

## **6. SPSS Lists**

1. File menu: This is the menu responsible for adding new files or extracting old files.
2. Edit menu: This menu is responsible for a number of features such as copying, moving, and searching.
3. View: This is the menu responsible for the appearance of the display and modifying it, such as showing or hiding the taskbar and tools, or hiding certain titles, in addition to changing the font type and a number of other tasks.
4. Data: This is the list responsible for modifying, sorting, converting and merging the data that has been entered.
5. Transform List: This is the list responsible for performing the complex calculations provided by the program.
6. Analyze: This is the list responsible for analyzing data statistically, such as calculating averages, standard deviations, etc.
7. Graphs menu: This is the menu responsible for creating graphs.
8. Utilities menu: This menu is responsible for providing accurate data about the file being worked on.

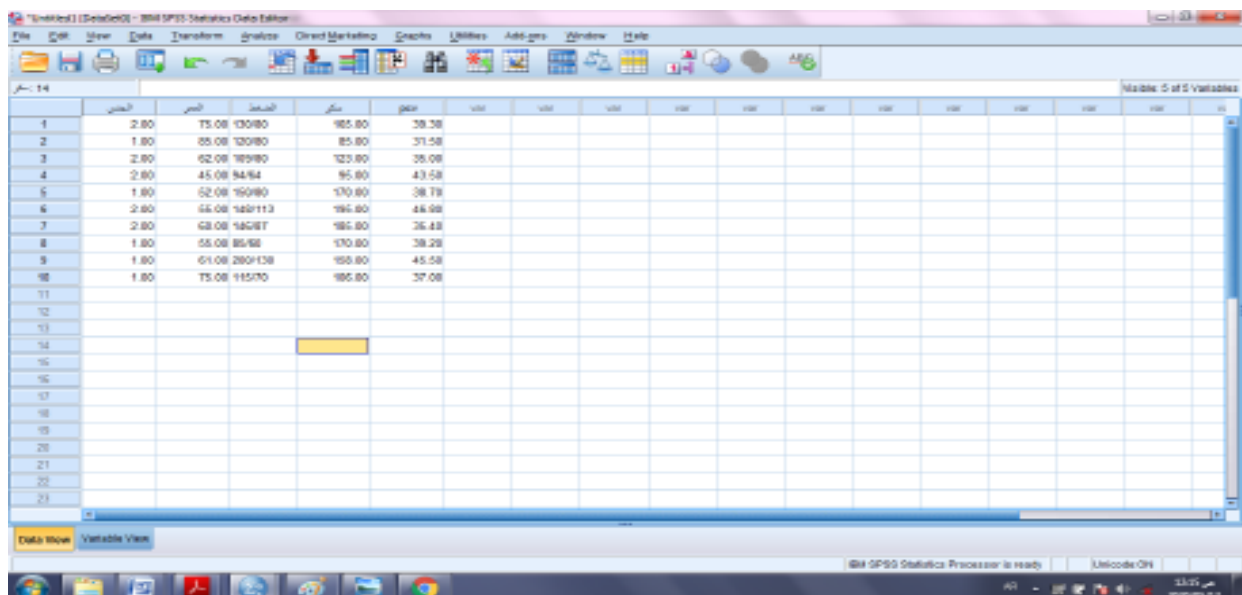
9. Window menu: This is the menu responsible for determining the window sizes, whether by minimizing or Zoom , and through it you can moving between the windows of the SPSS statistical system.
10. Help menu: This is the menu responsible for providing additional information if the user requests it, and he may resort to it when he encounters any problem.

