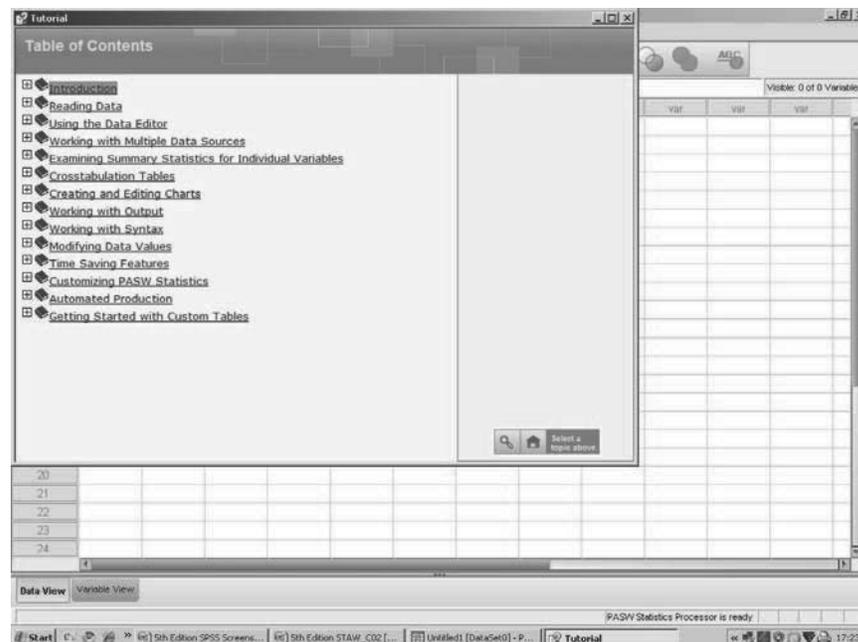
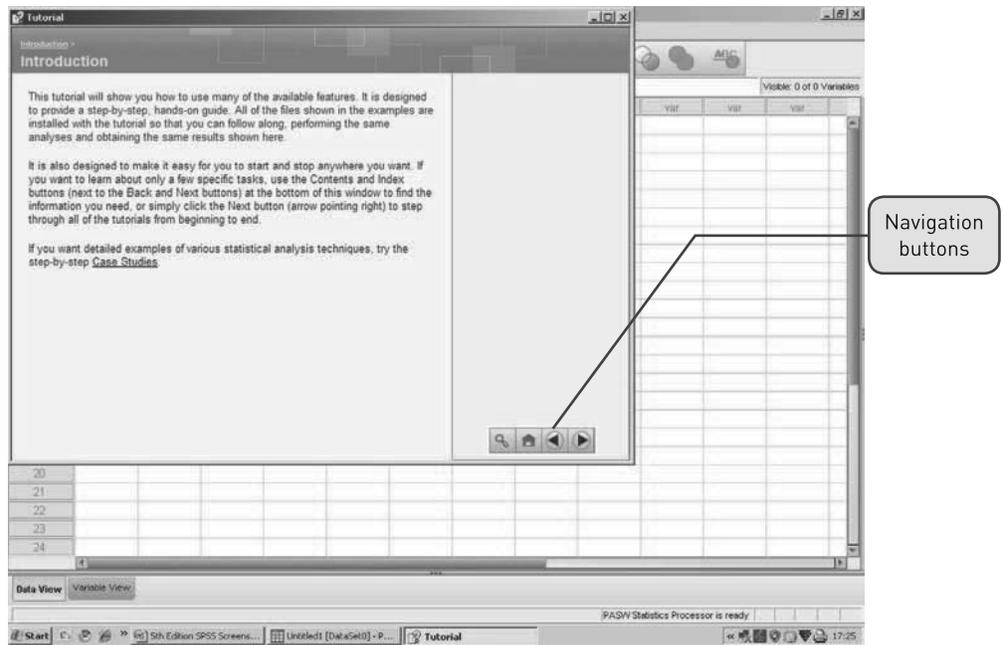


