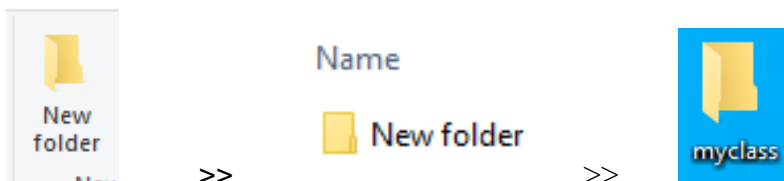**Block 1 - From questionnaire to data file**
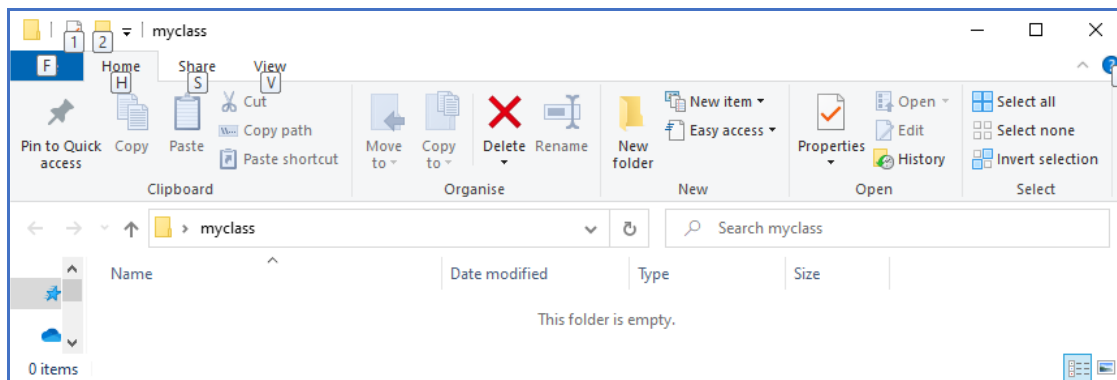
1.2.2   Preliminary data exercise

[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

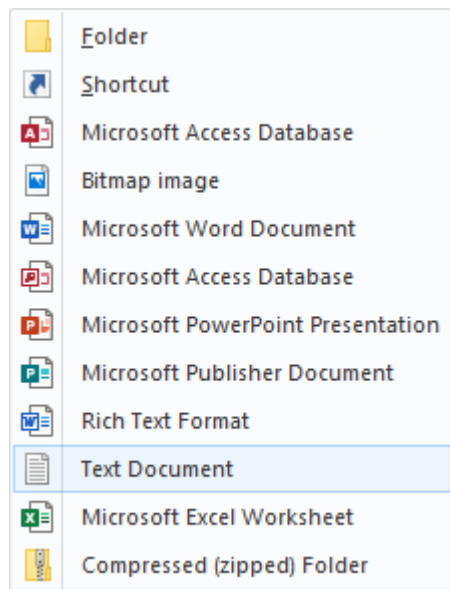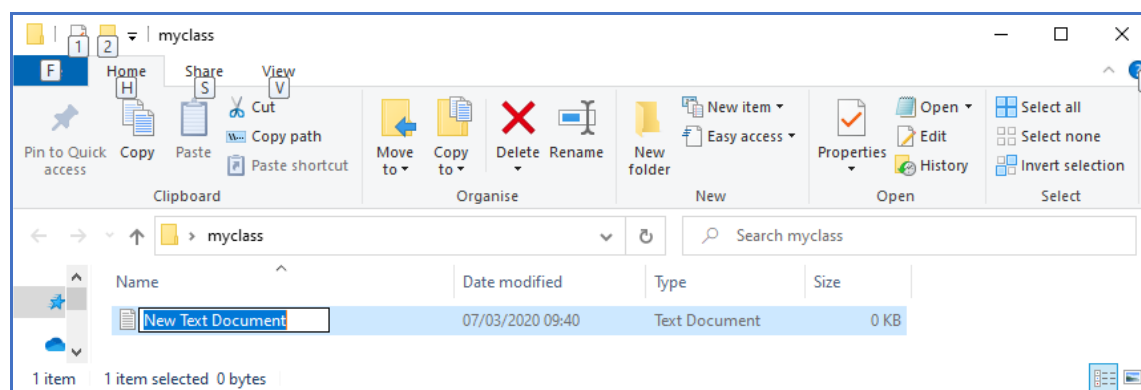Double-click folder **myclass** to open it:

The folder is empty.

