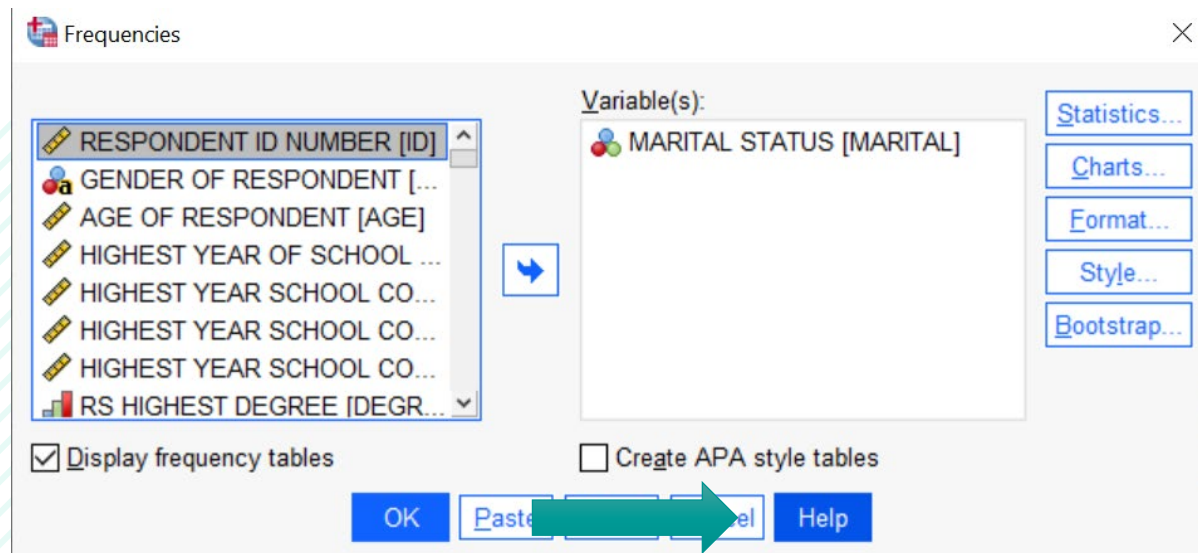


 **VERSION 1**

 **Tech Tips - Accessing  
Help While You Work in  
IBM SPSS Statistics**

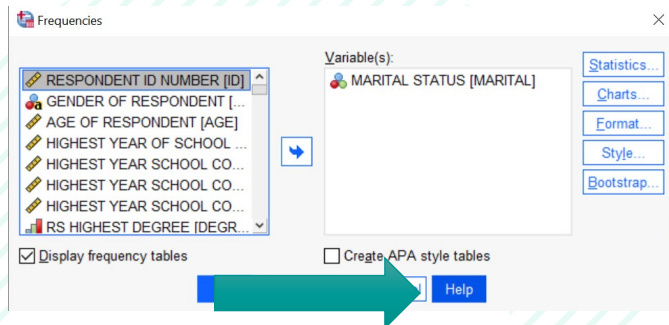
# Tech Tips - Accessing Help While You Work

- *Did you know that there is an easy way to access help when you are working in IBM SPSS Statistics?*
- The **Help** button provides information as users are working within dialogue boxes.



# Tech Tips - Accessing Help While You Work

- In this example, the **Frequencies** procedure is selected.
- Clicking on the **Help** button provides information on the Frequencies procedure as well as an example of how to obtain a frequency table.



## Frequencies

Last Updated: 2021-11-09

This feature requires the Statistics Base option.

The Frequencies procedure provides statistics and graphical displays that are useful for describing many types of variables. The Frequencies procedure is a good place to start looking at your data.

For a frequency report and bar chart, you can arrange the distinct values in ascending or descending order, or you can order the categories by their frequencies. The frequencies report can be suppressed when a variable has many distinct values. You can label charts with frequencies (the default) or percentages.

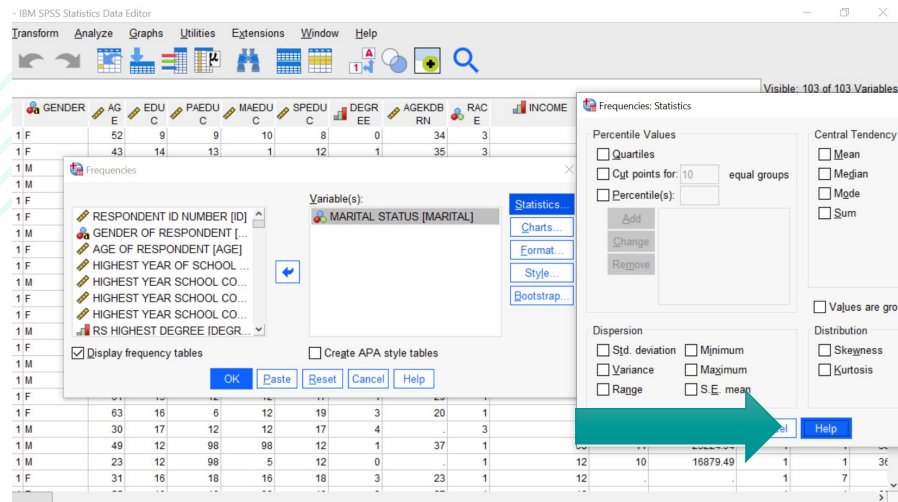
## Obtaining frequency tables

This feature requires the Statistics Base option.

