

Quantitative Methods (GEO 441)

SPSS Mini-Lab 4: Basic Tables

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Please copy the file **S:\GEO\Marr\Quantitative Methods\Other Data\US Airline Crashes.sav** to your portable media.

By default, SPSS tables are not very attractive. In many cases we want to use SPSS tables in some other document (often a Word document), where editing SPSS tables can be extremely frustrating. Rather than trying to edit SPSS tables in another document, the best technique is to force SPSS to producing attractive tables before you export them.

- Open SPSS and load the **US Airline Crashes.sav** data file.
1. Create a table.
 - a. Analyze > Descriptive Statistics > Frequencies
 - i. Move **Flight** to the *Variables* list.
 - ii. Click on *Statistics* and check the **Sum** box.
 - iii. Click **Continue** and then **Ok**.
 2. Prepare a template.
 - a. Right click on the table.
 - i. Click Edit Content > In Viewer.
 - b. Right click on the table again.
 - i. Click **TableLooks** (*the TableLooks popup window should appear*).
 - c. Click on the **Edit Looks** button (*the Edit Looks popup window should appear*).
 - d. Click on the **Cell Formats** tab.
 - i. Each element in the table can be altered, but each element must be altered individually.
 - ii. In the *Area* dropdown menu click **Data**.
 1. Change the *text font* to **your favorite font** and the *size* to **your favorite size**.
 - iii. In the *Area* dropdown menu click **Title**.
 1. Change the *text font* to **your favorite font Bold Italic** and the *size* to **your favorite size**.
 - iv. Repeat this procedure for all elements within the table until you are happy with the results. You can change the font and size to whatever you prefer.
 - e. Click on the Borders tab.
 - i. Under *Border* click on **Top Inner Frame**.
 1. In the *Style* dropdown menu, select a thin line (4th down).
 - ii. Under *Border* click on **Bottom Inner Frame**.
 1. In the *Style* dropdown menu, select a thin line (4th down).
 - iii. Under *Border* click on **Data Area Top**.
 1. In the *Style* dropdown menu, select a thin line (4th down).
 - iv. Click **Ok** to return to the *TableLooks* window.
 3. Save the file as a Template.
 - a. From the *Tablelooks* window click **Save As**.
 - b. Navigate to your portable media and save the template to a filename you will remember (e.g. My SPSS Table Template.stt).

- i. If you have a copy of SPSS, navigate to the SPSS folder and save the file in the Looks folder.
4. Make your template the default SPSS template.
- a. From the SPSS Data Editor Window, click Edit > Options.
 - b. From the Options popup window click the **Pivot Table** tab.
 - c. Click Browse and navigate to your template file. Highlight that template file.
 - i. If you have SPSS your template should appear in the TableLook list. Highlight this file.
 - d. Click **Apply** and then **Ok**.

SPSS should now default to your table template. You can now right click on the table in the SPSS Output Window and select **Copy Special**. When this file is pasted into a Word (or similar) document it will look nice and is much easier to edit.

BEFORE

		Flight			
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Commercial	49	43.8	43.8	43.8
	Commuter	63	56.3	56.3	100.0
	Total	112	100.0	100.0	

AFTER

<i>Flight</i>		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
	<i>Commercial</i>	49	43.8	43.8	43.8
<i>Valid</i>	<i>Commuter</i>	63	56.3	56.3	100.0
	<i>Total</i>	112	100.0	100.0	

Thanks to Jeremy Taylor's blog "*Stats Make Me Cry*" for tips on altering SPSS tables. Of course, we all know that no one cries in Quantitative Methods...