1 Introduction

These notes are designed to take you through the stages of analysing a set of data using SPSS for Windows (referred to as SPSS in this document). The notes are written to give you an idea of how SPSS can analyse and present data. They are not a replacement for the SPSS manuals. Only a selection of features will be described here. These will include:

- Describing the variables used to SPSS
- Entering data
- Simple analysis and checking of the data
- Modification of the data and computation of new variables
- Statistical analysis of the data
- Production of graphical output

We have based these notes on a questionnaire; however SPSS can be used with any set of data. The questionnaire is equivalent to a data collection form, or pages from a laboratory notebook. The example used is based on data taken from a larger study on 'Health and Lifestyles'. Variables have been selected to demonstrate how to enter and analyse different types of data using SPSS. The questions selected were re-ordered to present the information here in a coherent fashion

Conventions used in these notes

Several different typefaces have been used in these notes to distinguish actions and information. The conventions followed are:

File | Open	This represents a sequence of commands from a windows menu. Select the File menu and then click on the Open option from the drop down menu.
User Input	This is text you will enter.
Variable Name	The name of a text box, or panel in a window
Type	A Windows command button.
Click	Click (or Double click) the left mouse button.
<**Delete**>	Press the key marked Delete. (Do not press < or >).
<**Ctrl A**>	With the Ctrl key pressed down, press the A key.
Note	A useful tip or feature.
Syntax	SPSS program code that appears in a syntax window.

PLEASE TICK THE APPROPRIATE BOX OR BOXES AND FILL IN THE SPACES WHERE INDICATED

☐☐☐☐
ID

Date of Interview   ____/____/____

☐☐/☐☐/☐☐☐☐
DOI

1.   What is your date of Birth?   ____/____/____

☐☐/☐☐/☐☐☐☐
DOB

2.   What sex are you?

Male ☐ 1   Female ☐ 2   Missing ☐ 9

GENDER

3.   What is your marital status?

Single (never married)	☐	1
Married or living as married	☐	2
Widowed	☐	3
Divorced	☐	4
Separated	☐	5
Missing	☐	9

MSTATUS

4.   What is your height (without shoes)?   ____ feet ____ inches

☐   ☐☐
FEET   INCHES

5.   What is your weight (lightly dressed)? _____ kilograms

☐☐☐ • ☐
WEIGHT

6.   Do you have any long-standing illness, disability or infirmity that has trouble you over a period of time, or that is likely to affect you over a period of time?

Yes ☐ 1   No ☐ 2   Not sure ☐ 3   Missing ☐ 9

LSILL

If **Yes**, are you registered disabled?

Yes ☐ 1   No ☐ 2   Not applicable ☐ 8   Missing ☐ 9

REGDISAB

7.   Which of the following reasons prevent you from taking more exercise? (Please tick **no more** than **three** boxes)

Lack of leisure time	☐	01
Lack of money	☐	02
Lack of transport	☐	03
Lack of easily available facilities at work	☐	04
Lack of interesting or relevant activities	☐	05
Illness or disability	☐	06
Lack of incentive	☐	07
Don't believe in exercise	☐	08
Other reasons	☐	09

☐☐
NOEX1

☐☐
NOEX2

☐☐
NOEX3

Note: The questionnaire assumes that the answers will be coded after completion. Names below each set of boxes in the 'Office Use Only' column identify the variables that you will create. . It is a good idea to create a coding guide or scheme from the data collection form (shown on the next page). This assists in the description of the data to SPSS. As this is a self-coding form, boxes for GENDER, LSILL, REGDISAB are not included in the Office Use Only column.

Medicine Coding Guide

File _____   Sheet _____ of _____

Project Title: _____   Date _____

Name of Investigator _____   Record _____

Variable Name	Type (Measurement)	Variable label (Recommended max of 40 characters)	Range	Value Labels (Recommended max of 20 characters)	Missing and N/A
ID	*Numeric 4* *(Scale)*	*Case ID*	*1 - 5000*		
DOI	*Date* *dd-mmm-yyyy* *(Scale)*	*Date of Interview*	*1-Jun-2004* *-* *31-Oct-2004*		*1-Jan-1900*
DOB	*Date* *dd-mmm-yyyy* *(Scale)*	*Date of Birth*	*1-Jan-1910* *-* *1-Jan-1981*		*1-Jan-1900*
GENDER	*Numeric 1* *(Nominal)*	*Sex*	*1 - 2*	*1 = female* *2 = male* *9 = missing*	*9*
MSTATUS	*Numeric 1* *(Nominal)*	*Marital Status*		*1 = Single (never married)* *2 = Married or living as married* *3 = Widowed* *4 = Divorced* *5 = Separated* *9 = Missing*	*9*
FEET	*Numeric 1* *(Scale/Ordinal)*	*Height (ft)*	*4 - 6*		*9*
INCHES	*Numeric 2* *(Scale/Ordinal)*	*Height (ins)*	*0 - 11*		*99*
WEIGHT	*Numeric 5.1* *(Scale)*	*Weight (kg)*	*25 - 100*		*999.9*
LSILL	*Numeric 1* *(Nominal)*	*Long standing illness*	*1 - 3*	*1 = Yes* *2 = No* *3 = Not sure* *9 = Missing*	*9*

Variable Name	Type (Measurement)	Variable label (Recommended max of 40 characters)	Range	Value Labels (Recommended max of 20 characters)	Missing and N/A
REGDISAB	Numeric 1 (Nominal)	Registered Disabled	1 - 2	1 = Yes 2 = No 8 = Not Applicable 9 = Missing	9 8
NOEX1	Numeric 2 (Nominal)	Reason 1 for no exercise	1 - 9	1 = Lack of leisure time 2 = Lack of money 3 = Lack of transport 4 = Lack of facilities at work 5 = Lack of interest 6 = Illness or disability 7 = Lack of Incentive 8 = Don't believe in exercise 9 = Other reasons 99 = Missing	99
NOEX2	Numeric 2 (Nominal)	Reason 2 for no exercise	1 - 9	* as for Reason 1 plus 88 = Not Applicable	88 99
NOEX3	Numeric 2 (Nominal)	Reason 3 for no exercise	1 -9	* as for Reason 2	88 99