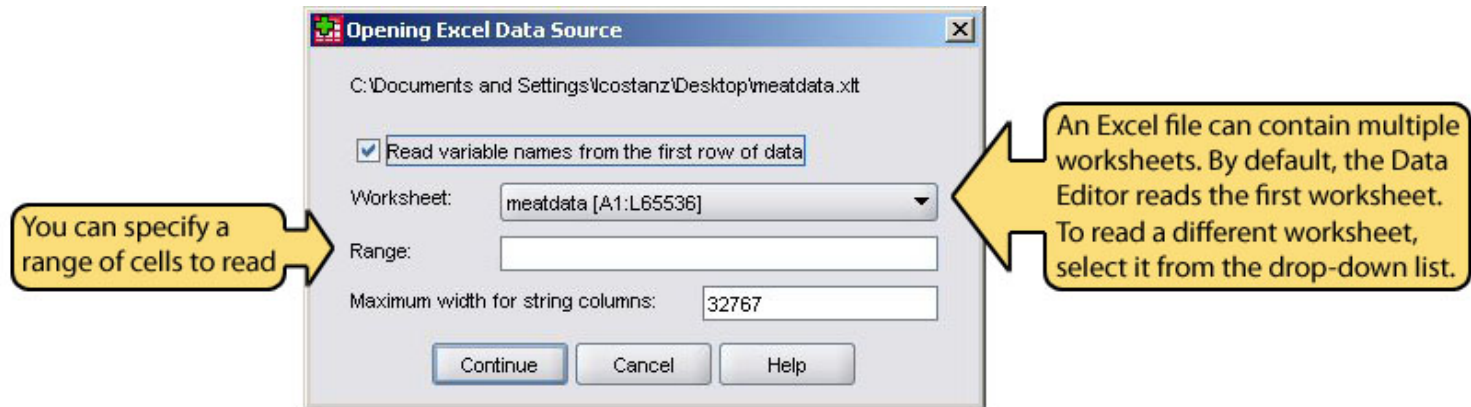


In addition to files saved in SPSS format, you can open spreadsheet (Excel, Lotus 1-2-3), database (Access, dBASE), tab-delimited files and other types of ASCII text files without converting the files to an intermediate format or entering data definition information.

## Steps to opening an Excel data file

1. Click on **Files>Open>Data**.
2. To view all files, in the Files of Type drop down menu select the All Files (\*.\*) option.
3. In the 'Open File' dialog box, select the file you want to open.
4. Click Open.
5. The following dialog box appears.



## **Need Additional Help?**

If you require additional assistance with using SPSS please feel free to contact the Data Resource Centre located on the first floor of the library behind the reference. You can either drop-in, phone x56417 or email [drc@listserv.uoguelph.ca](mailto:drc@listserv.uoguelph.ca).