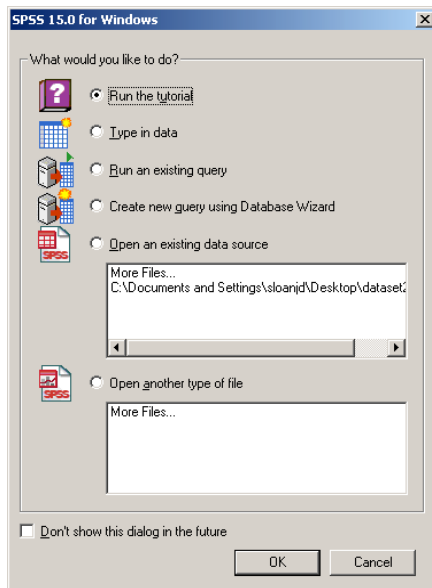


## SPSS Assignment 4: Getting Help

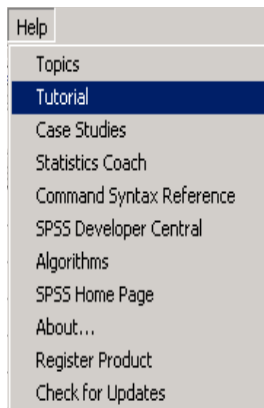
In previous tutorials you learned a few basic operations in SPSS. Clearly, SPSS is a very powerful system with many more commands than we can cover in a few basic tutorials. In this tutorial, you will learn ways to learn more about SPSS.

You have probably noticed that when you start SPSS you are given the option to run a tutorial.



(Unfortunately, at the time this was written, the SPSS installation in the computer lab generated a scripting error whenever the tutorial was run. So, in this document, we will only describe the tutorial system. It is hoped that this problem will be corrected and the tutorial will be available to you in the near future.)

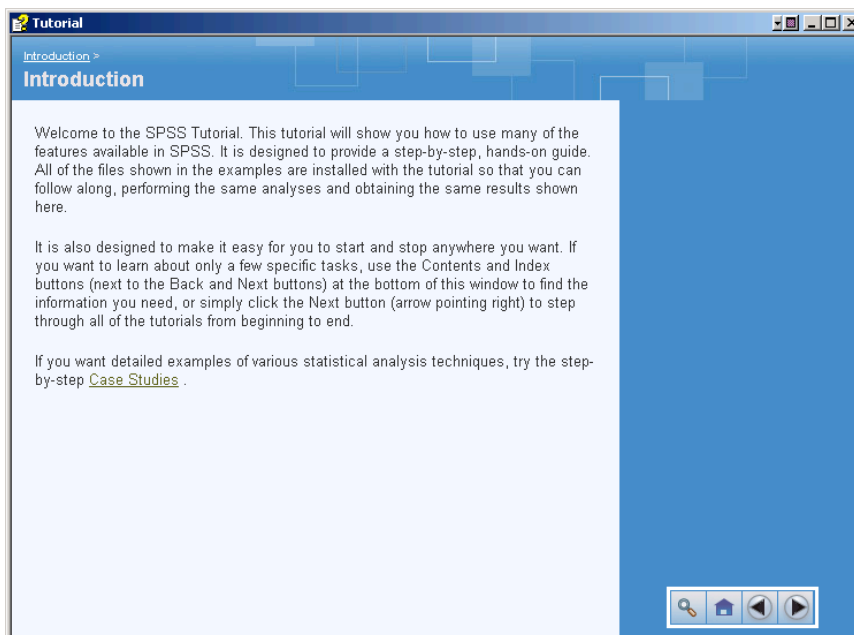
By clicking on the **Run the tutorial** radio button and then **OK**, the built-in SPSS tutorial starts. Alternately, if you are already running SPSS and have progressed beyond this opening screen, the tutorial can be started from the Help menu:



The opening screen that looks like this:

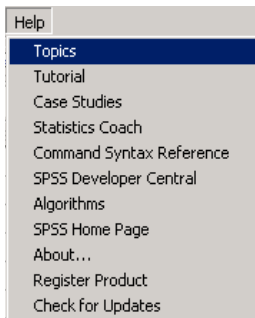


You can expand each of the sixteen topics and then step through a tutorial on each. Here is the first page of the first tutorial. Use the arrow keys at the bottom right to move forwards and backwards.