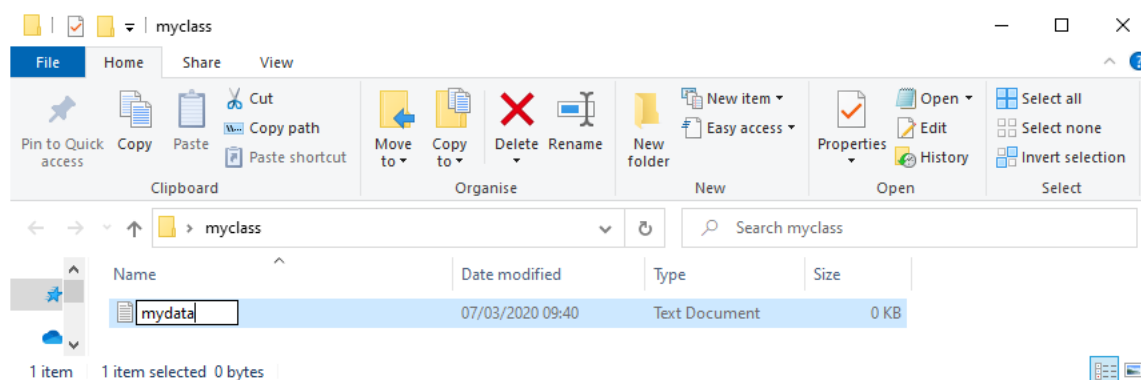## Opening a new *.txt document:

Method 1:

Right-click >> New >>

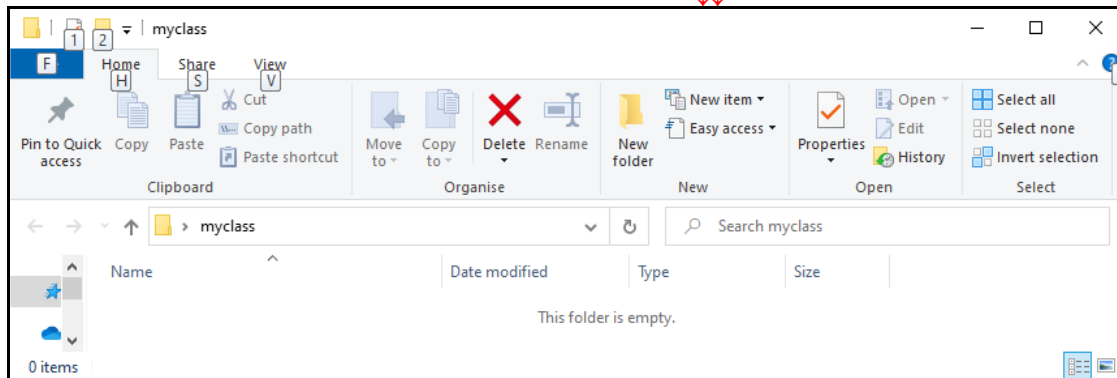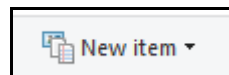Click on ⬚Text Document:⬚ to get ⬚New Text Document⬚ in the Name box
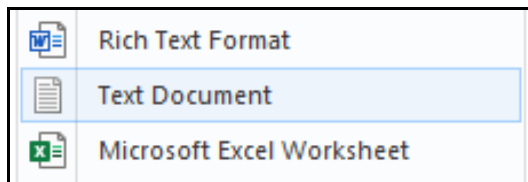

