Introduction to Data Entry and Editting

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Introduction

- Before you can start your data analysis, you MUST first of all enter your data into SPSS

- You will enter your data in SPSS Data Editor

  The SPSS Data Editor comprises TWO windows (tabs):
  1. Variable view
  2. Data view

- In addition, you may want to edit for wrong data entry

Data Entry

Define Variables and Enter Data

Data Entry

Data entry involves TWO basic steps:

1. Define Variables
   - You will define all variables in the Variable View tab
   - You MUST define Name
   - You MAY define Label and Values

2. Enter Data
   - Enter your data in Data View tab
   - You are strongly encouraged to save your data periodically

In this example you will use Practice Data to learn on
data entry – define variables and enter data

Variable	Label	Value	
ID	Respondent number		
X1	Gender	1	Male
		2	Female
X2	Age		
X3	Marital status	1	Married
		2	Widowed
		3	Bachelor
X4	Job Categories	1	Support
		2	Clerical
		3	Admin
X5	Tenure		
X6	Job Commitment		
Y	Job Performance		

Data Set

ID	X1	X2	X3	X4	X5	X6	Y
1	25	1	1	1	5	9	27
2	26	1	1	1	6	8	25
3	35	2	2	2	9	6	18
4	28	1	2	3	3	7	16
5	46	1	3	1	1	4	13
6	26	1	2	2	4	5	19
7	37	2	2	3	2	5	16
8	35	2	1	1	8	4	17
9	39	1	2	2	5	7	18
10	34	1	1	2	3	3	20
11	26	2	2	1	4	4	11
12	50	2	3	1	2	4	18
13	35	2	3	2	4	6	17
14	28	1	3	3	6	7	22
15	46	2	3	1	7	4	13