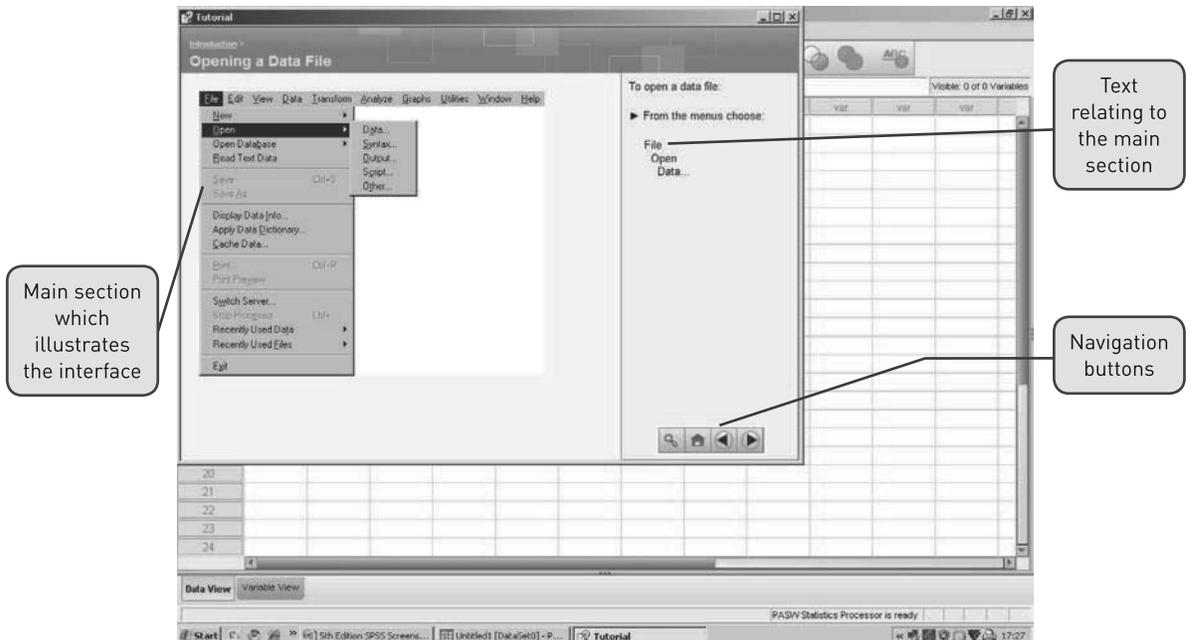
The first thing you need to decide is whether you want to open an existing datafile, input some new data or run the tutorials available in SPSS. We recommend if you are new to SPSS that you run the tutorial. Therefore select the *Run the tutorial* option. You will be presented with the following screen:



You will notice that the tutorial system has a number of topics for you to run through. These are all very useful and it will pay you to go through them as you get more familiar with SPSS. For now we recommend that you run through the *Introduction* tutorial before moving on.

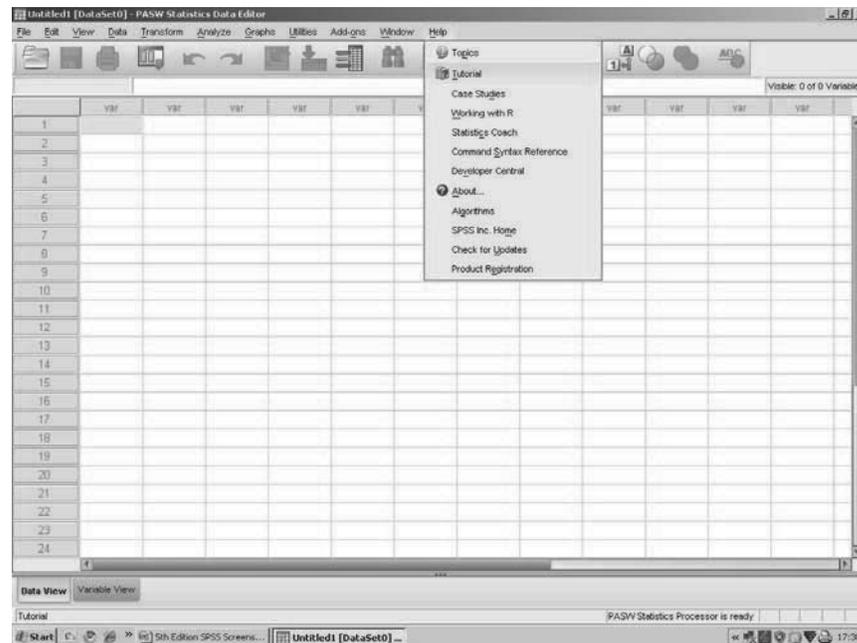


Once you open the tutorial you will notice that there is a main section which contains some text and at the bottom right-hand side of the window there are some navigation buttons. The magnifying glass represents the 'Index', the house represents the 'Contents' (which is the list of tutorials that you have just come from), and the left- and right-pointing arrows allow you to move backwards and forwards through the tutorial. Read the text on the first page and then move forward to the third page. You will be presented with a page that looks like this:



This page illustrates the main sections of the tutorial interface. The bulk of the window will be taken up by illustrations of the SPSS user interface or detailed text. There will also be some text down the right-hand side which explains the illustration in the main part of the window. The navigation buttons will also be displayed. Work your way through the rest of the tutorial now.

