

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 :

MALE FEMALE

2. AGE :

3. LEVEL OF EDUCATION:

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

4. FAMILY STATUS:

MARRIED SINGLE

5. FIRST SALARY:

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

- Very Satisfied
- Satisfied
- Neither satisfied nor dissatisfied
- Dissatisfied
- Very dissatisfied

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

- Very Satisfied
- 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 POSITION	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.

CODEBOOK

Variable	Variable name in SPSS	Coding instructions
Serial number	ID	S/N of questionnaire
Gender	Gender	1 = Male 2 = Female

Missing values:		

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