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B.Com Honours

Semester IV

Calicut University

STATISTICAL SOFTWARE FOR DATA ANALYSIS

Course Code: COM4FV110 • Module 2 Notes

Module II: Data File Preparation & Data Cleaning in SPSS

Covers SPSS variable view metadata setup, Excel data import procedures, file merging techniques, data screening, and outlier detection.

Unit 4: Creating SPSS Data Files & Setting Preferences

Configuring global options: Displaying variable labels instead of names, setting default decimal places, and choosing output font styling under Edit → Options.

Unit 5: Defining Variables – 10 Variable View Attributes

Attributes: Name (no spaces), Type (Numeric/String), Width, Decimals, Label (descriptive text), Values (value labels), Missing (discrete missing values e.g. 99), Columns, Align, Measure (Scale/Ordinal/Nominal), and Role.

Unit 6: Manual Data Entry & Modification Procedures

Entering raw data directly into Data View cell matrix, computing new variables using Transform → Compute Variable, and recoding variables using Transform → Recode into Different Variables.

Unit 7: Excel Data Import, File Merging, & Using Sets

Importing Excel files (.xlsx via File → Open → Data). Merging Files: Add Cases (combining respondents) vs Add Variables (combining new measures for same respondents by key ID).

Unit 8: Data Screening, Cleaning, & Outlier Detection

Screening data for out-of-range values using Data → Select Cases or Analyze → Descriptive Statistics → Frequencies. Replacing missing values with series mean.

Practical Case Framework (SPSS Variable View 10 Attribute Setup Guide): Specify the 10 metadata column settings required in Variable View for survey data entry.

SPSS Variable View Metadata Setup Table:

Attribute Column	Configuration Rule / Description	Example Setting for Likert Item
Name	Short unique identifier; No spaces/special chars	q1_perf
Type	Numeric, String, Date, Currency	Numeric
Width / Decimals	Max character width and decimal positions	Width: 8, Decimals: 0
Label	Detailed survey question text description	"Overall product performance satisfaction"
Values	Assigns text descriptions to numeric codes	{1=SD, 2=D, 3=N, 4=A, 5=SA}
Missing	Designates user-defined missing value codes	99 (Unanswered)
Measure	Statistical scale level: Scale, Ordinal, Nominal	Scale

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