

# *introduction to* Data Entry and Editing



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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

<i><b>Variable</b></i>	<i><b>Label</b></i>	<i><b>Value</b></i>
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