

SOURCEBOOK

SPSS

DATA ENTRY

Abstract: This chapter shows how to enter the data in SPSS, both visually with screenshots and via written instructions. Simple examples for most undergraduate-level between-subjects and within-subjects research designs are provided.

Keywords: SPSS, screenshots, directions for use

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This document is part of an online statistics sourcebook.

A browser-friendly viewing platform for the sourcebook is available:

<https://cwendorf.github.io/Sourcebook>

All data, syntax, and output files are available:

<https://github.com/cwendorf/Sourcebook>

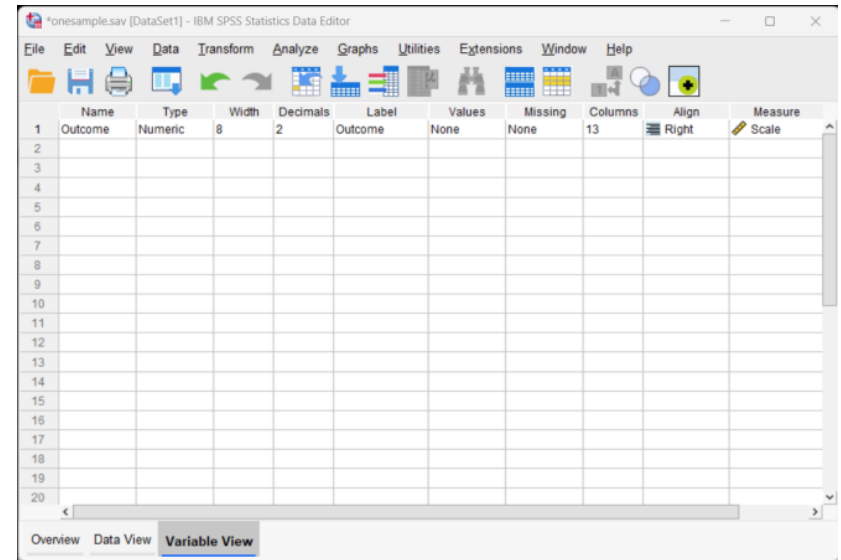
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One Sample Data

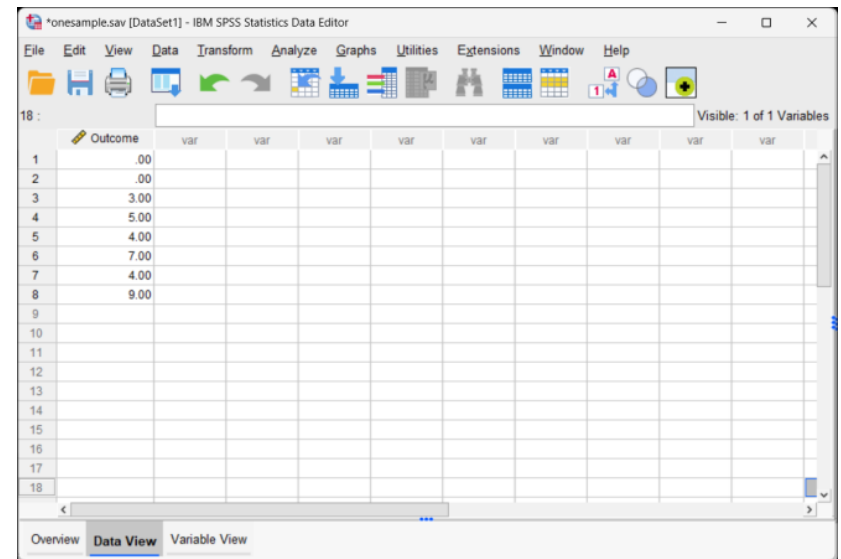
Defining Variables

1. First, click on the “Variable View” tab on the bottom left-hand corner of the screen. Generally speaking, this is where you will define all of the variables in the data set.
2. Type in the “Name” of the variable in the first cell. You may wish to enter a “Label” (or longer name) for the variable.



Entering Data

3. Click on the “Data View” tab on the bottom left-hand corner. In this view, you will be able to enter the data.
4. Enter the data in the individual cells of the column for the variable. Note that each cell should contain a single score for an individual person. There will be as many rows as people.

