

INTRODUCTION TO DATA ENTRY

SPSS

■ Platform: Windows ■ Level: 1

TARGET AUDIENCE

This course is designed for anyone with little or no experience of using the Data Entry Builder program. It is geared towards those who wish to utilise its full capabilities to optimise the speed, accuracy and all-round efficiency of the data entry process.

PREREQUISITES

Attendees should be PC literate with experience working in a modern Windows environment. Experience with surveys is helpful but not essential.

OVERVIEW

The ability to enter data quickly and efficiently is of fundamental importance for many organisations concerned with research and data analysis. This course gives a comprehensive grounding in how SPSS' Data Entry for Windows can provide you with all the necessary tools for designing forms and questionnaires for data entry. Attendees will receive guidance on procedures available that ensure maximum efficiency when creating a data file for analysis.

OBJECTIVES

By the end of the course you will have learned to:

- Define, enter and edit data within Data Entry
- Define Multiple Response Variables
- Define logical rules and value ranges to ensure clean data entry
- Create a customised form for entering data

COURSE CONTENT

After an overview of the principles of questionnaire design, the course outlines the main concepts and procedures associated with SPSS Data Entry for Windows:

- Defining variables, providing descriptive labelling and handling missing data
- Creating various question types
- Defining logical ranges and rules to ensure clean data entry
- Defining skip and fill rules to minimise repetitive keystrokes and entry errors
- Entering data via a spreadsheet and a form
- Cleaning and modifying data
- Creating multiple response sets
- Entering data efficiently