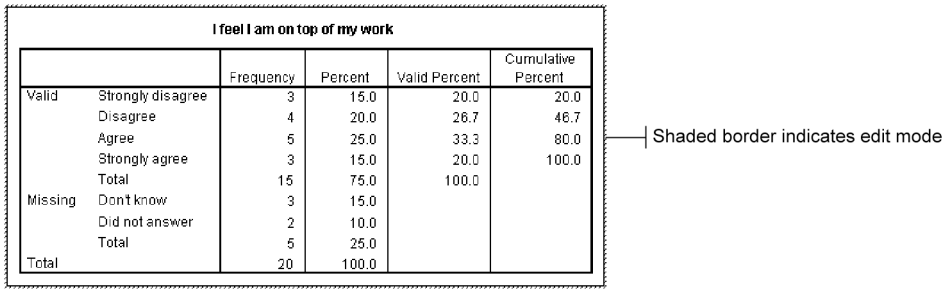
Editing tables

SPSS provides the ability to reformat any output that appears in the **Viewer** window in a presentable style. Any table (or other piece of output) can be edited in the **Viewer** window simply by double-clicking on it. You can recognize when a table is in edit mode from the shaded border that surrounds it (Figure 1).



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		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Strongly disagree	3	15.0	20.0	20.0
	Disagree	4	20.0	26.7	46.7
	Agree	5	25.0	33.3	80.0
	Strongly agree	3	15.0	20.0	100.0
	Total	15	75.0	100.0	
Missing	Don't know	3	15.0		
	Did not answer	2	10.0		
	Total	5	25.0		
Total		20	100.0		

Figure 1 An SPSS table in edit mode

Once in edit mode the menu at the top of the window adjusts to provide us with specific editing functions (Figure 2).

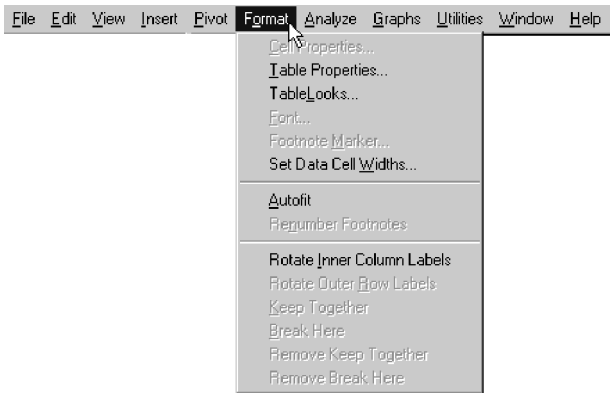

Figure 2 The **Viewer** window Edit menu

There are too many functions available under the **Table Edit** menu to cover here, but we will mention the three most important which are the first three in the list:

1. **Cell Properties**. This option allows change to the appearance of individual cells or groups of cells in a table.

2. **Table Properties**. This option allows us to make global changes to the whole of the table or major elements of it.

3. **TableLooks**. A set of properties (templates) that define the overall appearance of a table, much like the table Autoformat option in MS Word.

Cell Properties

The **Cell Properties** command allows us to change the appearance of individual cells or groups of cells in a table. It is not initially active (it is in faint text); to make this command available we need to first click on the cell(s) we wish to edit. Selected cells will then be indicated by a heavy border. A number of tabs appear at the top of the **Cell Properties** box, which provide a range of options for altering the way data appear in table cells.

- **Values**. This dialog box tab controls the value format for a cell. You can select formats for number, date, time, or currency, and you can adjust the number of decimal digits displayed.
- **Alignment**. This sets horizontal and vertical alignment and text direction for a cell. If you choose **Mixed**, the contents of a cell are aligned according to its type (number, date, or text).
- **Margins**. This dialog box tab specifies the inset at each edge of a cell.
- **Shading**. This dialog box tab specifies the percentage of shading or a cell outline, and foreground and background colors for a selected cell area. This does not change the color of the text. The cell outline is a selection on the Visual Highlights list.

