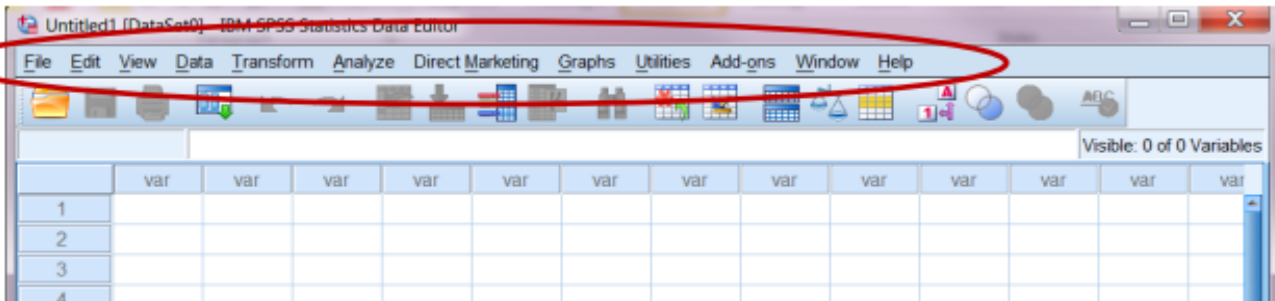


Chapter two : SPSS Menus and Icons

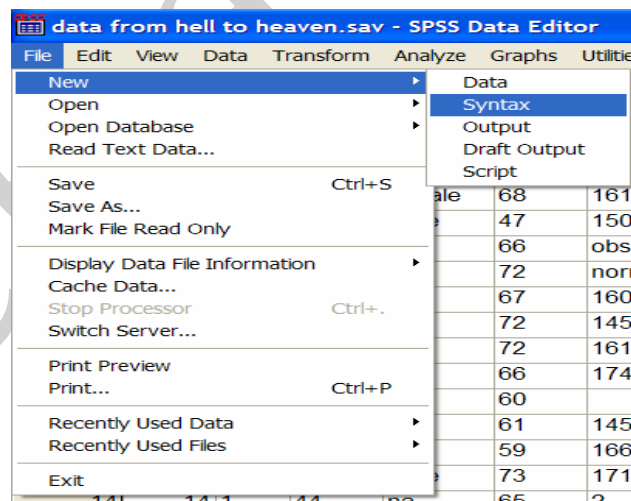
A: MENU LIST

Spss has a number of menu options located at the top of the screen (as will any other computer programs) .



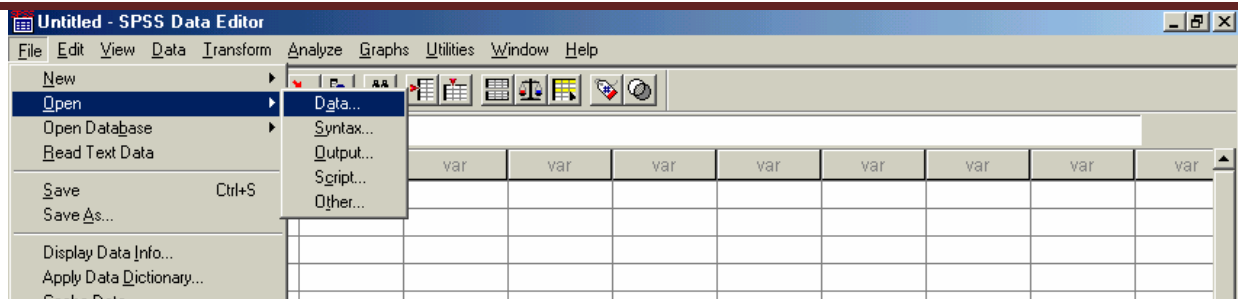
1- FILE : The 'File' menu (shortcut Alt + F): includes all of the options you typically use in other programs, such as open, save, exit. Notice, that you can open or create new files of multiple types as illustrated to the right.