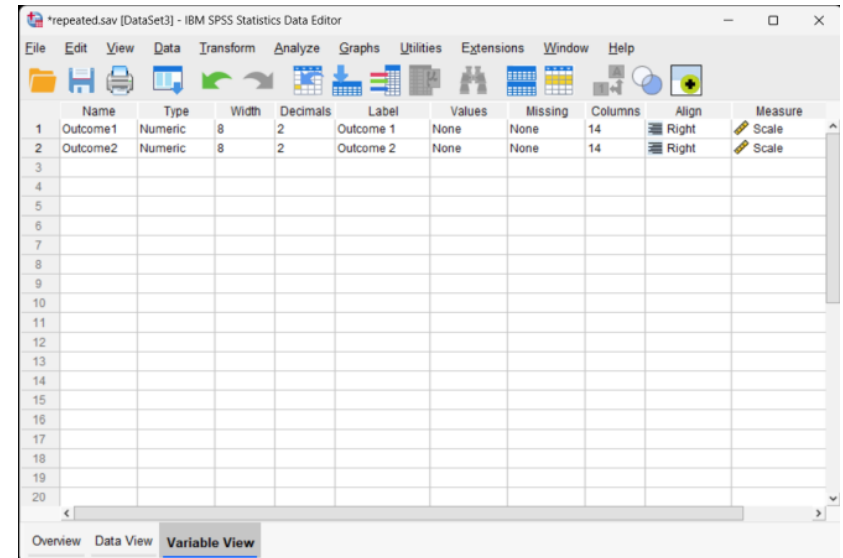


Your data are now ready to be analyzed!

Repeated Measures Data

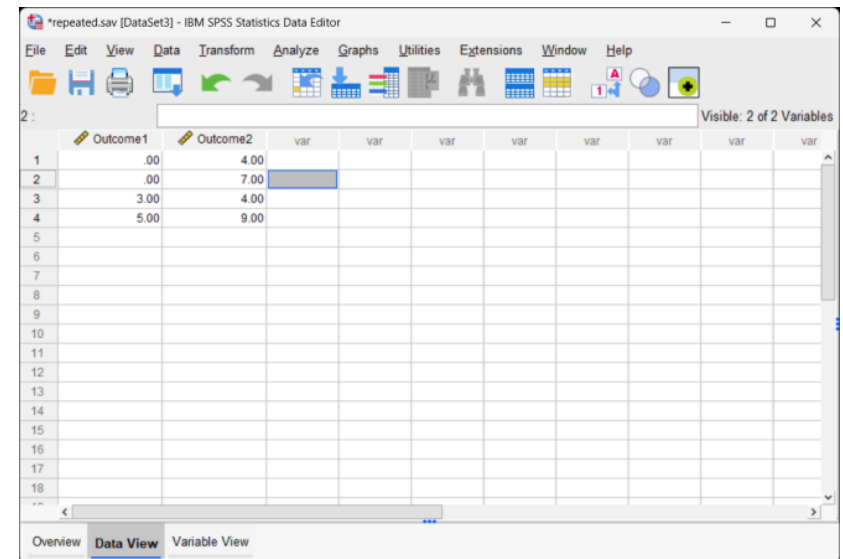
Defining Variables

1. First, click on the “Variable View” tab on the bottom left-hand corner of the screen. Generally speaking, this is where you will define all of the variables in the data set.
2. Type in a “Name” for each of the variables in the first column. You may wish to enter a “Label” (or longer name) for each variable in your data set.



Entering Data

3. Click on the “Data View” tab on the bottom left-hand corner. In this view, you will be able to enter the data.
4. Enter the data in the individual cells of the column for the variable. Note that each cell should contain a single score for an individual person. There will be as many rows as people.
5. Notice that each individual (i.e., the rows) has values for each instance of the within-subjects variable (i.e., the columns).

