

## **Chapter 2 – Data Coding, Entry, and Checking Study Guide**

### **OBJECTIVES:**

*The student will be able to:*

1. Describe the steps necessary to plan, pilot test and collect data.
2. Prepare data for entry into SPSS or a spreadsheet
3. Define and label variables.
4. Display your SPSS codebook (dictionary).
5. Enter data into SPSS or a spreadsheet.
6. Check accuracy of data entry using SPSS Descriptive Statistics.

### **TERMINOLOGY:**

- pilot study
- content validity
- coding
- dummy coding
- codebook
- define variables
- label variables
- missing values
- data entry form
- descriptive statistics

**ASSIGNMENTS:** See additional activities and extra SPSS problems for assignment examples.