EXERCISE 1
Creating a codebook and entering data in SPSS

Let's assume that we distributed the following questionnaire to 15 members of staff of a company.

1. **GENDER:** (nominal-dichotomous variable)

   MALE ☐   FEMALE ☐

2. **AGE :** …………………………. (scale variable)

3. **LEVEL OF EDUCATION:** (ordinal variable)

High school	☐
Lyceum	☐
Further Education college (IEK)	☐
Bachelor's degree	☐
Postgraduate diploma/Master's	☐
Doctorate/PhD	☐

4. **FAMILY STATUS:** (nominal-dichotomous variable)

   MARRIED ☐ SINGLE ☐

5. **FIRST SALARY:** (scale variable)

   …………………………………………..

6. **HOW SATISFIED OR DISSATISFIED ARE YOU WITH YOUR POSITION IN THE COMPANY?**

Very Satisfied	☐	(ordinal variable)
Satisfied	☐	
Neither satisfied nor dissatisfied	☐	
Dissatisfied	☐	
Very dissatisfied	☐	

7. **HOW SATISFIED OR DISSATISFIED ARE YOU WITH YOUR CURRENT SALARY?**

Very Satisfied	☐	(ordinal variable)
Satisfied	☐	
Neither satisfied nor dissatisfied	☐	
Dissatisfied	☐	
Very dissatisfied	☐	

Let's assume that we gathered the following data:

	GENDER	AGE	EDUCATION LEVEL	FAMILY STATUS	FIRST SALARY	SATISFACTION WITH POST	SATISFACTION WITH SALARY
1	MALE	22	FE College	Single	720 €	Dissatisfied	Dissatisfied
2	MALE	25	FE College	Single	720 €	Neither satisfied nor dissatisfied	Dissatisfied
3	FEMALE	46	Master	Married	1100 €	Very satisfied	Satisfied
4	FEMALE	44	Bachelor	Married	1000 €	Satisfied	Satisfied
5	FEMALE	56	Bachelor	Married	1000 €	Satisfied	
6	FEMALE	32	PhD	Single	1050 €	Satisfied	Neither satisfied nor dissatisfied
7	MALE	31	Master	Married	1100 €		
8	FEMALE	29	PhD	Single	1050 €	Neither satisfied nor dissatisfied	Dissatisfied
9	FEMALE	28	Master	Single	950 €	Satisfied	Neither satisfied nor dissatisfied
10	MALE	27	Master	Married	1100 €	Neither satisfied nor dissatisfied	Neither satisfied nor dissatisfied
11	MALE	56	Lyceum	Single	650 €	Dissatisfied	Very dissatisfied
12	MALE	57	Lyceum	Married	700 €	Very satisfied	Very satisfied
13	FEMALE	60	High school	Married	580 €	Very satisfied	Very satisfied
14	FEMALE	61	High school	Married	580 €	Neither satisfied nor dissatisfied	Dissatisfied
15	MALE	49	Lyceum	Single	700 €	Very satisfied	Satisfied

A) Create a codebook for the above variables.

Variable	Variable name in SPSS	Coding instructions
Serial no. of questionnaire	ID	S/N of questionnaire
Gender of participant	GENDER	1 = Male 2 = Female
Participant's age	AGE	Age in years
Participant's education level	EDUCATION	1 = High School 2 = Lyceum 3 = FE College (IEK) 4 = Bachelor's degree 5 = Master's degree 6 = Doctorate / PhD
Participant's marital status	MARITAL_STATUS	1 = Single 2 = Married
Participant's first salary	SALARY_1	First salary in euros
Satisfaction from position in the company	POSITION_SAT	5 = Very Satisfied 4 = Satisfied 3 = Neither satisfied nor dissatisfied 2 = Dissatisfied 1 = Very Dissatisfied
Satisfaction from current salary	SALARY_SAT	5 = Very Satisfied 4 = Satisfied 3 = Neither satisfied nor dissatisfied 2 = Dissatisfied 1 = Very Dissatisfied
Missing values: We will not code them; we will just leave the respective cells blank.		

B) Enter the data in SPSS by filling in all necessary spaces in Data View and in Variable View.

1) VARIABLE VIEW ⟶ define your variables

Name: variable name.
Type: variable type.
Width: maximum number of characters in each cell of the variable → 8 characters.
Decimals: number of decimal points that appear in Data View.
Label: full name/description of a variable.
Values: how the values of a nominal or an ordinal variable have been coded, e.g. 1 = Male and 2 = Female (right click on the cell of the Value column that corresponds to the variable of interest).
Missing values: definition/coding of missing values using numbers such as 99, 999, 111, etc.
Columns: cell size of a column (variable).
Align: alignment of values in Data View.
Measure: variable type according to the measurement scale used (nominal, ordinal, scale).

2) DATA VIEW ⟶ enter the data

C) Save the file with the name staff_survey.sav