

**SPSS Manual To Accompany Howell's Fundamental  
Statistics for The Behavioral Sciences**

**(7th Edition)**

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### Preface

This manual was originally intended to accompany Howell, D. C. (2004) *Fundamental Statistics for the Social Sciences, 5<sup>th</sup> Edition*. I am making it available for the later editions of that book and of *Statistical Methods for Psychology*. It is also suitable for anyone using *Statistical Methods in Psychology*, although the examples may differ in a few places and references to tables in the text will likely be incorrectly numbered. All chapter numbers refer to the *Fundamentals* text. This manual is not intended to be an all encompassing overview of SPSS. It is intended to illustrate the use of SPSS to conduct procedures covered in the textbook. It was originally written to accompany an earlier version of SPSS than the current Version 17, and, where practical, I have tried to bring it up to date. A few of the older dialog boxes remain if they would cause no confusion. Data files that go with this manual are available at <http://www.uvm.edu/~dhowell/fundamentals/SPSSManual/SPSSLongerManual/DataForSPSS/>. If something is missing it can probably be found at <http://www.uvm.edu/fundamentals/DataFiles> although a table or exercise name may have been changed slightly.

The first draft of this document was written by Ester Leerkes, who did an excellent job. Esther is now an Associate Professor in the department of Human Development and Family Studies at the University of North Carolina—Greensboro, an outstanding department. She deserves 90% of the credit. I (Dave Howell) only provided comments and suggestions. Recently I have added a bit more material simply to bring the discussion up to date, but Esther is the one who provided the structure, the design, and most of the text. I started with SPSS way back when, and because “I know all that stuff,” I did not take the time to attend to many helpful changes. In the process of doing this revision I have learned a lot that I had forgotten or never knew about SPSS. (Thanks, Esther!) . Do not just skip over the section on using menus. There is a lot of good information there. The one weakness in relation to recent versions of SPSS concerns the creation of graphics. I have not attempted to adapt to the newer **Chart Builder** menu in SPSS, but have instead relied on the **Legacy** graphics. These are modified versions of the

graphics that older versions produced. I think that they are easier to use, but that may be just because that is always the way I have done things.

This manual includes hands-on activities in every chapter intended to increase your knowledge of SPSS. Simply reading this manual without attempting the activities is unlikely to increase your comfort with SPSS. The hands-on activities build on one another, so you should perform the activities in order to maximize your learning. ✓ This check mark is used to denote specific steps that should be followed for the hands on activities. Important commands and checkboxes are boldfaced in the instructions (e.g., click **Continue**, select **Save standardized values**). These instructions were written based on the assumption that readers have a working knowledge of Windows based programs.

Older versions of SPSS allowed only 8 characters in a name, and did not allow lower case. You will see a few names that look as if they were misspelled (e.g. “CONDTION”) These are holdovers from the bad old days. They just look a little odd.

Every chapter concludes with exercises, most of which offer an additional opportunity to practice procedures outlined in the hands-on activities. Completing these exercises independently will greatly improve your comfort with SPSS. In making this revision I have not addressed the exercises. I was sufficiently proud of myself for taking on the revision in the first place, and didn't have the energy to go to the exercises.