
Contents

1 Overview 1

What's New in SPSS 8.0.	2
Windows	4
Designated versus Active Window.	5
Menus	6
Toolbars	6
Status Bar	8
Dialog Boxes	8
Variable Names and Variable Labels in Dialog Box Lists	9
Dialog Box Pushbuttons	10
Subdialog Boxes	11
Selecting Variables	11
Basic Steps in Data Analysis	13
Statistics Coach	14
Finding Out More About SPSS	14

2 Getting Help 15

3 Data Files 23

Opening a Data File	23
Data File Types	24
Opening File Options	24
How the Data Editor Reads Spreadsheet Data	25
How the Data Editor Reads dBASE Files	26

How the Data Editor Reads Tab-Delimited Files	26
Reading Database Files with ODBC	27
Select a Data Source.	28
Database Login	29
Select Data Fields	30
Creating a Parameter Query.	36
Defining Variables	37
Results	38
To Read Excel 5 Files with ODBC	39
ASCII Text Data Files	40
Define Fixed Variables	40
Define Freefield Variables	45
File Information.	47
Saving Data Files.	47
Saving File Options	49

4 Data Editor

51

Define Variable	52
Variable Names.	53
Define Variable: Measurement	54
Define Variable Type	55
Define Labels	56
Define Missing Values	57
Define Column Format	57
Templates	58
Entering Data	60
Data Value Restrictions	63
Editing Data	63
Cutting, Copying, and Pasting Data Values	64
Inserting New Cases	65

Inserting New Variables	.65
Moving Variables	.66
Changing Data Type	.67
Go to Case	.67
Search for Data	.68
Case Selection Status in the Data Editor	.68
Data Editor Display Options	.69
Data Editor Printing	.69

5 Data Transformations **71**

Compute Variable	.71
Compute Variable: If Cases	.73
Compute Variable: Type and Label	.74
Functions	.74
Missing Values in Functions	.75
Random Number Seed	.75
Count Occurrences of Values within Cases	.76
Count Values within Cases: Values to Count	.77
Recoding Values	.78
Recode into Same Variables	.78
Recode into Different Variables	.80
Rank Cases	.82
Rank Cases: Types	.83
Rank Cases: Ties	.83
Automatic Recode	.84
Time Series Data Transformations	.85
Define Dates	.86
Create Time Series	.87
Replace Missing Values	.90

6 File Handling and File Transformations **93**

Sort Cases	94
Transpose	95
Merging Data Files	95
Add Cases	96
Add Variables	99
Apply Dictionary	101
Applying a Dictionary to Weighted Data Files	102
Aggregate Data.	102
Aggregate Data: Aggregate Function	104
Aggregate Data: Variable Name and Label	105
Split File	105
Select Cases	107
Select Cases: If	108
Select Cases: Random Sample	109
Select Cases: Range	110
Weight Cases	111

7 Working with Output **113**

Viewer	113
Draft Viewer	115
Showing and Hiding Results.	115
Moving, Copying, and Deleting Results	116
Changing Alignment	117
Viewer Outline	118
Using Results in Other Applications	121
To Embed Pivot Tables and Interactive Charts in Another Application	123
To Paste a Table or Chart as a Picture.	123

Pasting Objects into the Viewer	125
Export Output	126
To Export Output	126
Printing Viewer Documents	131
Print Preview	132
Page Setup	134
Saving Results	137
Save with Password	137
Mailing Viewer Documents	138
Internet Server Configuration for Viewer Plug-in	139

8 Pivot Tables 141

Manipulating a Pivot Table	141
Working with Layers	146
Bookmarks	150
Showing and Hiding Cells	151
Editing Results	153
Changing the Appearance of Tables	153
Table Properties	155
Font	162
Set Data Cell Widths	163
Cell Properties	164
Footnote Marker	168
Selecting Rows and Columns in Pivot Tables	169
Modifying Pivot Table Results	170
Printing Pivot Tables	171
Controlling Table Breaks for Wide and Long Tables	172

9 Working with Command Syntax 175

Command Syntax Rules	175
Creating Command Syntax from Dialog Boxes	177
To Paste Command Syntax from a Dialog Box	177
Using Syntax from the Output Log	178
Using Syntax from the Journal File.	180
To Run Command Syntax	181

