

Block 1 - From questionnaire to SPSS saved file

1.2.1b: Data transfer sheet (Excel)

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Print up and use **sideways**. Mark up your questionnaires, then copy the coded data to the blank Excel spreadsheet table. Make sure that height in **metres** is entered with two decimal places including the decimal point (eg **1.65**). If any data are missing on the questionnaires, just leave the cell blank.

The screenshot shows an Excel spreadsheet with the following structure:

- Columns (A-U):** A: serial, B: Q.1 Welfare, C: Q.1 Defence, D: Q.1 Politics, E: Q.1 Countryside, F: Q.1 Industry, G: Q.2a Accident, H: Q.2b Safety, I: Q.2c Bomb, J: Q.3 NHS, K: Q.4a Type, L: Q.4b Word, M: Q.4c Stats, N: Q.4d SPSS, O: Q.4e Other, P: Q.5 Sex, Q: Q.6 Travel, R: Q.7 Age, S: Q.8 metres, T: Q.8 feet, U: Q.8 inches.
- Rows (1-12):** Data entry rows. Row 10 contains the number '10' in column A, and row 11 contains '9' in column A.

Now do **1.2.2b Preliminary (Excel) data exercise**

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