

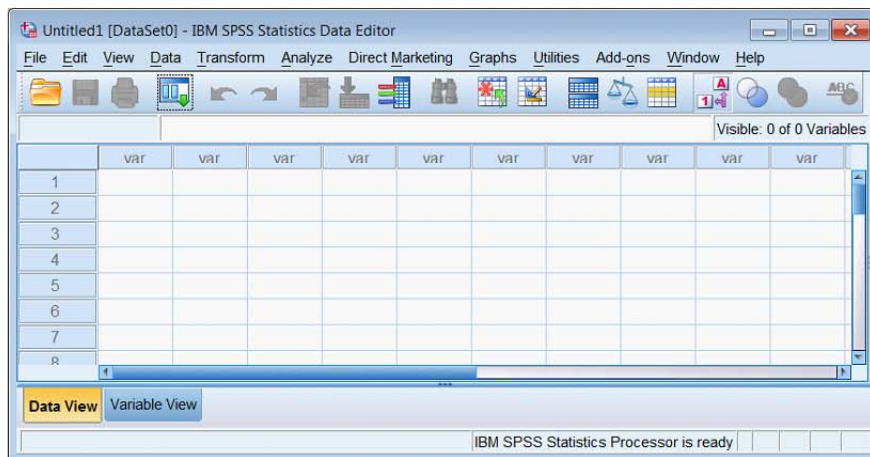
## 2 Running SPSS for Windows

To run SPSS either Double Click the SPSS button if it has been placed on the desktop.



Or Select  All Programs 

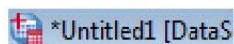
A panel asking you ‘What would you like to do’ is displayed. Select **Type in Data**. Click **OK**. An **Untitled1 [DataSet0] – IBM SPSS Statistics Data Editor** window is opened.



This window is like a spreadsheet workbook, but there are only two sheets. **Data View** is used for entering, editing and modifying data; and **Variable View**, is used to define the type of information that is entered in to each column in **Data View**. The Data Editor window is the main window used by SPSS, closing it ends the SPSS session. When you instruct SPSS to perform analyses or create charts, other windows are opened.

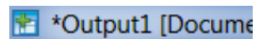
### SPSS windows

Data Editor



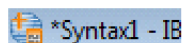
Is described above. You can have several Data Sets (Editor windows) open in SPSS.

Output Viewer



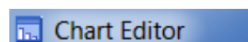
The results of statistical analyses and charts appear in this window. All printable output from SPSS is displayed here. The Viewer window is opened automatically when SPSS creates the first piece of output. The information displayed in this window (text, charts and pivot tables) can be edited and saved.

Syntax Window



The SPSS system can be navigated by pointing and clicking at options on menus. However, it can also be controlled through a command language called SPSS syntax. The syntax window is where a SPSS program of commands is built, either by pasting commands from menus, or by directly typing commands into this window.

Chart Editor



This is used to modify high resolution charts or plots. The editor can be invoked from the Output Viewer. Alternatively it can be used to edit a chart previously saved as a file.

Text Output Editor This is used to edit text and change fonts of output in the Viewer.

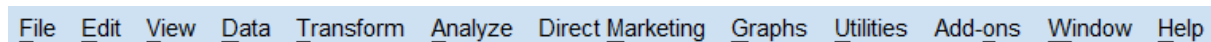


Pivot Table Editor SPSS presents most of its output as Pivot Tables. This editor is used to modify Pivot Tables, for example, by swapping rows and columns. A Pivoting Trays window may be displayed depending on how you choose to edit your table.



### **SPSS menus**

Each window in SPSS has a menu bar with specific options. The Data Editor menu bar has the following options:



- File Is similar to most Windows applications. It provides the options for opening and saving files, displaying information about the current or another SPSS data file, printing the contents of the current window and exiting SPSS.
- Edit Provides the usual undo, cut, copy and paste features, commands for finding and, with some windows, replacing text. SPSS programme settings can be changed using Options on this menu.
- View Provides user control for the display of toolbars, the status bar, grid lines fonts and the display of values, or their labels, in the Data Editor.
- Data Provides features to manipulate the data. Options in the Data menu can be used to define variables, copy the properties one variable to another variable, add new variables or cases, transpose variables, restructure the data set, select cases or subsets of cases for analysis and merge data files.
- Transform The creation of new variables and recoding of existing variables are the major features offered by the Transform option.
- Analyze This is the heart of SPSS. Options on this menu provide access to the statistical procedures for analysing data. All the items on the Analyze menu have sub menus.
- Direct Marketing Provides a set of tools designed to improve the results of direct marketing campaigns by identifying demographic, purchasing, and other characteristics that define various groups of consumers and targeting specific groups to maximize positive response rates.
- Graphs Provides options to create high quality plots and charts. An interactive chart builder is provided with legacy tools for previous graphical tools from SPSS.
- Utilities Is used to display information on individual variables, add comments to the data file, define sets of variables to be processed and provides a spelling checker which is initially set to US-English.
- Add-ons Provides access to Statistical Guides and information about other SPSS software products.
- Window This allows all SPSS windows to be minimised. It also lists the currently open SPSS windows so that you can switch to the desired window; although this can also be done using the Windows task bar.
- Help This is a typical Windows help menu which will be described later.

## SPSS toolbars

Each window in SPSS has its own toolbar that contains buttons as shortcuts for frequently used menu options. Some buttons are common to all toolbars; others are specific to a particular window. The toolbar below is taken from the Data View of the SPSS Data Editor.

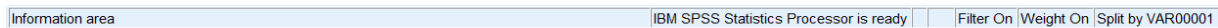


To find out what a button does, move the cursor over a button, after about one second a brief explanation is displayed.

The toolbars are customisable, you can add extra buttons to them or remove buttons that you use infrequently; you can also create your own toolbar. Toolbars can also be repositioned by dragging to the left, right, or bottom of the screen; or, they can become a floating window, if dragged anywhere else, inside or outside of the SPSS window.

Individual buttons will be described where they are used in these notes.

## The Status Bar



The Status bar is positioned at the bottom of the each SPSS window. The information displayed on the status bar varies according to the window type. It may include:

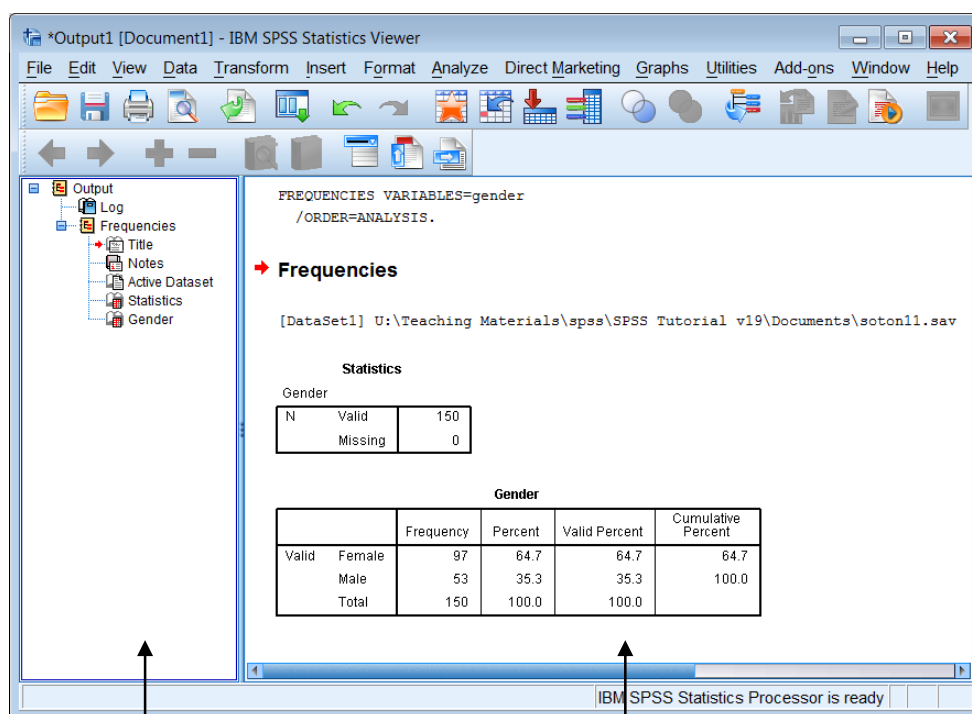
Information area	This is where explanations of buttons and other areas of the screen are displayed.
Command Status	This indicates the current status of the SPSS processor, e.g., ' <i>Starting SPSS processor</i> ' when the program loads, or ' <i>SPSS Statistics Processor is ready</i> ' when SPSS is waiting for instructions. When SPSS is executing a statistical procedure, the number of cases processed (so far) is displayed in this box.
Transformation pending	This indicates that SPSS is aware of some recoding or computation commands but has not performed the calculations yet. If a statistical procedure is requested these transformations are processed.
Filter Status	' <i>Filter On</i> ' indicates that some type of case selection or filtering is in effect for the current analysis and that only a subset of the data will be analysed.
Weight On	' <i>Weight On</i> ' indicates that each case is given different weights (by simulated replication) for statistical analysis. It allows summary information as well as raw data to be analysed by SPSS.
Split by Var....	' <i>Split by Var00001</i> ' indicates that the data set will be analysed by groups according to the variable indicated. VAR00001 in the example above.

