(Continued)

5. Create a coding sheet for collecting your data, including one column to identify your cases and one column to code your variable. List all the categories for your attribute, make sure they are mutually exclusive and exhaustive, and associate numbers with each category.

6. Code your data.

7. Enter the data into Excel.

8. Import your data into SPSS and clean them. Look for any anomalies (fix anything that looks wrong), identify the missing values, and label each of the values.

9. Request a frequency for your variable.

10. Type up a professional-looking table, indicating both the number of cases and percent for each category.