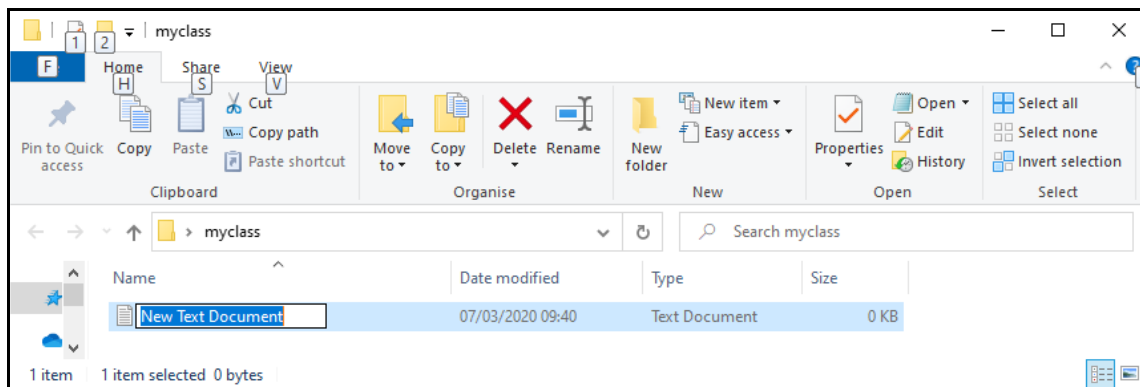In the Name box, type ⬚mydata⬚:
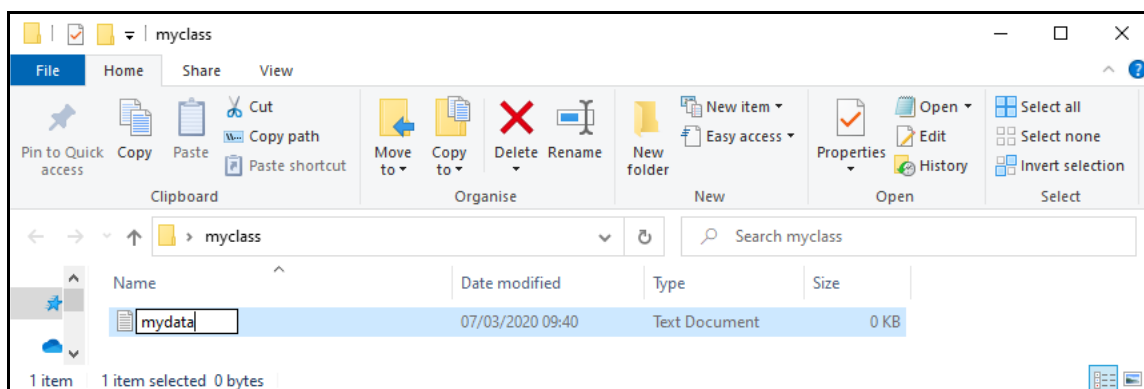
Method 2:

In the menu bar, click on
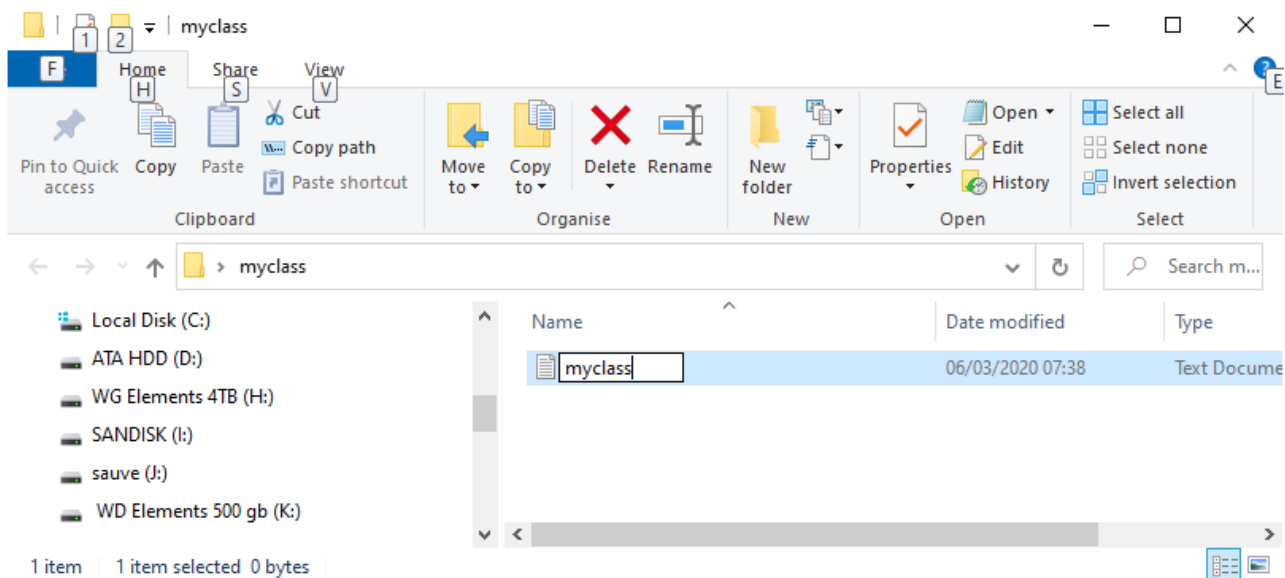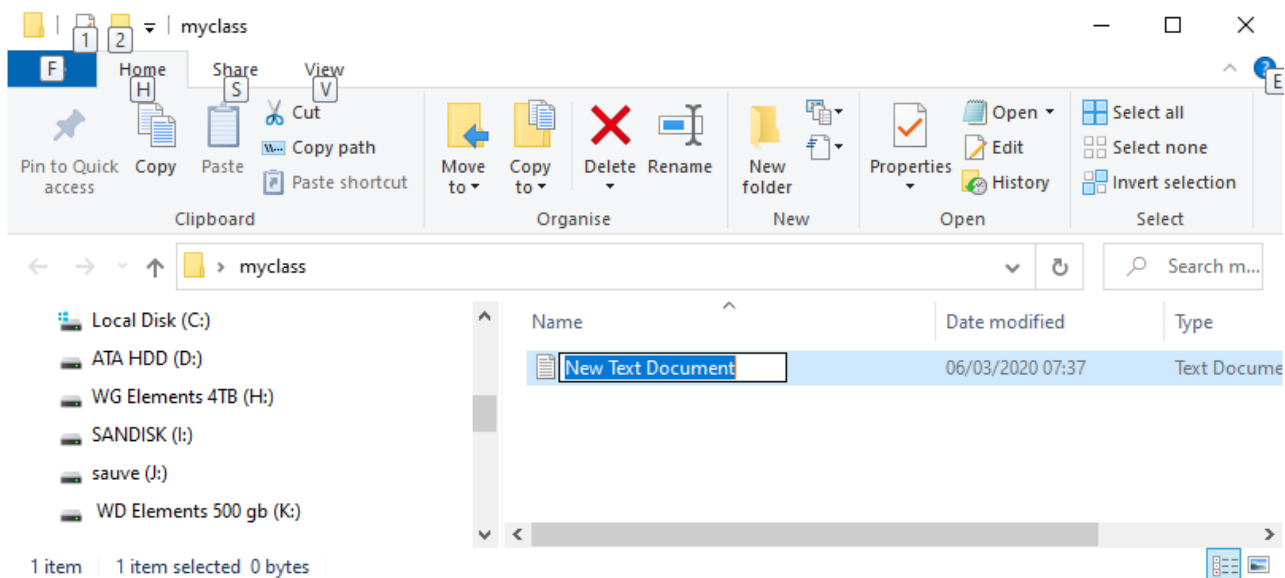