## The SPSS Viewer

SPSS displays its results in the Viewer. Usually it is opened when SPSS has the piece of output (e.g. results of a statistical procedure) to display. Publication quality output is produced by most procedures and all output is displayed in this window. The Viewer allows you to:

- Browse your results.
- Show or hide selected tables and charts.
- Change the display order of output by moving selected items.
- Edit pivot tables, charts, and text output.
- Move items between SPSS and other applications.

The Viewer is divided into two panes:



*Outline*

*Display*

The left pane of the Viewer, *Outline*, contains an outline view of the output contents. It is an index to the output. The right pane, *Display*, contains statistical output, charts, pivot tables and SPSS commands.

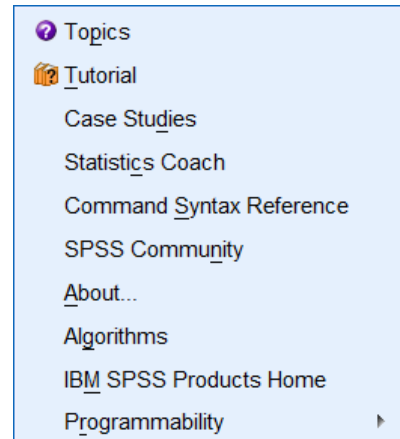
The outline pane provides a table of contents of all your output in a session. You can use the outline pane to navigate through your output and control the output display. Most actions in the outline pane have a corresponding effect on the Display pane as described on the next page.

- Selecting an item in the Outline pane displays the corresponding item in the Display pane.
- Moving an item in the Outline pane moves the corresponding item in the Display pane.
- Collapsing the outline view hides the output from all items in the collapsed levels.

*Note: If one procedure produces a large amount of output, for example, a very large table, it may not be completely displayed in the Display pane. To view the contents the table must be viewed using the Pivot Table Editor.*

## Using the SPSS Help System

SPSS has extensive on-line help that is uses the standard Windows help system. Select Help from the menu bar by clicking on it and select one of the options.



Topics	This provides access to Contents, Index and Find as in all Windows help systems.
Tutorial	This provides step by step instructions for using SPSS. These relate to an earlier version of SPSS so the menu items are slightly different.
Case Studies	This is similar to the Tutorial option; it demonstrates how to perform certain operations using earlier versions of SPSS.
Statistics Coach	This assists in data analysis by leading you through a series of questions about your data and what you want to do with it.
Command Syntax Reference	SPSS, despite the menus, is a command drive program that uses commands that are described in the Command Syntax Reference which is a large PDF.
SPSS Community	Links to web site with resources for all levels of IBM SPSS product users and application developers
About	This provides details about the version of SPSS you are using and a link to the home page of SPSS.
Algorithms	Provides links to PDF files describing the mathematics of statistical methods
IBM SPSS Products Home	Links to <a href="http://www-01.ibm.com/software/analytics/spss/">www-01.ibm.com/software/analytics/spss/</a> . The SPSS site can be searched for keywords and is a very comprehensive source of help.
Programmability	This provides help on Scripting and use of the Python add in.