10 Frequencies 183

Sample Output	184
To Obtain Frequencies and Statistics	185
Frequencies Statistics	186
Frequencies Charts.	187
Frequencies Format	188

11 Descriptives 189

Sample Output	190
To Obtain Descriptive Statistics	190
Descriptives Options	191

12 Explore 193

Sample Output	194
To Explore Your Data	195
Explore Statistics	196
Explore Plots	197
Explore Options	198

13 Crosstabs

201

Sample Output	202
To Obtain Crosstabulations	203
Crosstabs Layers.	204
Crosstabs Clustered Bar Charts	204
Crosstabs Statistics	204
Crosstabs Cell Display.	206
Crosstabs Table Format.	206

14 Summarize

207

Sample Output	208
To Obtain Case Summaries	208
Summarize Options	209
Summarize Statistics	210

15 Means

211

Sample Output	212
To Obtain Means	213
Means Options	214

16 Layered Reports

215

Sample Output	216
To Obtain Layered Reports.	217
Layered Reports Statistics	218
Layered Reports Title	219

17 T Tests **221**

Independent-Samples T Test	221
Sample Output	222
To Obtain an Independent-Samples T Test	223
Independent-Samples T Test Define Groups	224
Independent-Samples T Test Options	225
Paired-Samples T Test	225
Sample Output	226
To Obtain a Paired-Samples T Test	227
Paired-Samples T Test Options	228
One-Sample T Test.	228
Sample Output	229
To Obtain a One-Sample T Test	230
One-Sample T Test Options	231

18 One-Way Analysis of Variance **233**

Sample Output	234
To Obtain a One-Way Analysis of Variance.	235
One-Way ANOVA Contrasts.	236
One-Way ANOVA Post Hoc Tests	237
One-Way ANOVA Options	238

19 GLM General Factorial Analysis **239**

Sample Output	241
To Obtain a GLM General Factorial Analysis	242
GLM General Factorial Model	243
GLM Contrasts	245

GLM Profile Plots	247
GLM Post Hoc Multiple Comparisons for Observed Means	248
GLM General Factorial Save	250
GLM General Factorial Options	252
UNIANOVA Command Additional Features.	253

20 Bivariate Correlations **255**

Sample Output.	256
To Obtain Bivariate Correlations	257
Bivariate Correlations Options	258
CORRELATIONS and NONPAR CORR Command Additional Features	259

21 Partial Correlations **261**

Sample Output.	262
To Obtain Partial Correlations	263
Partial Correlations Options	264

22 Distances **265**

To Obtain a Distance Matrix	266
Distances Dissimilarity Measures	267
Distances Similarity Measures	268

23 Linear Regression **269**

Sample Output	270
To Obtain a Linear Regression Analysis.	272
Linear Regression Variable Selection Methods	273
Linear Regression Set Rule	273
Linear Regression Plots	274
Linear Regression Save	275
Linear Regression Statistics.	276
Linear Regression Options.	277

24 Curve Estimation **279**

Sample Output	280
To Obtain a Curve Estimation	281
Curve Estimation Models	282
Curve Estimation Save	283

25 Discriminant Analysis **285**

Sample Output	286
To Obtain a Discriminant Analysis	287
Discriminant Analysis Define Range	288
Discriminant Analysis Select Cases	288
Discriminant Analysis Statistics	289
Discriminant Analysis Stepwise Method	289
Discriminant Analysis Classify	290
Discriminant Analysis Save	291

26 Factor Analysis

293

Sample Output	295
To Obtain a Factor Analysis	298
Factor Analysis Select Cases	298
Factor Analysis Descriptives	299
To Specify Descriptive Statistics and Correlation Coefficients	299
Factor Analysis Extraction	300
To Specify Extraction Options	300
Factor Analysis Rotation	301
To Specify Rotation Options	301
Factor Analysis Scores	302
To Specify Factor Score Options	302
Factor Analysis Options	303
To Specify Factor Analysis Options	303

27 Hierarchical Cluster Analysis

305

Sample Output	306
To Obtain a Hierarchical Cluster Analysis	310
Hierarchical Cluster Analysis Method	311
Hierarchical Cluster Analysis Statistics	312
Hierarchical Cluster Analysis Plots	313
Hierarchical Cluster Analysis Save New Variables	313