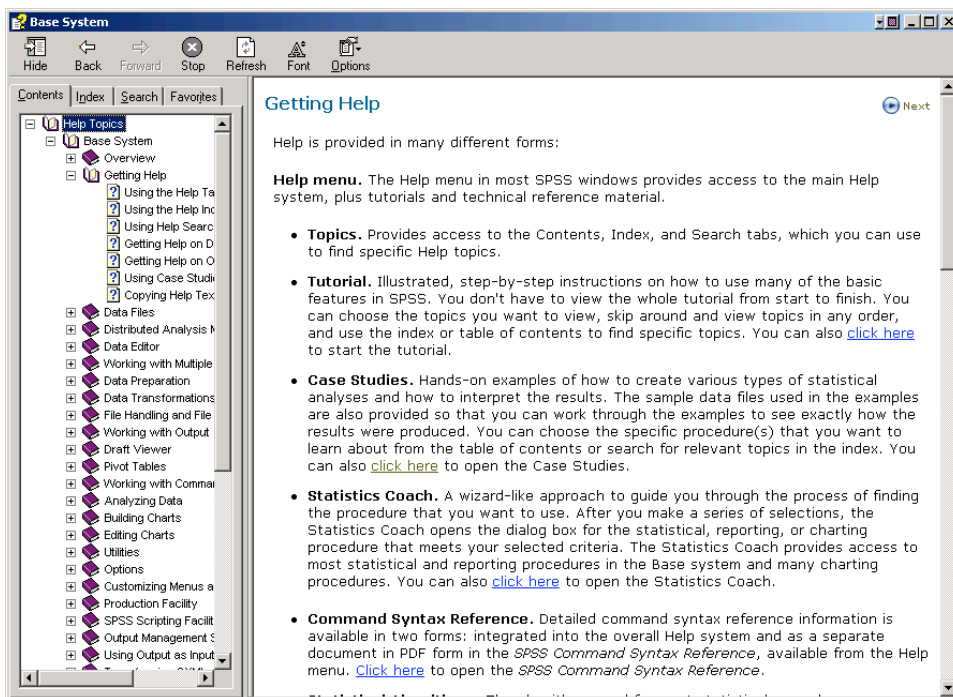


In addition to the tutorials, there is an extensive set on online documentation that is readily available to you. (This works correctly in the computer lab.) With this system, you can look up information on whatever command you are interested in.

To use this, go to the Help menu and select Topics.



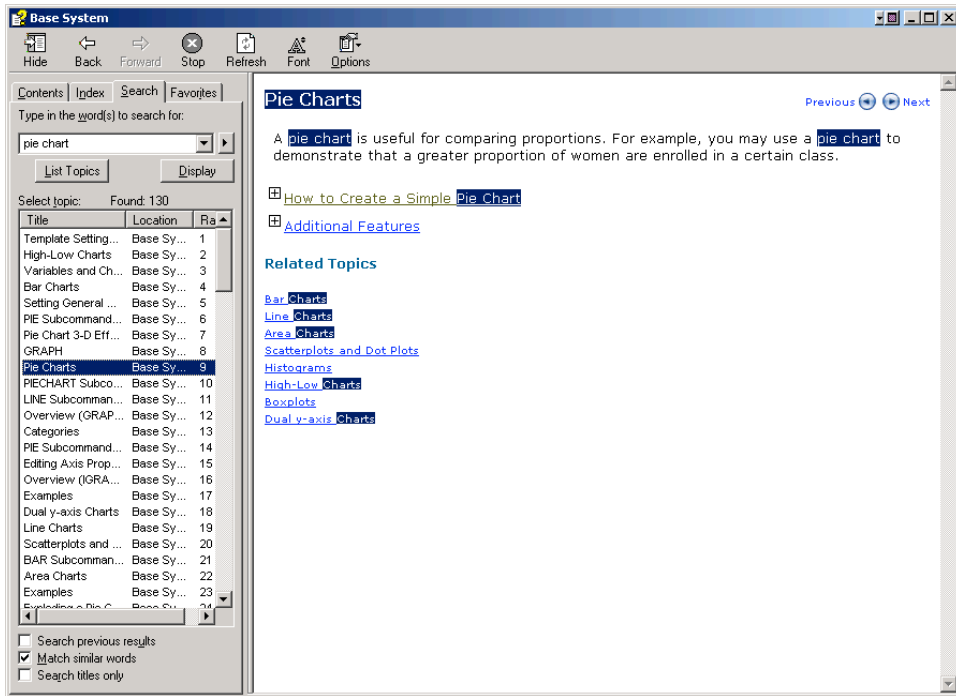
This opens a window providing, in the pane on the leftmost, four options—Contents, Index, Search, and Favorites.