. . . to get:

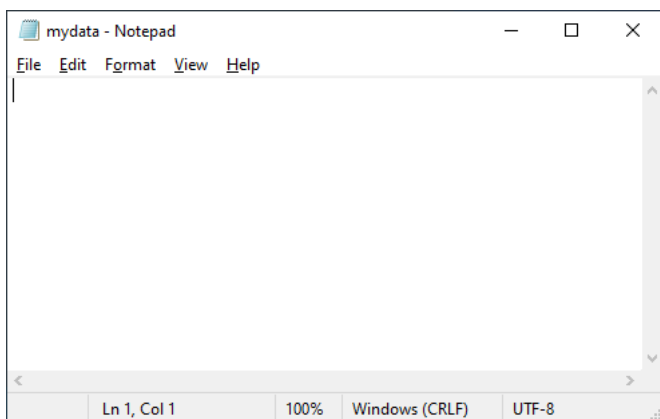

Click on Text Document:

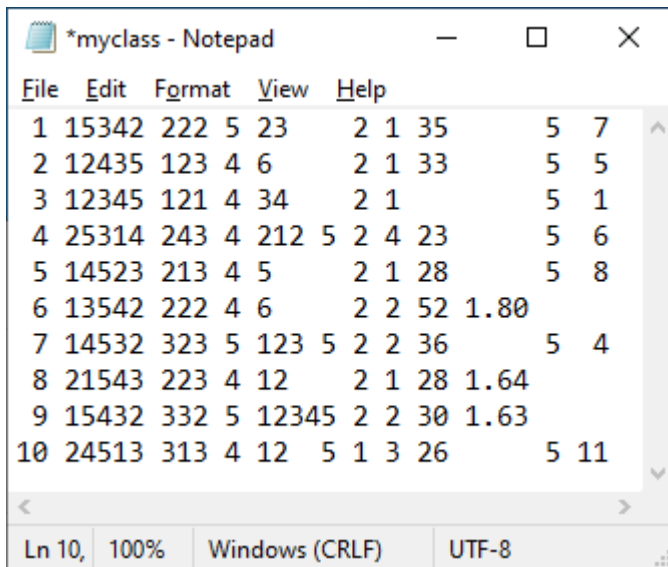Type mydata in the Name box:

Double click on file **mydata.txt**

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

```
🗒 *myclass - Notepad                    —    □    ✕

File  Edit  Format  View  Help
 1 15342 222 5 23      2 1 35        5   7   ^
 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 12345 2 2 30 1.63
10 24513 313 4 12   5 1 3 26        5  11   ˅
<                                       >
Ln 10,  100%     Windows (CRLF)     UTF-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 myclass.txt 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 1.2.3 First look at data from a real survey   [Back to Block 1 menu]