1-1 file ----- new بۆ کردنهوهی فایلێکی نوی به کار دیت

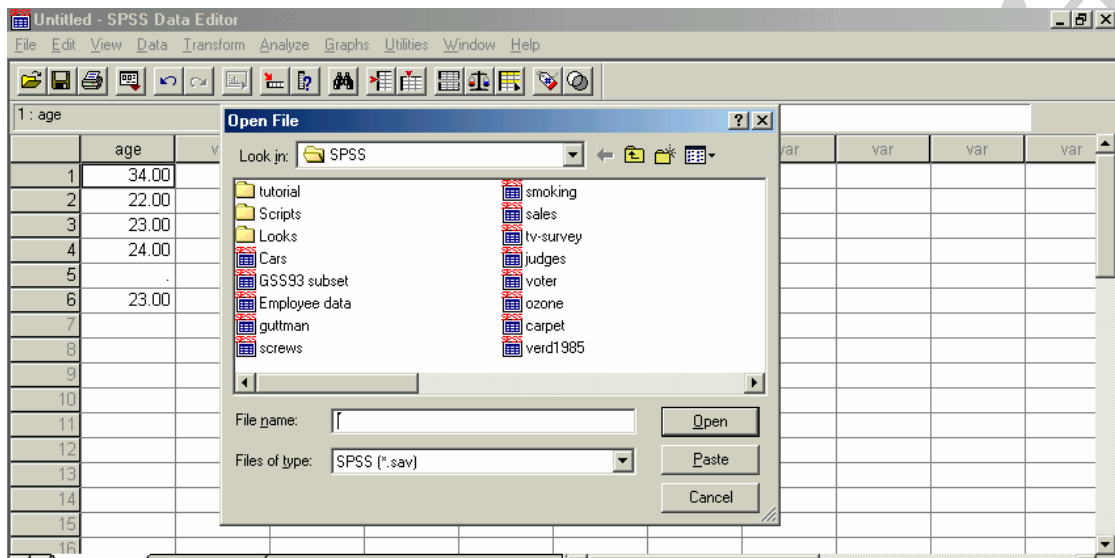


1-2 open data

File ---- open بۆ کردنهوهی فایلێ خهزنکراو به کار دیت که بهیشت دروستمان کردوه

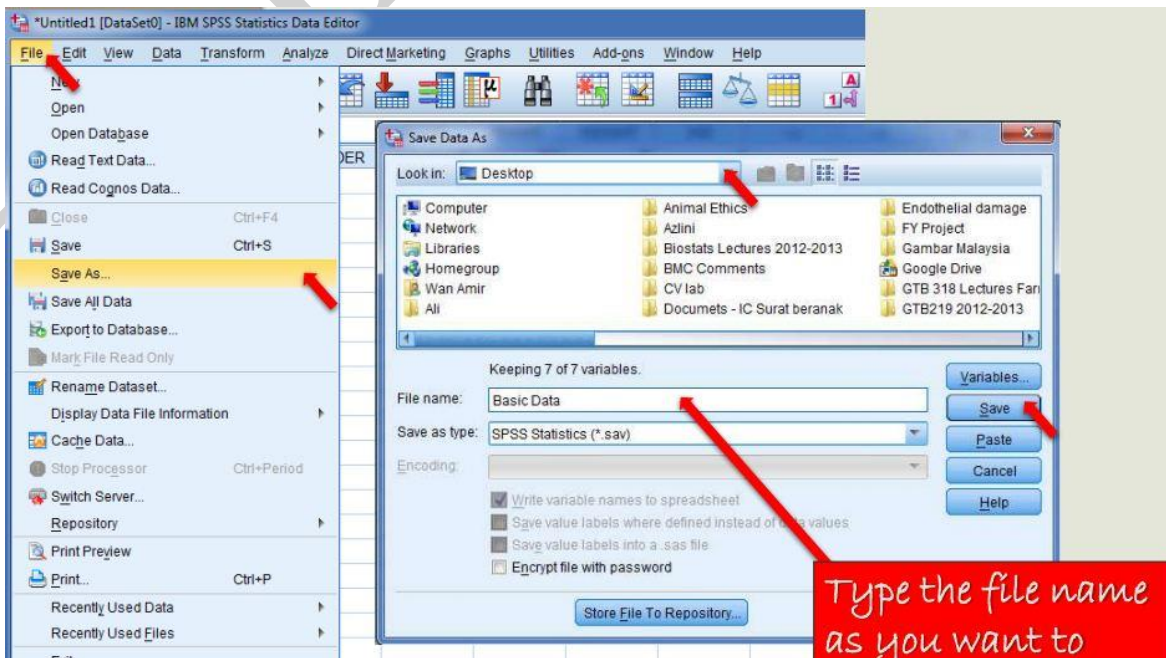


پاشان ناوی نهو فايلاه دمنوسين كه دمانهويت بيكهينهوه

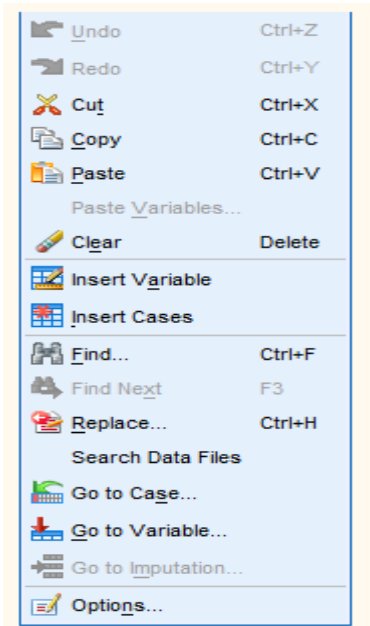


1-3 saving data

بو خهزن كردنى داتا له ليستى save ---- file هه لدهبژيرين ئينجا به ناويك خهزنى دهكهين وهك ئهم وينهى خوارهوه :



2- **Edit: the Edit menu (shortcut Alt +E):** This menu contains edit functions for the data editor. In SPSS, it is possible to cut and paste blocks of numbers from one part of the data editor to another. You can also use the Option to select various preferences such as the font that is used for the output:



Undo and Redo can help rectify any mistake you

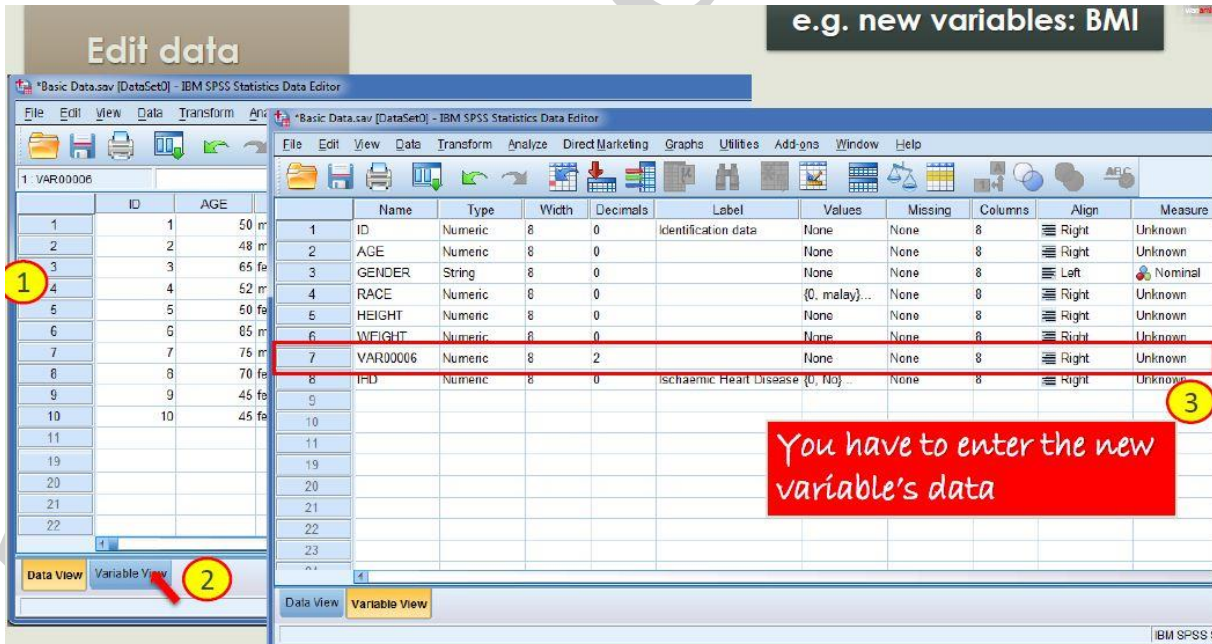
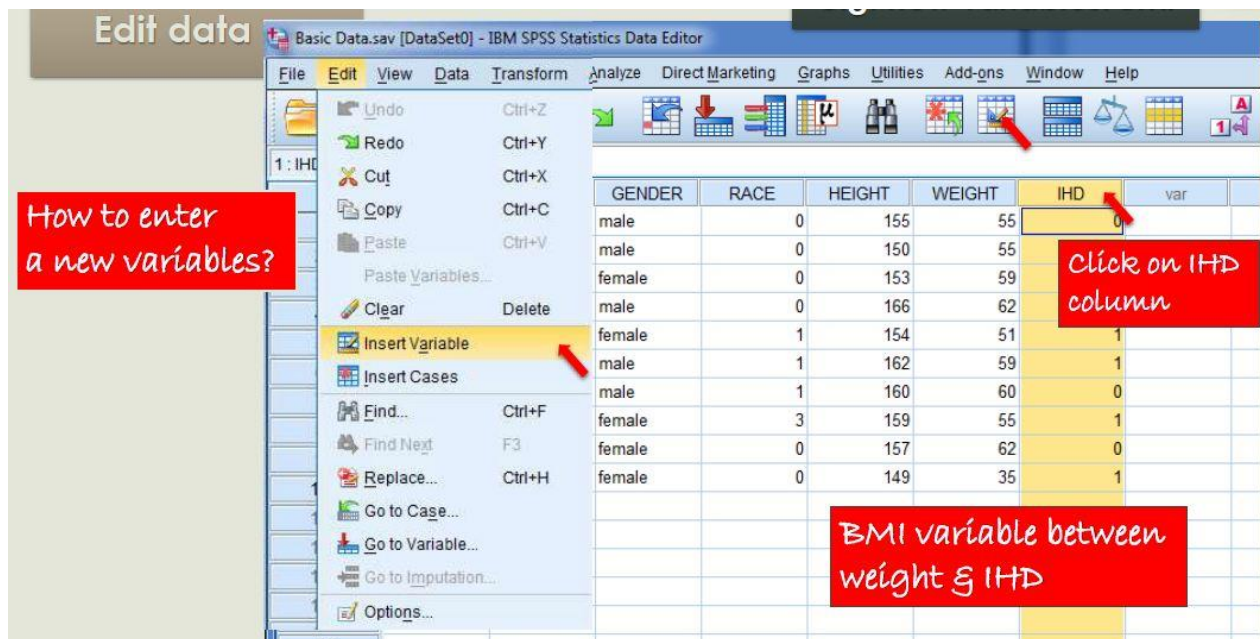
Cut, copy and paste allow you to move blocks of numbers from one area of the spread sheet to another

Paste variable : Automatically constructs new numeric or text variables whose values and labels are the same as the selected variables, but where the variables and, consequently, will update whenever the original variables data is modified (except for changes of categories on the Outputs Tab. That is, it does not copy the variable, it instead creates a new variable referring to the existing variable. ليردا جهند.