Select Contents if it isn't already selected. Read through the section on Getting Help (up to and including the page entitled Copying Help Text from a Pop-Up Window). You can move to the next page by clicking on the arrow labeled Next in the upper right-hand corner of the rightmost pane, or by selecting the next item from the list in the leftmost pane.

The Index tab can be used to search the documentation index. Frankly, this is not likely to be very useful until you know a lot more about SPSS. But once you do, you may find it helpful. For beginners the Search tab is likely to be more helpful since you can search by topic. For example, let's assume you want to know how to create a pie chart.

Begin by clicking on the Search tab in the leftmost pane. Enter the text “pie chart” in the search field and press return. You should see something like this:

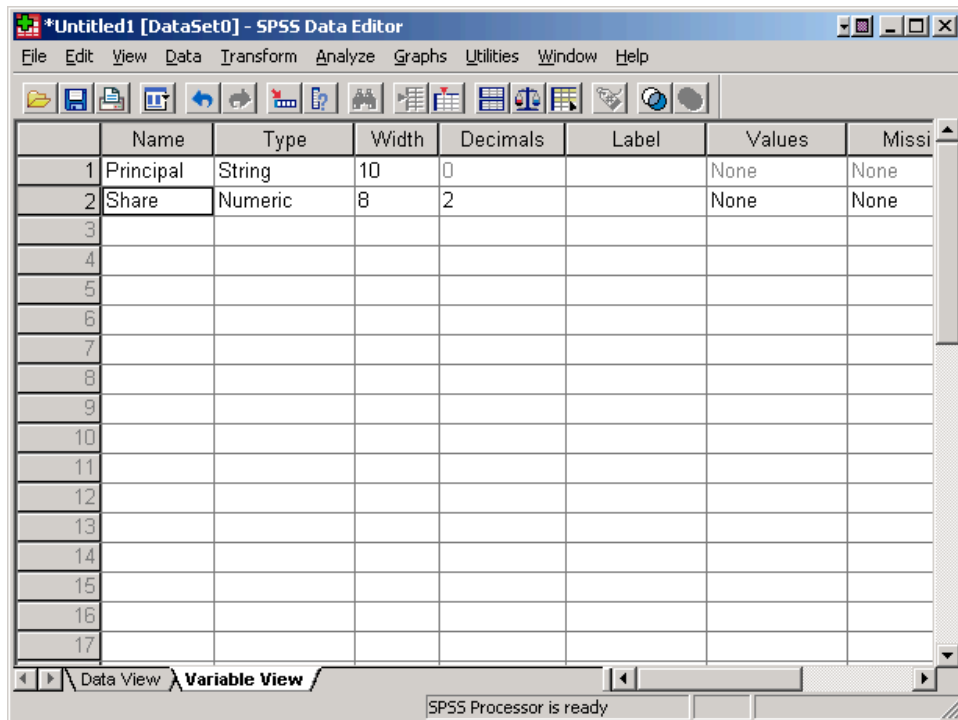


By expanding the underlined topics in the rightmost pane, you should have the basic information you need to create a pie chart. Enter the following data and use it to create a pie chart.

The screenshot shows the SPSS Data Editor window with a data table. The table has columns for names and their corresponding shares. The data is as follows:

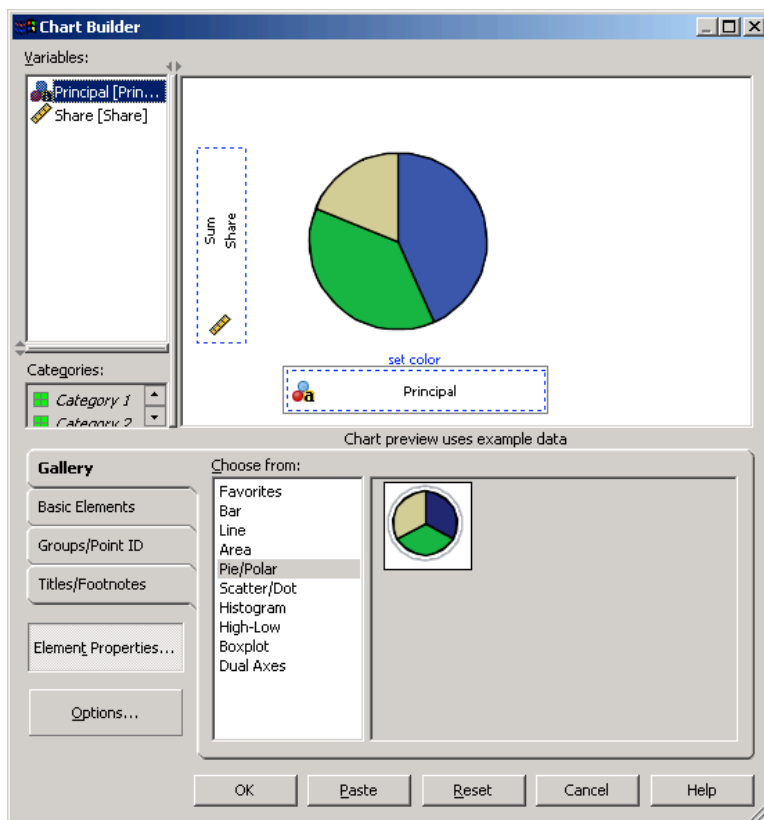
	Principal	Share	var	var	var	var	var
1	Amy	1.00					
2	Basil	2.00					
3	Clara	3.00					
4	Desmond	4.00					
5	Ernest	5.00					
6	Fanny	6.00					
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

In this example, the data was formatted as follows:

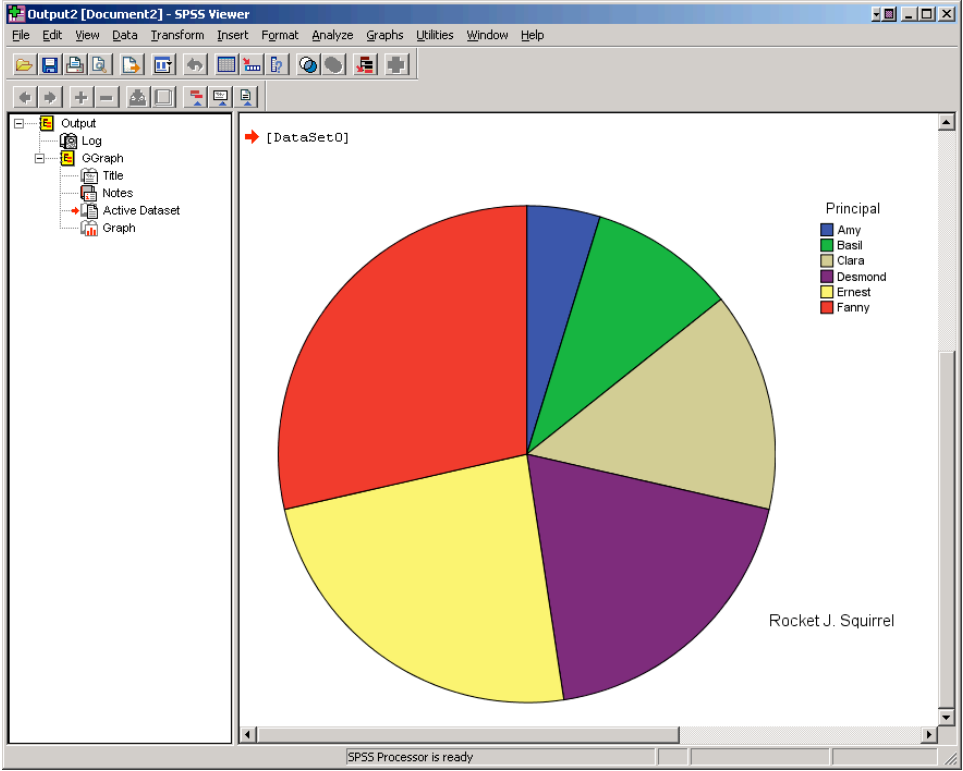


	Name	Type	Width	Decimals	Label	Values	Missi
1	Principal	String	10	0		None	None
2	Share	Numeric	8	2		None	None
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Follow the directions you uncovered in the previous step to open Chart Builder.



Then use Chart Builder as described in the help system to produce a pie chart similar to the one shown below.



Double click on the graph to open it. Add a text box in the lower right-hand corner with your name. Feel free to make additional changes. Print the graph. This is what you will turn in.