28 K-Means Cluster Analysis **315**

Sample Output	316
To Obtain a K-Means Cluster Analysis	319
K-Means Cluster Analysis Efficiency.	320
K-Means Cluster Analysis Iterate	320
K-Means Cluster Analysis Save	321
K-Means Cluster Analysis Options	321

29 Nonparametric Tests **323**

Chi-Square Test	324
Sample Output	325
To Obtain a Chi-Square Test	327
Chi-Square Test Expected Range and Expected Values.	327
Chi-Square Test Options.	328
NPAR TESTS Command Additional Features (Chi-Square Test)	329
Binomial Test	329
Sample Output	330
To Obtain a Binomial Test.	330
Binomial Test Options	331
NPAR TESTS Command Additional Features (Binomial Test)	331
Runs Test	332
Sample Output	332
To Obtain a Runs Test	333
Runs Test Cut Point.	333
Runs Test Options	334
NPAR TESTS Command Additional Features (Runs Test)	334
One-Sample Kolmogorov-Smirnov Test.	335
Sample Output	336

To Obtain a One-Sample Kolmogorov-Smirnov Test	337
One-Sample Kolmogorov-Smirnov Test Options	337
NPAR TESTS Command Additional Features (One-Sample Kolmogorov-Smirnov Test)	338
Two-Independent-Samples Tests	338
Sample Output	339
To Obtain Two-Independent-Samples Tests	340
Two-Independent-Samples Test Types	340
Two-Independent-Samples Tests Define Groups	341
Two-Independent-Samples Tests Options	342
NPAR TESTS Command Additional Features (Two Independent Samples)	342
Tests for Several Independent Samples	343
Sample Output	343
To Obtain Tests for Several Independent Samples	344
Several Independent Samples Test Types	344
Tests for Several Independent Samples Define Range	345
Tests for Several Independent Samples Options	345
NPAR TESTS Command Additional Features (K Independent Samples)	346
Two-Related-Samples Tests	346
Sample Output	347
To Obtain Two-Related-Samples Tests	348
Two-Related-Samples Test Types	348
Two-Related-Samples Tests Options	349
NPAR TESTS Command Additional Features (Two Related Samples)	350
Tests for Several Related Samples	350
Sample Output	350
To Obtain Tests for Several Related Samples	351
Tests for Several Related Samples Test Types	352
Tests for Several Related Samples Statistics	352
NPAR TESTS Command Additional Features (K Related Samples)	352

30 Multiple Response Analysis **353**

Multiple Response Define Sets	354
To Define Multiple Response Sets	355
Multiple Response Frequencies	356
Sample Output	357
To Obtain Multiple Response Frequencies	358
Multiple Response Crosstabs.	358
Sample Output	359
To Obtain Multiple Response Crosstabs	360
MULT RESPONSE Command Additional Features	362

31 Reporting Results **363**

Report Summaries in Rows	363
Sample Output	365
To Obtain a Summary Report: Summaries in Rows.	366
Report Column Format	367
Report Summary Lines	368
Report Break Options	368
Report Options	369
Report Layout	370
Report Titles	371
Report Summaries in Columns	372
Sample Output	373
To Obtain a Summary Report: Summaries in Columns	373
Report Summary Lines	374
Total Summary Column	375
Report Column Format	376
Report Break Options for Summaries in Columns	376
Report Options for Summaries in Columns	377
Report Layout for Summaries in Columns	377
REPORT Command Additional Features	377

32 Overview of the Chart Facility **379**

How to Create and Modify a Chart	379
Creating the Chart	379
Modifying the Chart	382
Exporting Charts	383
Specifying a File Type	384
Specifying File Type Options	384
Exporting Charts and Pivot Tables	384
Chart Definition Global Options	385
Titles, Subtitles, and Footnotes	385
Options	386
Chart Templates	389

33 Bar, Line, Area, and Pie Charts **391**

How to Obtain Bar, Line, Area, and Pie Charts	392
Bar Charts	394
Line Charts	401
Area Charts	409
Pie Charts	415
Transposed Charts	419
Summary Functions	421

34 High-Low Charts **425**

35 Boxplots and Error Bar Charts **443**

How to Obtain a Boxplot	443
Defining Boxplots	444

How to Obtain an Error Bar Chart	448
Defining Error Bar Charts	448

36 Scatterplots and Histograms **453**

How to Obtain a Scatterplot	454
Defining Simple Scatterplots	455
Defining Scatterplot Matrices	456
Defining Overlay Scatterplots	457
Defining 3-D Scatterplots	458
How to Obtain a Histogram	460