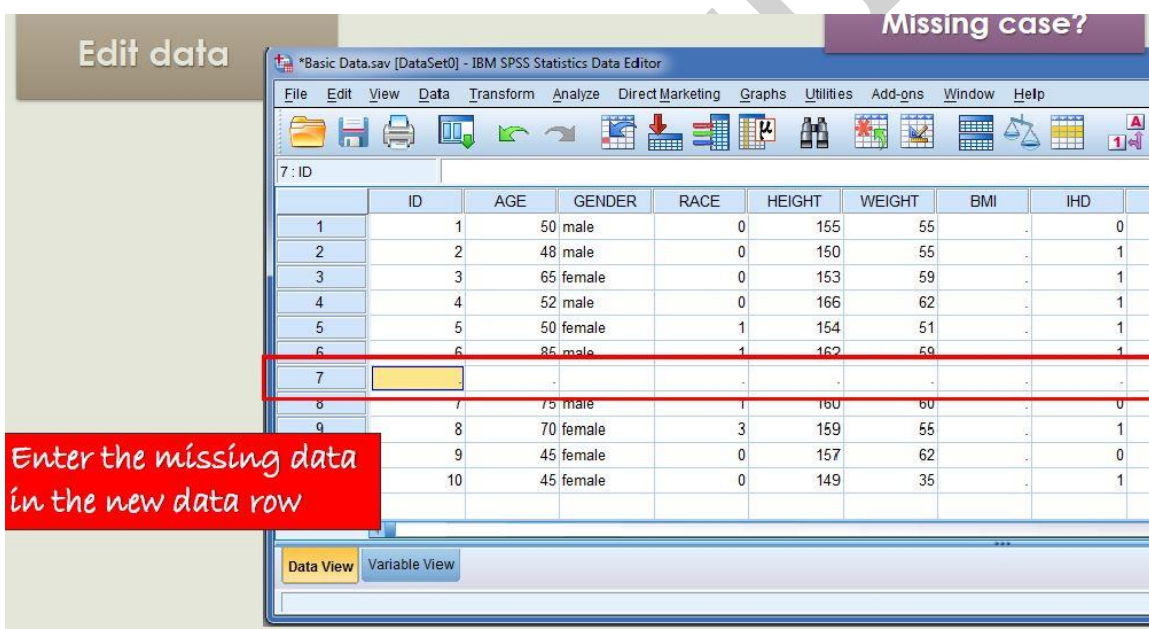
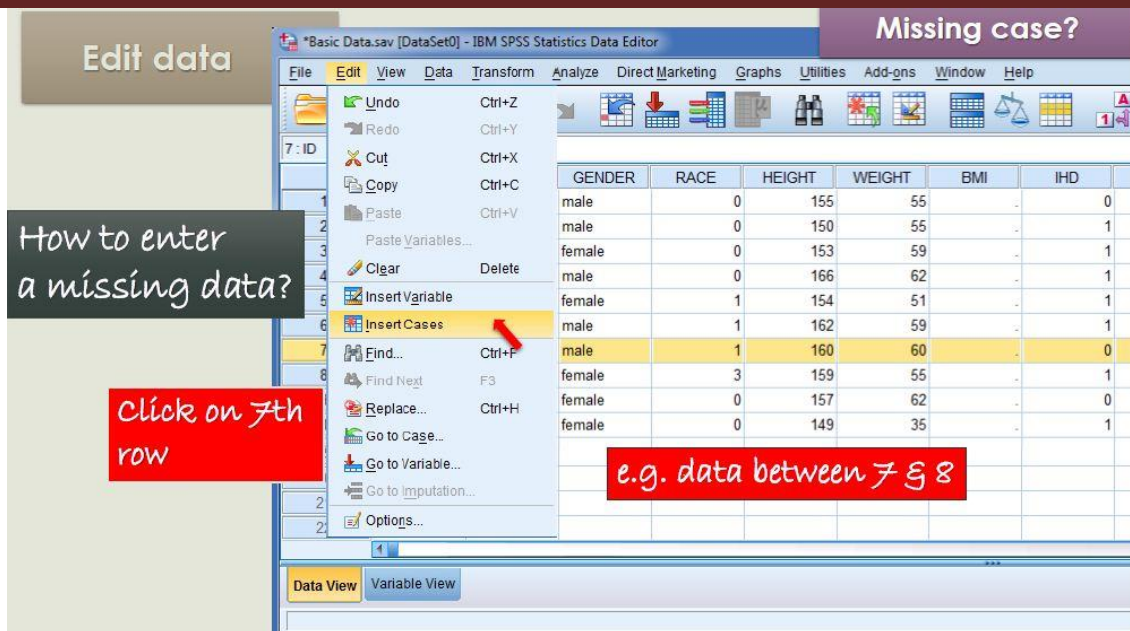
گورومان بويت دوتوانين كوي بكهبن به ههمان ناومروك □

