

Chapter 2

Entering and Saving a Set of Scores (*Scale Variable*)

Chapter Summary

The chapter covers the practical steps of entering and saving a dataset that includes on *scale* variables (i.e., interval, ratio). Students learn how to:

- Create a “New Dataset” in the “Welcome Dialog” window,
- Enter variable information in the “Variable View”,
- Enter data in the “Data View”,
- Double-check entries,
- Save the data file,
- And close SPSS Statistics.

Chapter Objectives

1. Start SPSS Statistics.
2. Distinguish between *numeric data* and *string data*.
3. Distinguish between “Variable View” and “Data View” in the Data Editor.
4. Name a variable.
5. Give the variable a label.
6. Enter scores for a *scale variable* (i.e., ratio or interval).
7. Save the data file, and close SPSS Statistics.

Chapter Key Terms

Variable View	Data View
Data Editor	Name – Variable
Label – Variable	

Chapter Suggested Readings/Activities

The following is a link to *IBM’s SPSS Statistics 23 Brief Guide*:

ftp://public.dhe.ibm.com/software/analytics/spss/documentation/statistics/23.0/en/client/Manuals/IBM_SPSS_Statistics_Brief_Guide.pdf (accessed 5/4/2015).

Chapter 2 Test Bank Questions

1. String data consists of letters that make up words; numeric data consists of:
 - a. Abbreviations
 - b. Codes
 - c. Scores
 - d. All of the above
2. To create a new data file in SPSS Statistics, you select:
 - a. "Open a New Data File"
 - b. "Type in Data"
 - c. "New Dataset"
 - d. "New Data File"
3. To enter a variable's name, you select:
 - a. "Variable View"
 - b. "Dataset Tab"
 - c. "Data View"
 - d. "Variable Tab"
4. To enter a variable's label, you select:
 - a. "Variable Tab"
 - b. "Variable View"
 - c. "Data View"
 - d. "Dataset Tab"
5. To enter a variable's data, you select:
 - a. "Data View"
 - b. "Dataset Tab"
 - c. "Variable Tab"
 - d. "Variable View"
6. The location of the "View" tabs in the "Data Editor" is:
 - a. Upper-right corner
 - b. Lower-center
 - c. Lower-left corner

7. What is a major source of error when using SPSS Statistics?
- a. Variables named incorrectly
 - b. Data entered incorrectly
 - c. Variables labeled incorrectly
 - d. Data named incorrectly
8. The user-interface of IBM's SPSS Statistics 23 is similar across Windows and Mac operating systems.
- a. True
 - b. False
9. You will never need to edit information in the "Variable View" except for the name and label.
- a. True
 - b. False
10. There is no need to double-check your data entry because SPSS Statistics validates your data before you run any analyses.
- a. True
 - b. False

Chapter 2 Test Bank Answers

- 1. c. Scores 2. c. "New Dataset" 3. a. "Variable View" 4. b. "Variable View" 5. a. "Data View"**
6. b. Lower-center 7. b. Data entered incorrectly 8. a. True 9. b. False 10. b. False