BOX 2.4 How to Import an Excel Data File into SPSS

Find "IBM SPSS Statistics" in your computer's programs and double click to open it. At this point, your first window opens called "Output [Document]." This is the window where any statistical results that you request will be reported. Superimposed on this window is a box asking if you want to open an existing data source. Since you want to import a new Excel file, you want to cancel out of this box.

    What would you like to do?
        >Cancel
        >File
            >Open
                >Data
                    Find the appropriate folder
                    Files of type = "Excel" (*.xls, *.xlsx, *.xlsm)
                File Name = *younamedit.xlsx*
                    >Open
                        ✓Read variable name from first row of data
                        >OK

At this point, your second window opens called "Untitled [Dataset]." This window will show your data. But to be able to use it in the future, you will need to save the data into SPSS format. Make sure you are in the Data Window and do the following:

        >File
            >Save As
                File Name = *make sure you are in the right folder and give it a name*
                >OK