

This order will select the file content based on specific criteria.

How to:

1. Open weight.sav
2. Put the pointer at any place
3. Go to menu bar
4. Click Select Case
5. There is several option in select column:
  - All cases: to select all cases
  - if condition is satisfied: if the selection based on specific criteria
  - Random sample of cases: if the selections are random
  - Based on time or case range: if the selection based on specific range
  - Use filter variable: if the selection based on specific variable
6. Choose “if condition is satisfied”
7. Then if dialog box will appear
8. Type weight>60
9. Click Continue

10. Check Filter out unselected cases
11. Click Ok

**Results:**

Then in the rows number will appear line mark at some data, if the data have been marked then it will chosen as “Not Selected”. At the right side of gender, it will appear new variable that shown the data selection.