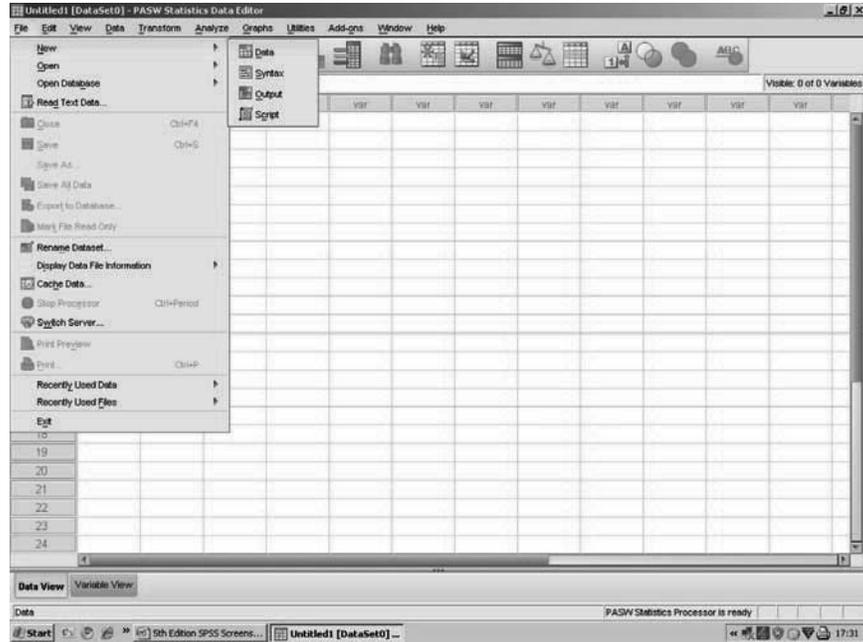
You should bear in mind that you can also access the tutorials at any time during an SPSS session by clicking on the *Help* menu and selecting the *Tutorial* from there.



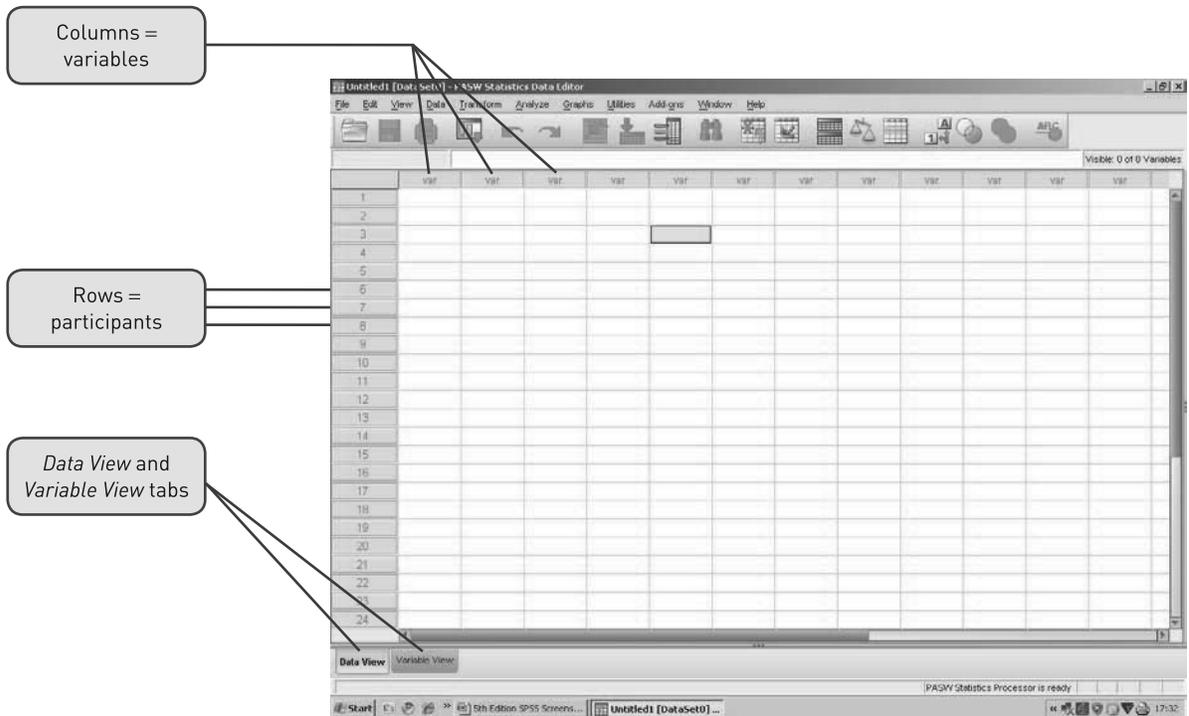
When you click on the *Help* menu you will notice a number of other options that you can choose: for example, *Statistics Coach* and *Case Studies*. These are very useful help features and we will cover these in later chapters where it is more appropriate to introduce them.

2.3 Working with data

To open an existing file, select the *Open an existing data source* option from the *What would you like to do?* dialogue box. You should then select the relevant file and press *OK* to continue. If you are already in SPSS and you want to open a datafile, simply click on the *File* menu and select *Open* and then *Data* (see below). You then select the relevant file and click *OK* to continue.



If you want to enter new data and have the *What would you like to do?* dialogue box open, select the *Type in data* option and click on *OK*. Once you click on *OK*, you will be presented with the following screen:



You may find that the active window is too small to display all the information available. You can increase the size of the active window by clicking on the *Minimise/Condense/Enlarge* buttons (–/☐/□) in the top right-hand corner of the active window. Here the button –