Notice that in left panel of the **Cell Properties** box (and in the **Table Properties** box we will discuss in a moment) there is a **Sample** area. This provides a rough image of a table and indicates the effect of the choice(s) you have made on the selected cell(s). To actually apply the new cell formats to the table you are editing, you can click on **Apply** which will allow you to continue making changes, or if you have made all the changes you wish to make, click on **OK** which applies the changes and closes the box. One change that can help with the interpretation of a table is to make the modal value stand out by using bold or shading.

Table Properties

The **Table Properties** command makes global changes to the whole table or major elements within it. These changes are made by first selecting the appropriate tab that appears across the top of the **Table Properties** dialog box. The default is for the **General** to be to be active (Figure 3).

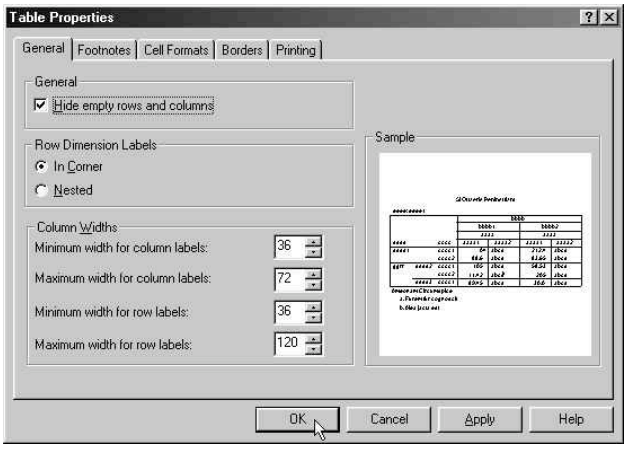

Figure 3 The SPSS **Table Properties** dialog box with the **General** tab active

General

The **General** tab controls several properties that apply to the table as a whole. From this tab we can perform the following functions:

- Show or hide empty rows and columns. (An empty row or column has no value in any of the data cells.)
- Control the placement of row labels. They can be in the upper left corner or nested.
- Control maximum and minimum column width (expressed in points).

The **Footnotes** tab controls the properties of footnote markers in relation to text (Figure 4):

- The style of footnote markers is either numbers (1, 2, 3...) or letters (a, b, c...).
- The footnote markers can be attached to text as superscripts or subscripts.

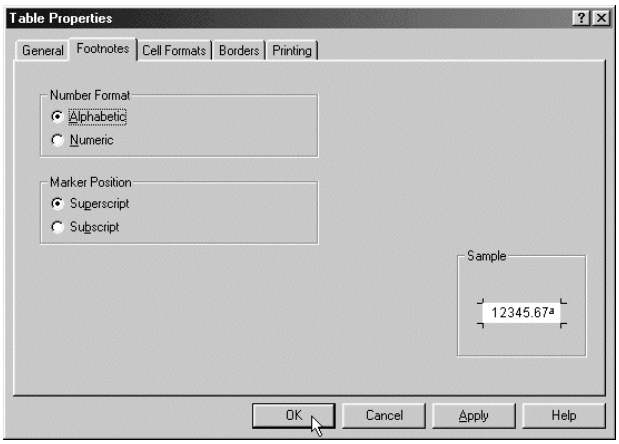

Figure 4 The SPSS **Table Properties** dialog box with the **Footnote** tab active

Cell Formats

The **Cell Formats** tab controls the appearance of particular sections of a table (Figure 5). For the purpose of formatting, a table is divided into areas: Title, Layers, Corner Labels, Row Labels, Column Labels, Data, Caption, and Footnotes. For each area of a table, you can modify the associated cell formats. Cell formats include:

- text characteristics (font, size, color, style),
- horizontal and vertical alignment,
- cell shading,
- foreground and background colors, and
- inner cell margins.

Cell formats are applied to areas (categories of information). They are not characteristics of individual cells. This distinction is an important consideration when pivoting a table (as we discuss below). For example:

- If you specify a bold font as a cell format of column labels, the column labels will appear bold no matter what information is currently displayed in the column dimension -- and if

you move an item from the column dimension to another dimension, it does not retain the bold characteristic of the column labels.

- If you make column labels bold simply by highlighting the cells in an activated pivot table and clicking the Bold button on the toolbar, the contents of those cells will remain bold no matter what dimension you move them to, and the column labels will not retain the bold characteristic for other items moved into the column dimension.

