

Data Entry in Spreadsheet

The Basics of Data Entry & Management

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Objectives:

- A short introduction on the data entry in spreadsheet programs.
- Practical session – two forms.

Why enter data in spreadsheet?

- Can be opened in many programs, not limited to specific program e.g. SPSS.
- .xls / .xlsx format → convert to .csv (Comma-separated Values).

Structure

1st row →	VAR_NAME	VAR_NAME	VAR_NAME
2nd row →	data	data	data
3rd row →	data	data	data
... row →

Most important:

- Number

- ▶ no decimal place – count, data measured without decimal e.g. age.
- ▶ with the decimal place – data measured with decimal, e.g. height in meter, lab results etc.
- ▶ will be automatically right-aligned.

- Text

- ▶ Patient's name and ID.
- ▶ will be automatically left-aligned.

- It is relatively easy to calculate new values e.g. BMI from height and weight.
- Can also convert numerical variables into categorical variables.

But...

- It is advisable to use the spreadsheet for the data entry only, i.e. raw data.
- Can do the rest when the need arises during data analysis using the statistical software.

Examples

- Number – no decimal place.
- Number – with decimal place.
- Text.

Open a spreadsheet program of your choice, i.e. MS Excel, LibreOffice Calc or Numbers.

Practical session.

1½ hour.

On your own, prepare the spreadsheets and codebooks, and enter the data for:

- Data Collection Form 1.
- Data Collection Form 2.

Questions? Feel free to ask.