1. From the menus choose:  
**Analyze > Descriptive Statistics > Frequencies...**
2. Select one or more categorical or quantitative variables.
3. Optionally, select **Create APA style tables** to create output tables that adhere to APA style guidelines.
4. Optionally, you can:
  - Click **Statistics** for descriptive statistics for quantitative variables.
  - Click **Charts** for bar charts, pie charts, and histograms.
  - Click **Format** for the order in which results are displayed.
  - Click **Style** to specify conditions for automatically changing properties of pivot tables based on specific conditions.
  - Click **Bootstrap** to derive robust estimates of standard errors and confidence intervals for estimates such as the mean, median, proportion, odds ratio, correlation coefficient or regression coefficient. It may also be used for constructing hypothesis tests.

# Tech Tips - Accessing Help While You Work

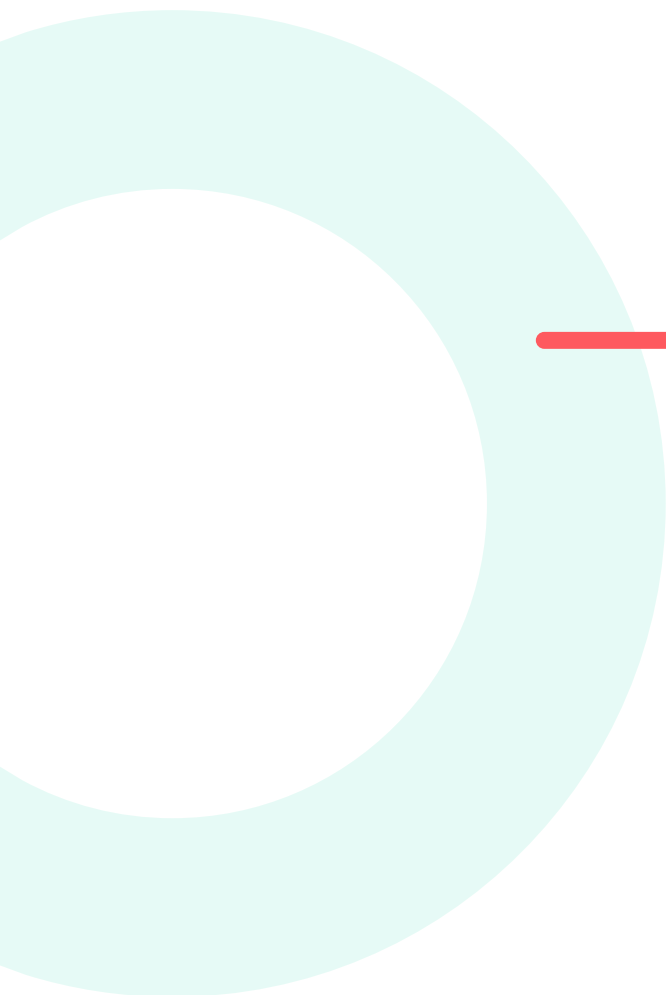
- Users can also access help as they work through a procedure.
- For example, help can be obtained when asking for frequency statistics.



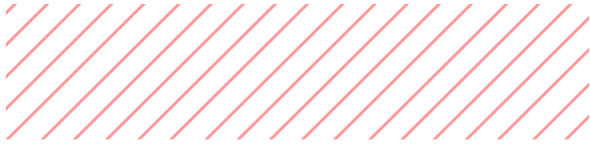
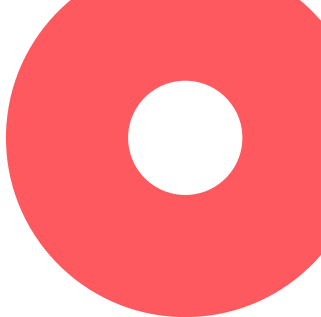
**Percentile Values.** Values of a quantitative variable that divide the ordered data into groups so that a certain percentage is above and another percentage is below. Quartiles (the 25th, 50th, and 75th percentiles) divide the observations into four groups of equal size. If you want an equal number of groups other than four, select **Cut points for n equal groups**. You can also specify individual percentiles (for example, the 95th percentile, the value below which 95% of the observations fall).

**Central Tendency.** Statistics that describe the location of the distribution include the mean, median, mode, and sum of all the values.

- *Mean.* A measure of central tendency. The arithmetic average, the sum divided by the number of cases.
- *Median.* The value above and below which half of the cases fall, the 50th percentile. If there is an even number of cases, the median is the average of the two middle cases when they are sorted in ascending or descending order. The median is a measure of central tendency not sensitive to outlying values (unlike the mean, which can be affected by a few extremely high or low values).
- *Mode.* The most frequently occurring value. If several values share the greatest frequency of occurrence, each of them is a mode. The Frequencies procedure reports only the smallest of such multiple modes.
- *Sum.* The sum or total of the values, across all cases with nonmissing values.



# Demo



# SPSS Tech Tips

For more **Tech Tips**, go to the Tech Tips section within the Learning Hub.

## Contact us



[SPSSAdmin@version1.com](mailto:SPSSAdmin@version1.com)



+ 44 (0) 203 859 4790  
+ 353 (0) 1 865 7800



[www.spssanalyticspartner.com](http://www.spssanalyticspartner.com)