37 Pareto and Control Charts **461**

How to Obtain a Pareto Chart	462
How to Obtain a Control Chart	468
Control Chart Options	483

38 Probability Plots **485**

How to Obtain Probability Plots	485
Weighted Data	489

39 Sequence Charts **491**

How to Obtain Sequence Charts	492
Time Axis Reference Lines	494
Formatting Options	495

40 Autocorrelation and Cross-Correlation 497

How to Obtain Autocorrelation and Partial Autocorrelation Charts . .	498
Options	499
How to Obtain Cross-Correlation Charts	500
Options	502

41 Modifying Charts 503

Exploring Data with the Chart Editor	504
Enhancing Charts for Presentation	506
Editing in a Chart Window	508
Chart Menus	509
Selecting Objects to Modify	510
Changing Chart Types (Gallery Menu)	511
Additional Chart Types	512
Selecting and Arranging Data (Series Menu)	515
Bar, Line, and Area Chart Displayed Data	516
Pie Chart Displayed Data	518
High-Low-Close Displayed Data	519
Range Bar Displayed Data	520
Difference Line Displayed Data	521
Error Bar Displayed Data	522
Simple Scatterplot Displayed Data	522
Overlay Scatterplot Displayed Data	524
Scatterplot Matrix Displayed Data	525
3-D Scatterplot Displayed Data	526
Histogram Displayed Data	526
Transposing Data	527

Case Identification in Scatterplots and Boxplots	528
Point Selection	529
Labels	530
Locating a Case	532
Finding a Case	534

42 Modifying Chart Elements: Chart Menu **535**

Accessing Chart Options	536
Bar/Line/Area Options	537
Pie Options	540
Boxplot Options	543
Error Bar Options	544
Scatterplot Options: Simple and Matrix	545
Overlay Scatterplot Options	552
3-D Scatterplot Options	553
Histogram Options	555
Axis Characteristics	556
Bar Spacing	573
Adding or Changing Explanatory Text	574
Adding Reference Lines	579
Inner and Outer Frames	581
Refreshing the Screen	582

43 Modifying Chart Attributes: Format, Font, and Size Menus **583**

Modifying Attributes (Format Menu)	583
Palettes	584
Changing or Rotating the Axes	594
Exploding Pie Chart Slices	597
Handling Missing Data in a Line Chart	598

44 Utilities **601**

Variable Information	601
Variable Sets.	602
Define Variable Sets.	603
Use Sets.	604
Reordering Target Variable Lists	605

45 Options **607**

General Options	608
Viewer Options	610
Output Label Options	611
Chart Options	612
Interactive Chart Options.	613
Pivot Table Options	614
Data Options	616
Currency Options	617
Script Options	618
Draft Viewer Options	620

46 Customizing Menus and Toolbars **621**

Menu Editor	621
To Add Items to the Menus.	621
Customizing Toolbars.	622
To Customize Toolbars	623

47 Production Facility

629

Syntax Rules for the Production Facility.	631
Production Export Options	632
User Prompts	633
Production Macro Prompting.	634
Production Options.	635
Format Control for Production Jobs	635
Controlling Pivot Table Format with Command Syntax.	637
Running Production Jobs from a Command Line.	638

48 Scripting Facility

639

To Run a Script	640
Autoscripts	640
Creating and Editing Scripts	642
To Edit a Script	643
Script Window	644
Starter Scripts.	646
Creating Autoscripts	647
How Scripts Work	651
Declaring Variables	652
Getting Automation Objects	653
Properties and Methods	655
The Object Browser	656
Procedures	657
To Add a New Procedure in a Script.	658
Global Procedures	658
Adding a Description to a Script	659

Scripting Custom Dialog Boxes	660
To Create a Custom Dialog Box	661
Dialog Monitor Functions (DialogFunc)	661
Debugging Scripts	664
To Step through a Script	665
The Debugging Pane	665
Script Files and Syntax Files	666
Running Command Syntax from a Script	667
Running a Script from Command Syntax	668

A Database Capture Assistant **669**

B Customizing HTML Documents **671**

To Add Customized HTML Code to Exported Output Documents	671
Content and Format of the Text File for Customized HTML	672
To Use a Different File or Location for Custom HTML Code	672

Index **675**