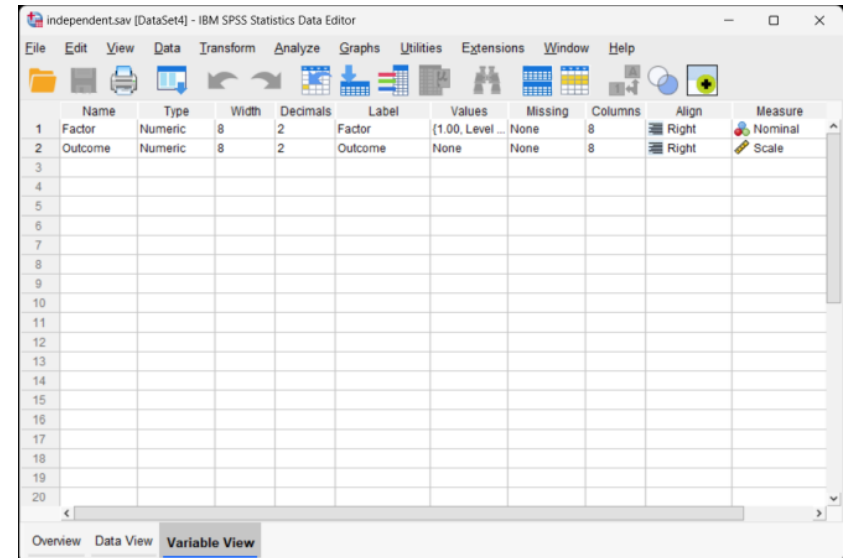


Your data are now ready to be analyzed!

Multiple Sample Data

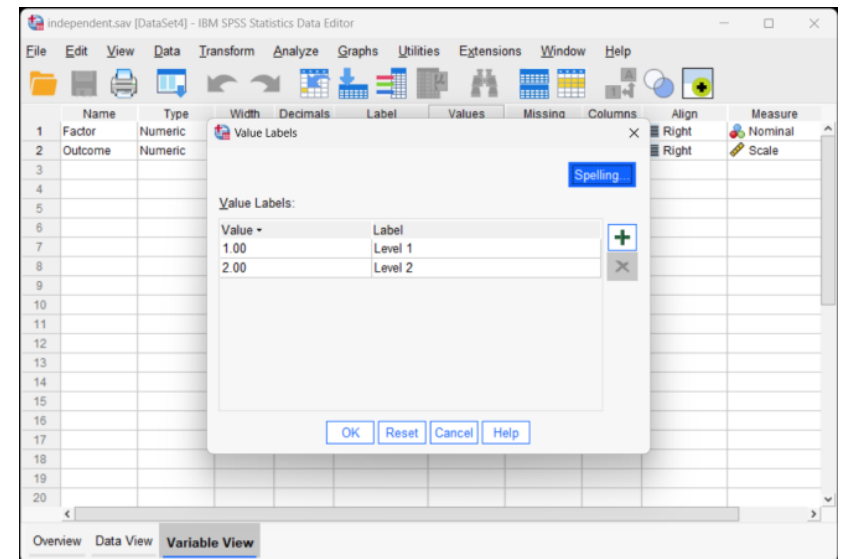
Defining Variables

1. First, click on the “Variable View” tab on the bottom left-hand corner of the screen. Generally speaking, this is where you will define all of the variables in the data set.
2. Type in the “Name” of the variables in the first column. You may wish to enter a “Label” (or longer name) for each variable in your data set.
3. One variable will represent the Factor (Independent Variable) and the other will represent the Outcome (Dependent) Variable.



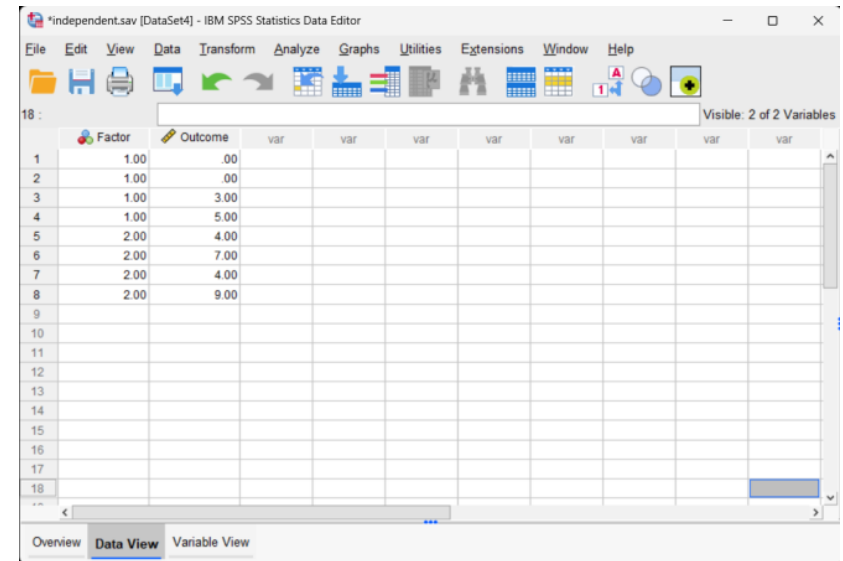
Providing Value Labels

4. For categorical variables, you should also provide labels for the different categories. Do this by clicking on the “values” cell for the variable of interest. A button will appear and clicking on this button will make another dialog box appear.
5. You will use numbers to represent the two categories (or “levels”) of the variable. Do this by clicking the “+” button, then entering the number representing the value in the “value” box and the actual value in the “label” box. Repeated this process for each of the groups that you have.
6. When you have labeled all the values, click “OK” to return to the “Variable View.”



