

# How to write a data file

Rows: cases, observations

Columns: variables

We can use a number or a string of symbols (letters) to indicate the possible values of a variable. We naturally use numbers for possible values of a quantitative variable. For a categorical variable, we can use either symbols or numbers to indicate its possible values. For example, for the variable Gender, we can use M, F for its two possible values, or use 1 (indicating M) and 0 (indicating F) for its possible values.

## write a data file generated from a survey

Gender Hometown Number of Siblings Lunch Time

1 M VA 2 35

2 F VA 1 25

3 F MD 2 30

4 M PA 0 45

5 F VA 4 60

Click Variable View, put Name, choose Type (default is numeric),  
Decimals.

# How to import a data file

Import SPSS data files from an external source.  
File-Open-Data

# Make a pie chart and a bar graph

Analyze–Descriptive Statistics–Frequency–Charts

# Make a stem and leaf plot

Analyze–Descriptive Statistics–Explore–Plots

# Make a histogram and a boxplot

Analyze—Descriptive Statistics—Frequency—Charts