**Enter data from a questionnaire, Example 2: Single response Likert scale questions**

We’re going to have a look at another single questionnaire response type – a Likert scale. Now I’ve said here a 3 or 5. scale, I’ve actually put a 4. scale on my screen because I wanted it to fit. So I’ve got a very important through to very unimportant, and I have four items, and my question is How important are the following when considering where to live? Now even though these are in a grid, it’s actually four separate questions. I’ve got questions one to four, how important is cost, how important is the distance, how important is the distance to work, how important is it that you feel safe. Those are four separate questions which mean there’ll be four separate variables, and because they all have the same responses, I want to give them all the same codes. So 1 for very important, 2 for important, 3 for unimportant and 4 for very unimportant.

Let’s look at how we might enter this data. I’ve always my participant id column on the far left, and here I have my four variables about cost, the distance to uni and work and then safety, and I’ve got my codes there labelled on the bottom. So here’s some example data entry from participants. I want to replace those entries with my codes and now I can enter them into SPSS. I’m just going to do the first variable- cost, because all four would be identical, so let’s give the name. Again, I don’t need any decimal places and the question is How important is cost? Okay a good tip when you’re doing to a questionnaire is making your name very short and to the point, and then put a more elaborate description in the label. Now this is categorical as well, it’s a scaled response. So I need to type in my numerical codes, my value labels for those codes, so 1 was very important, 2 was important. Now like I mentioned you could have had 5. And in between here, you could’ve put undecided, or I don’t know, but I’ve just done four so it fits better on to my PowerPoint slide. Go ahead and click ‘okay’, and now we need to do the measure. Is it nominal, ordinal or scale? Well we know it’s categorical so it’s definitely and because my responses do have a meaningful order, it’s a level of importance, it should be ordinal. Again, I’m going to leave my input as it is.

Let’s go to the data view, I’m going to tick off my labels for the moment and put in the cost, so 1, 3, 1, 3, 4. I’m going to put back my labels and make this a bit bigger if I want so I can see it properly. So that’s how you enter data. For a single response question, one is not a Likert scale and one is a Likert type scale.

END.