Entering Data

7. Click on the “Data View” tab on the bottom left-hand corner. In this view, you will be able to enter the data.
8. Enter the data for all the participants. Notice that each participant has scores on both the Factor and Outcome Variables. There will be as many rows as people.
9. On the categorical Factor, use the values that you indicated when defining the variables earlier.
10. If your data set has more than two groups, simply be sure to add a group indicator (a value on the “Factor” variable) and an “Outcome” for each additional person.



The screenshot shows the IBM SPSS Statistics Data Editor window. The title bar reads "independent.sav [DataSet4] - IBM SPSS Statistics Data Editor". The menu bar includes File, Edit, View, Data, Transform, Analyze, Graphs, Utilities, Extensions, Window, and Help. The toolbar contains icons for file operations and data manipulation. The main window displays a data table with two columns: "Factor" and "Outcome". The data is entered for 8 rows. The "Factor" column has values 1.00, 1.00, 1.00, 1.00, 2.00, 2.00, 2.00, and 2.00. The "Outcome" column has values .00, .00, 3.00, 5.00, 4.00, 7.00, 4.00, and 9.00. The bottom of the window shows tabs for Overview, Data View (selected), and Variable View.

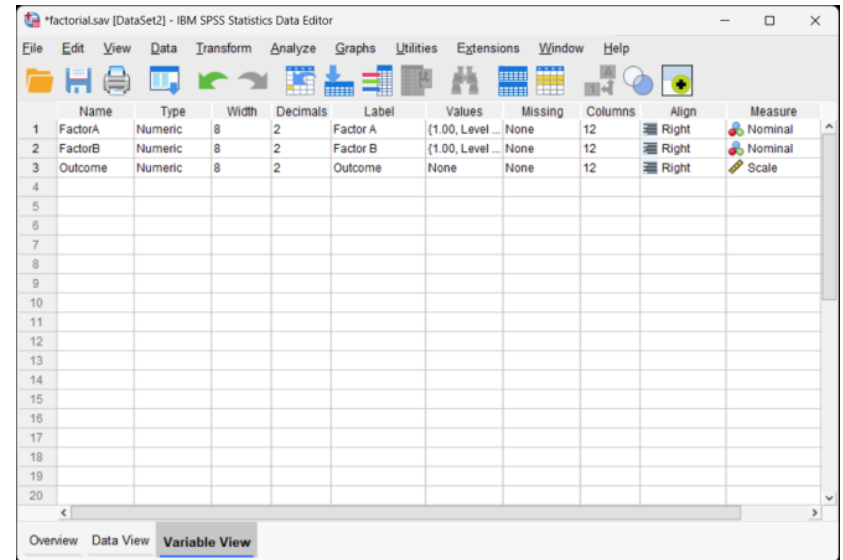
	Factor	Outcome	var	var	var	var	var	var	var	var
1	1.00	.00								
2	1.00	.00								
3	1.00	3.00								
4	1.00	5.00								
5	2.00	4.00								
6	2.00	7.00								
7	2.00	4.00								
8	2.00	9.00								
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										

Your data are now ready to be analyzed!