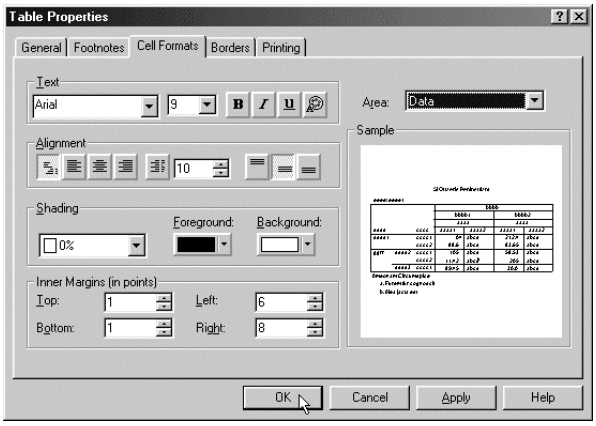

Figure 5 The SPSS **Table Properties** dialog box with the **Cell Formats** tab active

Borders

For each border location in a table, you can select a line style and a color by selecting the **Border** tab (Figure 6). If you select None as the style, there will be no line at the selected location.

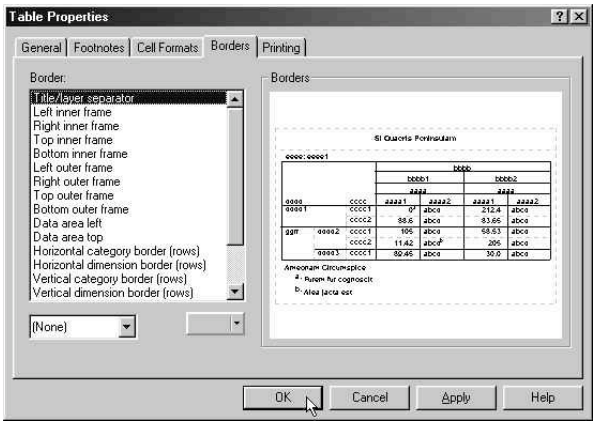

Figure 6 The SPSS **Table Properties** dialog box with the **Borders** tab active

Printing

You can control the following properties when printing tables (Figure 7):

- Print all layers or only the top layer of the table, and print each layer on a separate page. (This affects only printing, not the display of layers in the Viewer.)
- Shrink a table horizontally or vertically to fit the page for printing.

- Control widow/orphan lines -- the minimum number of rows and columns that will be contained in any printed section of a table if the table is too wide and/or too long for the defined page size. (Note: If a table is too long to fit on the remainder of the current page because there is other output above it on the page but fits within the defined page length, it is automatically printed on a new page, regardless of the widow/orphan setting.)
- Include continuation text (text that indicates material has been continued over the page) for tables that don't fit on a single page. You can display continuation text at the bottom of each page and at the top of each page. If neither option is selected, the continuation text will not be displayed.

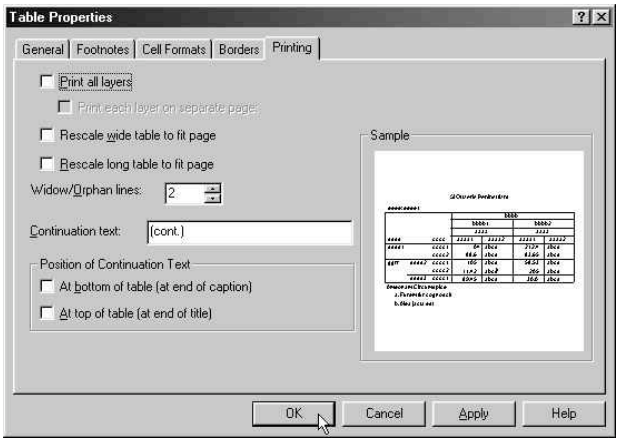

Figure 7 The SPSS **Table Properties** dialog box with the **Printing** tab active

TableLooks

A TableLook is a set of properties that define the appearance of a table, much like the table Autoformat option in MS Word. You can select a previously defined TableLook or create your own which can then be used as a predefined Look in later analysis (Figure 8).

