

Box C.1

Summary of SPSS Drop-Down Menus

The **File** menu enables you to open and save data files, import data created by other software, and print the contents of the data editor (or print the output, when you are in the SPSS Viewer window).

Use the **Edit** menu to cut, copy, and paste data; find data within the open data set; insert a new variable or case; and change options settings. You can also enter data directly in the “Data View” spreadsheet.

The **View** menu allows you to change how the data editor looks by changing fonts, turning toolbars on and off, turning grid lines on and off, and turning value labels on and off.

Use the **Data** menu to sort, select, or weight cases.

The **Transform** menu lets you make changes to selected variables, compute new variables, recode the values of existing ones, and replace missing values.

Use the **Analyze** menu to select the statistical procedure you want to use.

The **Graphs** menu allows you to produce a variety of two- and three-dimensional graphical displays of your data for purposes of data analysis and presentation.

Use the **Utilities** menu to obtain information about the variables in the open data set and select a list of variables to appear in dialog boxes.

The **Window** menu lets you switch between SPSS windows or minimize all open SPSS windows.

Use the **Help** menu to access SPSS help topics and run the tutorial.