

CHECKLIST

1. SPSS Basics and Data Management

- ☐ Understand the SPSS interface: Data View and Variable View
- ☐ Create a new dataset in SPSS
- ☐ Enter data directly into SPSS
- ☐ Import data from Excel or other sources
- ☐ Define variables correctly
- ☐ Assign variable names, types, labels, and values
- ☐ Code categorical data properly
- ☐ Label variables and response options
- ☐ Split files for group-based analysis
- ☐ Merge datasets correctly

2. Descriptive Statistics

- ☐ Generate frequency tables
- ☐ Interpret frequencies and percentages
- ☐ Produce basic descriptive statistics
- ☐ Create graphs and charts
- ☐ Use bar charts, pie charts, and histograms
- ☐ Prepare custom tables
- ☐ Interpret descriptive outputs clearly

3. Data Transformation

- ☐ Recode data into the same variable
- ☐ Recode data into different variables
- ☐ Compute new variables
- ☐ Calculate sums and averages
- ☐ Generate products and other computed values
- ☐ Apply log transformations where necessary
- ☐ Create lag variables where applicable
- ☐ Verify transformed variables before analysis

4. Practical Skills to Achieve:

- ☐ Prepare a clean SPSS dataset
- ☐ Code and label data accurately
- ☐ Import and organize data
- ☐ Run basic descriptive statistics
- ☐ Present results using tables and charts
- ☐ Transform variables for further analysis

ASSIGNMENT

For this assignment, each trainee is required to **generate dummy data in Microsoft Excel first**, then **import the Excel file into SPSS** for analysis.

The dummy dataset should have at least **30 respondents/cases** and should include the following variables:

1. Gender
2. Age
3. Education level
4. Income
5. County
6. Training attendance
7. Satisfaction level
8. Performance score

Steps to Follow

1. Open Microsoft Excel and create a dummy dataset with at least **30 rows**, where each row represents one respondent.
2. Create the variable names as column headings in Excel. For example:

Gender	Age	Education_ Level	Income	County	Training_ Attendance	Satisfaction_ Level	Performance_ Score
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3. Enter dummy responses under each variable.
4. Save the Excel file using this format:
YourName_Session1_DummyData.xlsx
5. Open SPSS and import the Excel file.
6. After importing the data into SPSS, define all variables properly in **Variable View**.
7. Assign correct:
 - Variable names
 - Variable labels
 - Value labels
 - Measurement levels
8. Code categorical variables such as:
 - Gender
 - Education level
 - County
 - Training attendance
 - Satisfaction level
9. Generate frequency tables for categorical variables.
10. Generate descriptive statistics for numerical variables such as:

- Age
- Income
- Performance score

11. Create relevant graphs and charts.
12. Recode at least one variable.
13. Compute at least one new variable.
14. Save and submit the SPSS dataset, output file, Excel file, and short report.

Submission Requirements

Each trainee should submit:

1. Excel dummy dataset: **.xlsx**
2. SPSS dataset file: **.sav**
3. SPSS output file: **.spv**
4. Short report: **Word or PDF format**

Purpose of the Assignment

The purpose of this assignment is to help trainees practise creating data in Excel, importing data into SPSS, coding and labelling variables, running descriptive statistics, creating charts, and transforming data for analysis.

Session 2: Intermediate SPSS

 July 11th, 2026, 9:30 am- 1.00Pm

- Pilot Testing –Reliability (Using Cronbach Alpha coefficients)and Validity test (Using KMO & Bartlet test and Factor Analysis
- Diagnostic Testing –Normality, Multicollinearity, Linearity, Heteroscedasticity, Autocorrelation

If you have not done the deposit, please do so through our:

MPESA TILL NUMBER: 856105