### Survey Analysis Workshop

### © Copyright 2020 John F Hall

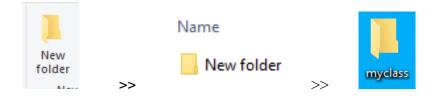
### Block 1 - From questionnaire to data file

### **1.2.2 Preliminary data exercise**

[Updated 6 March 2020 from 2010 original]

For this exercise you will need your completed data transfer sheet in front of you, even if you do it with imaginary data.

Create a new folder **myclass** in your desktop or on a USB stick



Double-click folder myclass to open it:

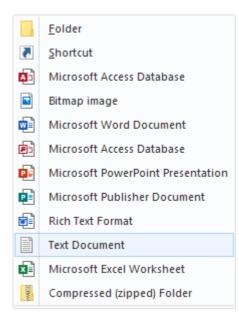
I     I     I       I     I       I </th <th></th> <th></th> <th></th> <th>- □ × ^ �</th>				- □ × ^ �
★ Cut      Pin to Quick Copy     access     Copy     Paste     Paste     Paste     Paste     Paste     Paste	Move Copy to * Copy	New item ▼ 1 Easy access ▼ 1 Folder	Properties ▼ Bdit ▼ History	Select all Select none
Clipboard	Organise	New	Select	
$\leftarrow \rightarrow \checkmark \uparrow \square$ > myclass	~	ට 🔎 Search m	yclass	
^ Name ^	Date modified This folde	Type er is empty.	Size	
0 items				

The folder is empty.

### **Opening a new \*.txt document:**

#### Method 1:

Right-click >> New >>



# Click on Text Document: to get New Text Document in the Name box

F Home Share View H S & Cut Pin to Quick Copy Paste access Copy Paste Cipboard	Move Copy to to V Organise	New item • T Easy access • folder New	Properties Open * Edit Mistory Open	- C X
$\leftarrow \rightarrow \checkmark \uparrow $ , myclass	~	ට 🔎 Search m	/class	
A Name	Date modified	Туре	Size	
New Text Document	07/03/2020 09:40	Text Document	0 KB	
■ ✓ 1 item 1 item selected 0 bytes				

## In the Name box, type mydata:

📙   🛃 🚽   myclass				- 🗆 ×
File Home Share View				~ (
Image: Pin to Quick access     Copy     Paste     Image: Pin to Quick access     Copy path	Move Copy to Copy	New item •	Properties	Select all Select none Invert selection
Clipboard	Organise	New	Open	Select
$\leftarrow \rightarrow \checkmark \uparrow \square \Rightarrow myclass$	~	ට 🔎 Search m	yclass	
^ Name	Date modified	Туре	Size	
mydata	07/03/2020 09:40	Text Document	0 KB	
<b>—</b> •				
1 item 1 item selected 0 bytes				

# Method 2:

In the menu bar, click on		Rew item <del>•</del>		
I I Z ∓ I myclass F Home Share View				- □ × ^ �_F
H S Cut M Copy path Pin to Quick Copy Access Paste Paste shortcut	Move Copy to * Cop	New item ▼ ↑ Easy access ▼ folder	Properties	Select all Select none
Clipboard	Organise	New	Open	Select
$\leftarrow \rightarrow \checkmark \uparrow \square \Rightarrow myclass$	~	ට 🔎 Search my	/class	
^ Name ^	Date modified	Type er is empty.	Size	
<b>~</b> ~				_
0 items				

... to get:

