**Select specific cases to analyse in SPSS**

In this video we’re going to look at how to use the select cases tool in SPSS so that we can select a specific range or cases of data to do our analysis on. So I’m going to do a couple of examples, the first one is just a simple one, I’m going to use gender and I’m going to only select females to do my analysis, so I need to know what coding females are. If I take off my labels I can see that I’ve labelled females with a 1. So if I wanted to select females I need to use their code. If I go to data and select cases, I’m going to use a condition to satisfy, in order to select my cases by, so I’m going to choose that option. Click on ‘if’, and here I’m going to use gender to specify that I want only females so gender = 1 because 1 is the coding for female. If I click ‘continue’ and then ‘okay’. If I go back I can see that all participants who are male have been slashed out. This means that any analysis that I do from this point onwards will exclude all make participants so if I do a correlation or I get some descriptive statistics, or make a chart or graph it’s only going to show data for female participants. Once you’re done, make sure to go back and unselect those cases. Before we do that, I just want to show you at the end here SPSS creates a filter variable and it says selected or not selected. You’ll notice that these selected or not selected correspond to where the slashes are, so not selected gets a slash. These are then coded as ones and zeros and this is just for SPSS to know which data to use and which not to use, so do leave that variable that in as long as you want to use the filter. If I want to take out the filter, I can just clear that and my selection disappears. I can also go back to data, select ‘cases’ and I can hit the reset button. Now what happens if I want to use a couple of groups from a data set? So I’ve got this rated skill here and say I only want to look at fairly skilled and highly skilled. Let’s have a look at our coding here…rated skill, if I go over to values, I can see its unskilled, semi-skilled, fairly skilled or highly skilled, and I just want to do some analysis on fairly skilled or highly skilled employees, so these are coded as 3 and 4. Go ahead and click ‘okay’, and I’m going to go back to select cases and I’m going to do an ‘if condition’ again. Click on ‘if’. This time I’m going to use my rated skill of work and if the rated skill is a 3 (space) or (space), if my rated skill is 4, then I want to select those cases. It’s really important that you have a space on either side of the ‘or’ otherwise it won’t recognise it. If I go ahead and click ‘continue’, and then ‘okay’, go back to my data set, I can see now that all participants who are unskilled or semi-skilled have been slashed out, so by doing the analysis it will not include these unskilled or semi-skilled workers, and again I have a filter variable.

Let’s go ahead and clear that. Now the last example I’m going to do is what if you want to specify an ‘and’ condition. For example I want to look at females who are highly skilled, so that’s an ‘and’, both female and highly skilled. Now highly skilled is coded with a 4 and remember females are coded with a 1, so if I go back to data, select cases and reset this. If condition- gender = 1 and, (make sure you put a space on either side) rated skill of work = 4. Go ahead and click ‘continue’. Now one thing I didn’t mention before is down here at the bottom you have a few options. You can choose to filter out the unselected cases which is what we’ve been doing, you can copy them to a new data set or you can just delete the unselected cases. I wouldn’t recommend the last option unless you’ve got back up copies of your data. This is actually useful if say you’ve got a huge data set with lots of people in it, but otherwise I would choose this one or the first option. Go ahead and click ‘okay’, and go back to our data set. Again, we can see that there’s a lot slashed out and there’s only females who are highly skilled are left.

END.