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