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Block 1 - From questionnaire to SPSS saved file

1.2.2b Preliminary (Excel) data transfer exercise   [Draft only: 27 March 2013]
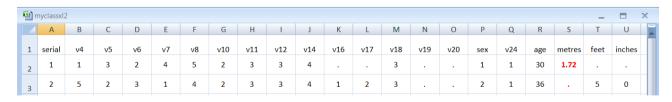
Previous tutorial: 1.2.1b Data transfer sheet (Excel)

For this exercise you will need your completed Excel data transfer sheet in front of you, even if you do it with imaginary data. Open file myclassxlblank.xlsx and type in the data from your transfer sheet.

When you have finished, save the file as myclassxl1.xlsx. Depending on your version of Excel the filetype will be *.xls, *. xlsm or *.xlsx

Data can be copy/pasted directly from Excel spreadsheets into SPSS, either with or without the variable names at the top of the columns. Using the names from Excel requires the above spreadsheet to be modified as SPSS will not accept duplicate variable names. This means changing the names in the top row and deleting the second row. For compatibility with exercises using the ASCII files, names need to comply with the column positions indicated in the right hand margin of the questionnaire, as below.

Save the file as myclasxl2.xlsx.

Data can also be read from Excel into SPSS using the **GET DATA** command (not available from the GUI menus) but this is dealt with later.

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