	Name	Type	Width	Deci...	Label	Values	Missing	Col...	Align	Measure	Role
1	gender	Numeric	8	0		{1, ...	None	8	Center	Scale	Input
2	age	Numeric	8	0		None	None	4	Center	Scale	Input
3	salary	Numeric	8	0		None	None	4	Right	Scale	Input
4	x	Numeric	8	0		None	None	8	Right	Scale	Input
5											
6											
7											
8											
9											
10											
11											

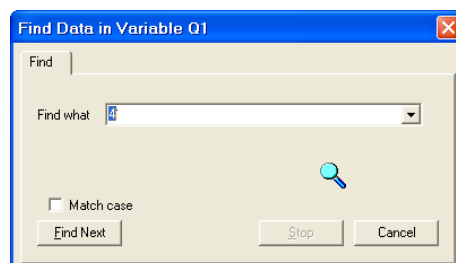
-Insert Variable: If you want to insert a new variable (column) between two variables, click once on the label of one of the two columns in order to highlight it, and then choose the Insert Variable option. A new column will appear in the data file.



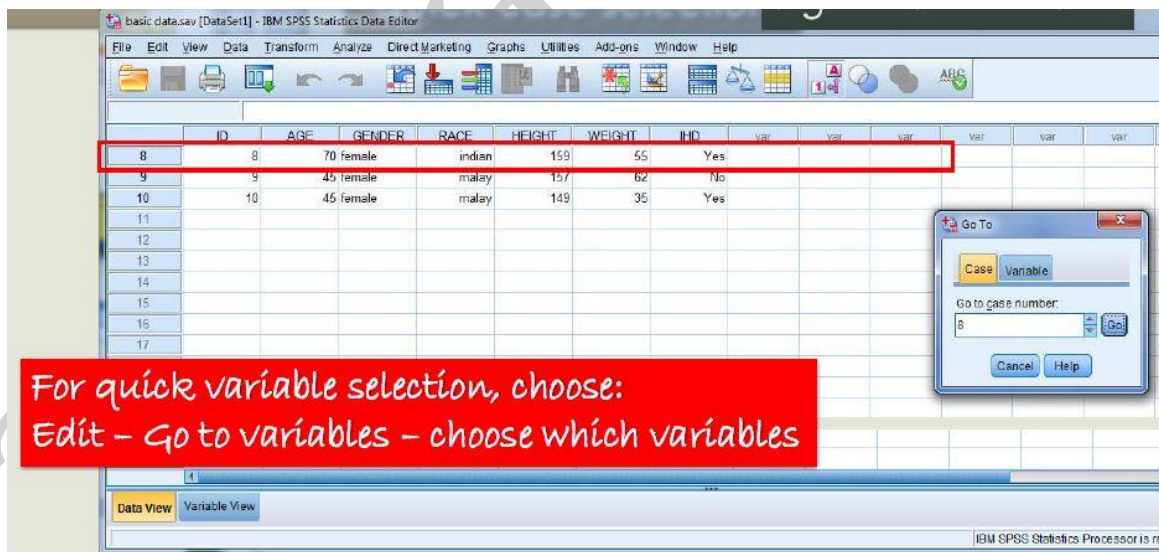
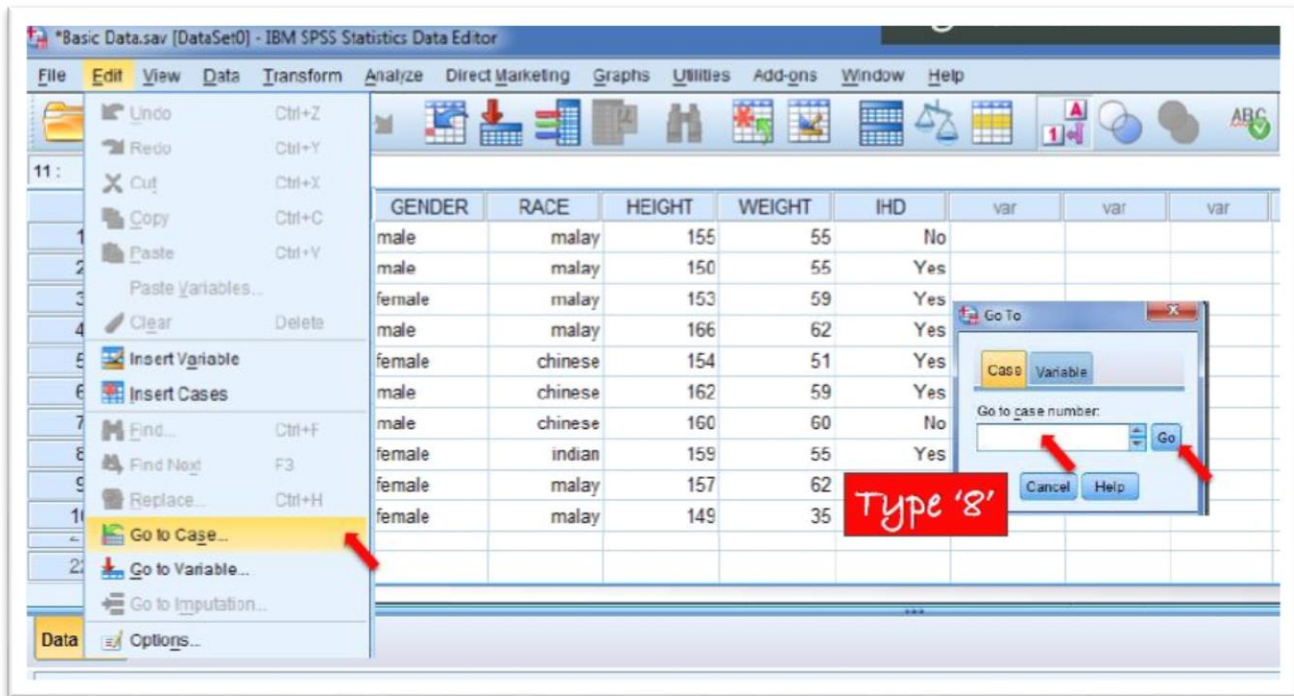
Insert Case: If you want to insert a new row (e.g., one case you forgot to enter) between two rows, highlight one of the two rows by clicking once on its number, and then choose the Insert Case option.