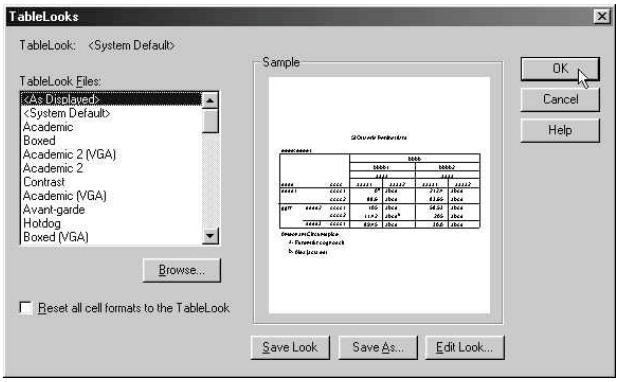

Figure 7 The SPSS **TableLooks** dialog box

To apply an existing TableLook select it from the list under **TableLook Files:** Note that if you have previously used the **Cell Properties** command to change the appearance of individual cells and you apply a TableLook to the same table, the edited cell formats will remain. For example, you might use **Cell Properties** to change the data in a cell to bold font.

Later, you change the TableLook to BOXED. The previously edited cell retains the bold font while the rest of the characteristics are applied from the BOXED TableLook.

To override previous cell formatting when you apply a TableLook, you can reset all cells to the cell formats defined by the chosen TableLook by checking the box next to **Reset all formats to the TableLook**. This resets any cells that have previously been edited. If As Displayed is selected in the TableLook files list, any edited cells are reset to the current table properties.

There a few specific points that are worth noting about the use of TableLooks:

- If you have chosen a particular TableLook but then have modified it, you can select the **Save Look** button so that these modifications are then 'built in' to that template. Alternatively, the **Save As** button allows you to preserve a 'hand-made' TableLook with a specific name of your choosing that you can then select from the list.
- If there is an existing TableLook, or else you have created one of your own, that you wish to be the default style for all tables created in SPSS, you can set SPSS so that it generates tables in the desired TableLook by using the **Edit/Options** command and selecting the **Pivot Tables** tab (in fact, I suggest that you go through all the choices in **Edit/Options** and make changes to various default settings in SPSS. This can save a great deal of time; rather than editing individual items of output to get a desired look, it will happen automatically).

Resizing/Hiding columns

The final aspect to table formats that is worth noting is that columns can be made wider or narrower, or can be hidden completely. To do this, you must have the table in edit mode. When the mouse pointer is passed over the desired column break, it becomes a two-headed arrow (Figure 8). When this happens, click and hold down the mouse button and then drag the arrow left or right to make the column narrower/wider. Dragging the across to the previous column break will cause that column to 'hide'.

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Missing	Don't know	3	15.0		
	Did not answer	2	10.0		
	Total	5	25.0		
Total		20	100.0		

Figure 8 Cursor set for resizing columns

Unfortunately, it is not immediately clear how to reveal a column that has been completely hidden. To reveal a hidden column you select **View/Show All** from the menu at the top of the page.

Hiding rows

Sometimes we do not want to show all the rows that are initially printed in the table. This is especially the case with rows for Missing values. To hide these rows

1. select the row label(s) of the row(s) you wish to hide

2. from the menu select **Edit/Select/Data and Label Cells**

3. from the menu select **View/Hide**

To reveal the hidden rows, select **View/Show All**

Pivoting tables

When a table is opened in edit mode, a **Pivoting Trays** box appears in the top-left of the screen (Figure 9). If you do not see the **Pivoting Trays** box click on the second button from the left on the **Formatting Toolbar** that also appears when a table is in edit mode.

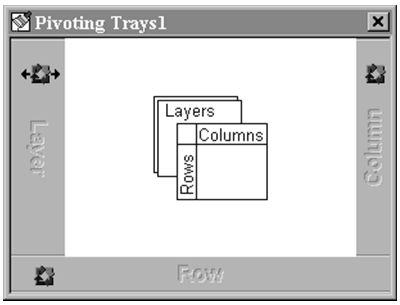

Figure 9 The **Pivoting Trays** box

This allows you to rearrange the information that is presented across the columns and/or down the rows of a table. This is done by moving the colored squares that appear on the lightly shaded Row and Column bars. For example to 'flip' a table around so that the category labels appear across the rows and the column headings appear down the rows, you simply switch the two colored squares around.