

Chapter 5 – Data File Management Study Guide

OBJECTIVES:

The student will be able to:

1. Explain why data transformations might be necessary.
2. Count data.
3. Recode and relabel data.
4. Compute scale scores using either the numeric expression or function features of the SPSS Compute Variable command.
5. Check transformed data for errors and normality.

TERMINOLOGY:

- data transformation
- file management
- summated variable (composite variable, scale score)
- count
- recode
- reverse code
- relabel
- compute

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