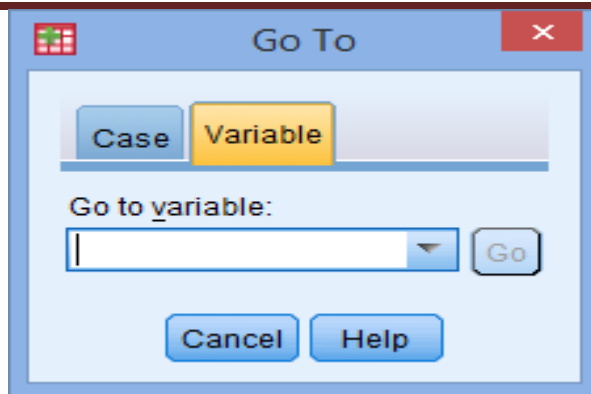
Find: This is a very useful option, especially if you have a large data file. If you are looking for an individual who was born on 18/11/1983, click on the label of the (date of birth) column to highlight the whole column. In the Find dialog box type 18.11.1983 and click Find Next.



Go to Cases: This option is useful if you have a large data file and you want to go directly to a particular case. Type the case number and click OK.



Go to Variable: This option is useful if you have a lot of variables and you want to go directly to a particular variable. Type the name of variable that you want it and click OK.



- 3- **View**: Controls presence or absence of certain features of the SPSS windows; the status line, toolbars, fonts, the Data Editor grid, and whether values or value labels are displayed in the Data Editor. Also toggles between Data View and Variable View (Ctrl+t).

ئەم لیستە بەکاردەیت بۆ بزرکردن و دیاری کردنی شریتهکان و مەھرورەھا دەتوانین جوۆری نووسینەکان بگۆرین لە ریگەى (font) بۆ چەندىن جوۆرى نوسین