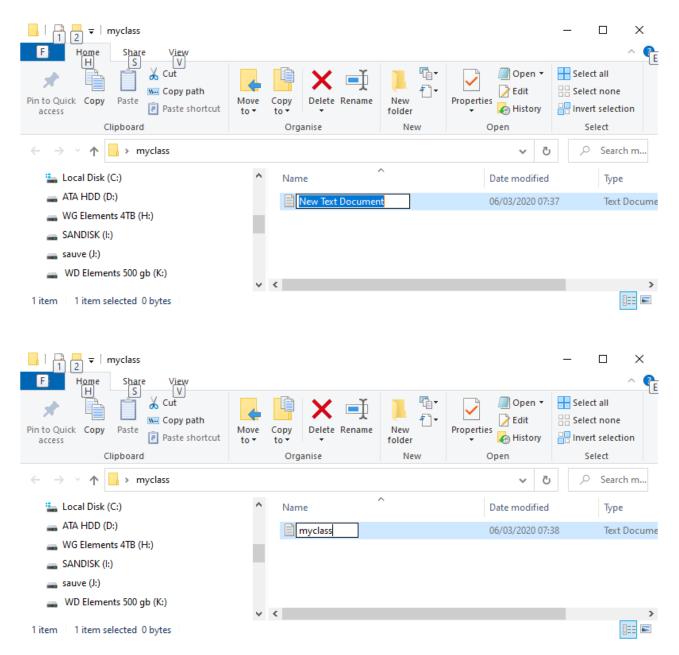
	Rich Text Format
	Text Document
×	Microsoft Excel Worksheet

# Click on Text Document:

F Home Share View H S Cut Pin to Quick Copy Paste access Paste Paste shortcut	Move Copy to v to v	New item •	Properties • History	- C X Select all Select none Invert selection
Clipboard	Organise	New	Open	Select
$\leftarrow \rightarrow \checkmark \uparrow \square \Rightarrow myclass$	~	ට 🔎 Search m	yclass	
^ Name ^	Date modified	Туре	Size	
New Text Document	07/03/2020 09:40	Text Document	0 KB	
1 item selected 0 bytes				

Type mydata in the Name box:

📙   🛃 🧮 🖛   myclass				– 🗆 X
File Home Share View				~ 🕐
Pin to Quick Copy Paste shortcut	Move Copy to to to	New item ▼ 1 Easy access ▼ 1 folder	Properties	Select all Select none
Clipboard	Organise	New	Open	Select
$\leftarrow \rightarrow \checkmark \uparrow $ by myclass	~	ට 🔎 Search m	yclass	
A Name	Date modified	Туре	Size	
mydata	07/03/2020 09:40	Text Document	0 KB	
<b>~</b> •				
1 item 1 item selected 0 bytes				



### Double click on file mydata.txt

	mydata	a - Notepa	d					-	$\times$
<u>F</u> ile	<u>E</u> dit	F <u>o</u> rmat	<u>V</u> iew	<u>H</u> elp					
									~
									$\sim$
<									>
		Ln 1, Col	1		100%	Windows (CRL	F)	UTF-8	

... and carefully type in your data (including the blanks) from the transfer sheet, eg:

//////////////////////////////////////									. [		×	
<u>F</u> ile	<u>F</u> ile <u>E</u> dit F <u>o</u> rmat					<u>l</u> el	р					
1	15342	222	5	23		2	1	35		5	7	$\wedge$
2	12435	123	4	6		2	1	33		5	5	
3	12345	121	4	34		2	1			5	1	
4	25314	243	4	212	5	2	4	23		5	6	
5	14523	213	4	5		2	1	28		5	8	
6	13542	222	4	6		2	2	52	1.80			
7	14532	323	5	123	5	2	2	36		5	4	
8	21543	223	4	12		2	1	28	1.64			
9	15432	332	5	1234	45	2	2	30	1.63			
10	24513	313	4	12	5	1	3	26		5	11	
												~
<											2	
Ln 1	10, 1009	RLF	)	l	JTF-8							

[NB: Don't forget to type in leading blanks for the case numbers of cases 1 to 9.]

When you've finished, there's no easy way to check the accuracy of your typing other than to place the cursor at the beginning of a line and count how many times you have to press the right arrows to get to a particular point. Don't worry about it: this is for practice only. There's a file <u>myclass.txt</u> on this site containing the complete data we shall be using in the main exercises.

Click [CTRL]+S to save the file, then close it.

Now go to <u>1.2.3 First look at data from a real survey</u>

[Back to Block 1 menu]