



2. Try and change the value labels of one of the variables.

*To change a variable, we simply click on the characteristic of the variable we want to change. To change the name of the variable, for example, we click on the cell containing the variable name, type in the new name and enter. We do the same if we want to change the variable label.*

*To change the type of variable, we*

1. *Click on the cell we want to change. The type will light up and a button will appear on the right side of the cell*
2. *Click on the button. A pop up menu appears*
3. *Choose the type we want to change to (for example 'numeric') and click 'OK'.*

*If we want to change the width (the maximum number of columns a variable can have), we*

1. *Click on the cell we want to change. The cell will light up and a button with two arrows will appear on the right side of the cell*
2. *To increase the width, click the up arrow, to decrease the width, click the down arrow. We use a similar method to change decimals (number of values after the decimal point), align (do we want our numbers left or right aligned or centred) and measure (type of variable).*

*If we want to change the value labels (that is, give a description of the numerical codes, such as 0 = boys and 1 = girls)*

- 1. Click on the cell we want to change. The type will light up and a button will appear on the right side of the cell*
- 2. Click on the button. A pop up menu appears*
- 3. In the field called 'value', type the value we want to name, for example '1'*
- 4. Then, in the field below, called 'label, type in the name, for example 'boy'*
- 5. Click on 'add'*
- 6. Then click on 'OK'.*