Factorial Data

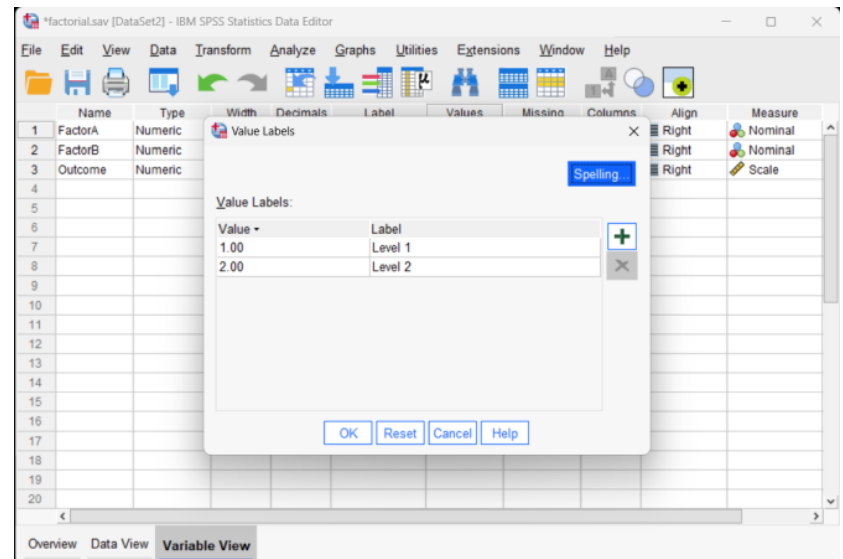
Defining Variables

1. First, click on the “Variable View” tab on the bottom left-hand corner of the screen. Generally speaking, this is where you will define all of the variables in the data set.
2. Type in a “Name” for each of the variables in the first column. You may wish to enter a “Label” (or longer name) for each variable in your data set.
3. Two variables will represent the Factors (Independent Variables) and the other will represent the Outcome (Dependent) Variable.



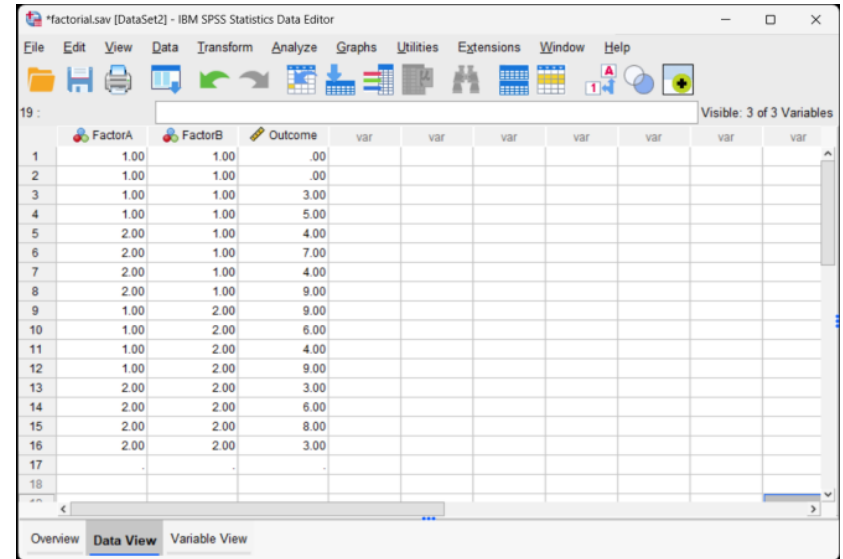
Providing Value Labels

4. For categorical variables, you should also provide labels for the different categories. Do this by clicking on the “values” cell for the variable of interest. A button will appear and clicking on this button will make another dialog box appear.
5. You will use numbers to represent the categories (or “levels”) of the variable. Do this by clicking the “+” button, then entering the number representing the value in the “value” box and the actual value in the “label” box. Repeated this process for each of the groups that you have.
6. When you have labeled all the values for both factors, click “OK” to return to the “Variable View.”



Entering Data

7. Click on the “Data View” tab on the bottom left-hand corner. In this view, you will be able to enter the data.
8. Enter the data for all of the participants. Notice that each participant has scores on both of the Factors and on the Outcome Variable. There will be as many rows as people.
9. On the categorical Factors, use the values that you indicated when defining the variables earlier. Note that the combination of values in the Factors will define the multiple groups of the factorial design.
10. If your data set has more than two levels for either (or both) of the Factors, simply be sure to add an indicator and an outcome value for each additional person.



The screenshot shows the IBM SPSS Statistics Data Editor window for a file named 'factorial.sav [DataSet2]'. The window is in 'Data View' mode. The data table has 18 rows and 3 columns: FactorA, FactorB, and Outcome. The data is as follows:

	FactorA	FactorB	Outcome
1	1.00	1.00	.00
2	1.00	1.00	.00
3	1.00	1.00	3.00
4	1.00	1.00	5.00
5	2.00	1.00	4.00
6	2.00	1.00	7.00
7	2.00	1.00	4.00
8	2.00	1.00	9.00
9	1.00	2.00	9.00
10	1.00	2.00	6.00
11	1.00	2.00	4.00
12	1.00	2.00	9.00
13	2.00	2.00	3.00
14	2.00	2.00	6.00
15	2.00	2.00	8.00
16	2.00	2.00	3.00
17	.	.	.
18	.	.	.

Your data are now ready to be analyzed!