## **7. SPSS windows**

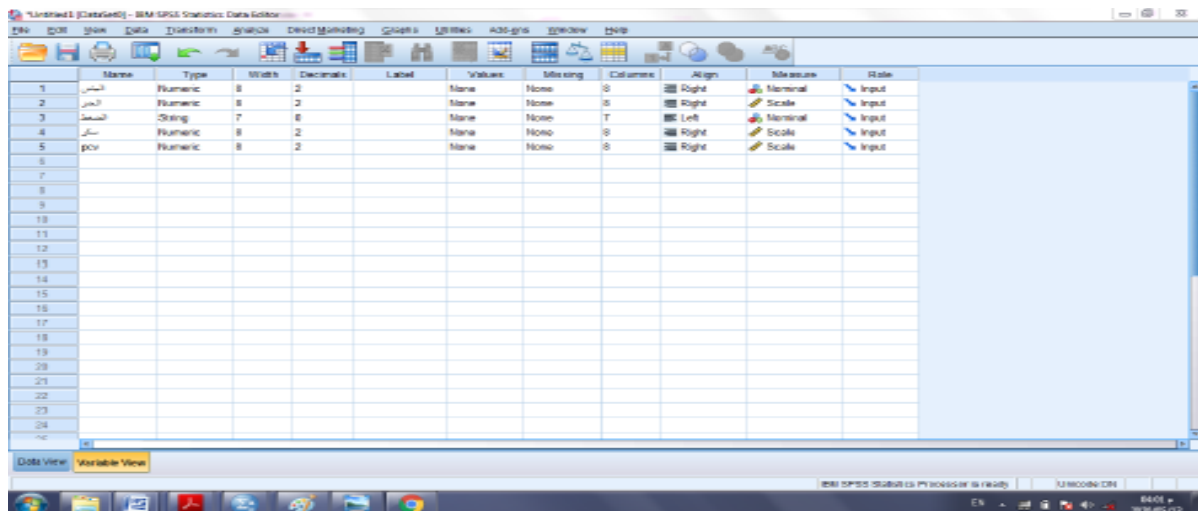
The SPSS statistical program includes many windows, including:

- The data editor window is a window that appears automatically when the program starts, through which data is entered into the program. Each type of entered data is defined through a separate worksheet that is somewhat similar to the Excel worksheet. The data editor window in the SPSS program consists of the following parts:
  1. Title bar: It contains the name of the file in which the data is stored, followed by the phrase SPSS data editor.
  2. Menu bar: It contains commands specific to the data editor window to deal with the data in terms of modifying or changing it, and it also contains other commands specific to statistical analysis.
  3. Standard tool bar: It represents a quick shortcut to access the most important commands in the menu bar.
  4. Cell editor bar: It is a bar consisting of two parts, the first represents the cell name ( the row number and column code) and the variable name (and the second part enables us to enter data into the cell).

The data editor window consists of two sheets, the first is called the data view and the second is called the variable view, which are as follows: First: The data view sheet. This sheet consists of lines called cases and columns They are called variables and the intersection of a row with a column is called a cell and through the cells of the table, data can be entered via the keyboard. Data can be entered in this sheet either according to variables or according to cases by standing with the mouse on the cell in one of the variables to make the cell active, then entering the values and pressing the enter key or the mouse keys and moving to the other cell and so on. This is how the data view appears as shown in the figure below:



Second: The variable view sheet is a page divided into ten columns and more than fifty rows for variables. As for the columns, each one of them represents a specific description of the type and name of the variable and the nature of the data that pertains to that variable, which we will enter into the data view sheet. These columns are as follows:



Variable Name: The first column in this sheet bears the name (Name) and is for writing a name for the variable, as each cell in this column is for one of the variables. It is important to take into account the following points when choosing a name for the variable, which are:

- ✚ The name should not exceed 8 symbols in length
- ✚ The name must start with a letter, while the rest of the name can contain letters, numbers, a period, or the @, #, \$,- symbol.
- ✚ Variable names must not end in a period.
- ✚ The name must not contain any spaces or signs such as exclamation marks or question marks.
- ✚ The name must not end with this symbol (\_).
- ✚ Variable names can be written in uppercase or lowercase in English. Variable names can also be written in Arabic, taking into account the previous conditions, in some versions of the SPSS program. It is preferable not to use them because the program may not recognize them, especially when displaying results for graphs.