Activity 1.1: Importing and Exporting Data Files in SPSS

Importing

1. Create a folder **DemoData** on your desktop
2. Save the Excel dataset **Dataset_1** included with this activity in the folder **DemoData as Dataset_1.xlxs**.
3. Start a new, blank data sheet in SPSS.
4. Import the file **Dataset_1.xlxs** into SPSS, using the column headings as variable names.
5. In Variable View, access the Values Column for the Status variable and enter its four categories: Excellent, Good, Neutral, and Poor.
6. Right-Justify all variables.
7. In the Decimals column, make all variables 1 decimal place.

Descriptive Statistics

1. Use the Descriptive Statistics command to display the default information for **Age**
- How old is the oldest participant?
- And the youngest?
- What is the average age of the participants?

2. Use the Descriptive Statistics command for the variables **Before** and **After**. This time use the *Options* to include the skewness and range in the output.
- Which of the two measurements has the largest range of readings?
  What is the range?
- Use the Help menu to find out the meaning of any term you are not familiar with. Using the skewness information, which of the two measurements do you think is closest to being normally distributed?

Charts

1. Produce a pie chart showing the number of people that fall into each of the four status categories.
- Include a title in the output.
- Produce labels for the frequency of each income band
and the percentage of the population.

2. Produce a clustered bar chart summarizing the mean "**Before**" and "**After**" measurements separately, for the four Status categories.

APA Format Convert

1. Convert the descriptive statistics tables and charts to APA format.

Exporting

1. Export the output tables, and charts from SPSS into Excel, calling it **Dataset1_output.xlxs**

2. Export the output tables and charts from SPSS into a PDF document, calling it **Dataset1_output.pdf**

3. Save them both to your **DemoData** folder.

★ Please create a copy of the Excel file and use the duplicate to complete the activity. Ensure no changes are made to the shared file.