# Chapter 193

# Descriptive Statistics – Summary Tables (Old Version)

# Introduction

This procedure produces tables of means, medians, percentiles, standard deviations, coefficients of variation, sums, and counts for various combinations of grouping (break) variables. Nine tabular formats are available. The tables are similar in structure to those produced by cross tabulation.

This module is used to summarize data containing a combination of continuous and categorical variables. Large volumes of such data may be summarized in statistical tables of means, counts, or standard deviation. Discussions of these statistics are found in the Descriptive Statistics chapter and will not be reproduced here.

# **Types of Categorical Variables**

Note that we will refer to two types of categorical variables: *Categorical* and *Grouping*. Grouping variables are used to split a database into subgroups. A separate table is generated for each unique set of values of the grouping variables. The values of a categorical variable are used to define the rows and columns of the tabulation table. Up to two categorical variables may be used per table.

# Table Layouts

Several table layouts are available in **NCSS**. These layouts are defined in terms of the number of tables, the table rows, the sub-rows within a row, and the table columns.

# 1 TABLES: One, ROWS: Data, COLUMNS: Statistics

**Tables**: only one table.**Rows**: a row for each Data Variable.**Columns**: a column for each Statistic.

An example of this layout is:

| Variable | Count | Mean  | Median | <b>Std Deviation</b> |
|----------|-------|-------|--------|----------------------|
| X1       | 122   | 12.04 | 12     | 4.527                |
| X2       | 124   | 23.45 | 25     | 5.831                |
| X3       | 133   | 34.16 | 38     | 6.094                |
| X4       | 126   | 61.38 | 63     | 3.725                |

# 2 TABLES: One, ROWS: Categorical, COLUMNS: Data, SUBROWS: Statistics

Tables: only one table.

**Rows**: a set of rows for each category of the Row Variable.

Sub-Rows: a row for each Statistic.

**Columns**: a column for each Data Variable.

An example of this layout is:

|              |         | Data Variable |       |       |  |
|--------------|---------|---------------|-------|-------|--|
| Row Variable |         | X1            | X2    | Х3    |  |
| Group1       | Mean    | 12.36         | 23.77 | 51.78 |  |
|              | Std Dev | 57.62         | 62.17 | 79.18 |  |
| Group2       | Mean    | 87.65         | 54.32 | 43.21 |  |
|              | Std Dev | 42.89         | 22.33 | 64.87 |  |

### 3 TABLES: One, ROWS: Data, COLUMNS: Categorical, SUBROWS: Statistics

Tables: only one table.

Rows: a set of rows for each Data Variable.

**Sub-Rows**: a row for each Statistic.

**Columns**: a column for each category of the Column Variable.

An example of this layout is:

|                | Column Variable |        |        |       |
|----------------|-----------------|--------|--------|-------|
| Data Variables | Group1          | Group2 | Group3 |       |
| X1             | Mean            | 12.36  | 23.77  | 51.78 |
|                | Std Dev         | 57.62  | 62.17  | 79.18 |
| X2             | Mean            | 87.65  | 54.32  | 43.21 |
|                | Std Dev         | 42.89  | 22.33  | 64.87 |

# 4 TABLES: Statistics, ROWS: Categorical, COLUMNS: Data

Tables: a separate table (and plot) for each Statistic.Rows: a row for each category of the Row Variable.Columns: a column for each Data Variable.

An example of this layout is:

#### **Table of Means**

| Data Variables |   |   |  |
|----------------|---|---|--|
| X1             | X2  | Х3  |  |
| 12.36          | 23.77   | 51.78   |  |
| 57.62          | 62.17   | 79.18   |  |
| 87.65          | 54.32   | 43.21   |  |
| 42.89          | 22.33   | 64.87   |  |
|                | <b>Data Va</b><br><b>X1</b><br>12.36<br>57.62<br>87.65<br>42.89 | X1 X2   12.36 23.77   57.62 62.17   87.65 54.32   42.89 22.33 |  |

# 5 TABLES: Statistics, ROWS: Data, COLUMNS: Categorical

**Tables**: a separate table (and plot) for each Statistic.

Rows: a row for each Data Variable.

**Columns**: a column for each category of the Column Variable.

An example of this layout is:

#### Table of Means

| Column Variable |  |   |  |
|-----------------|--|---|--|
| Group1          | Group2   | Group3  |  |
| 12.36           | 23.77  | 51.78   |  |
| 57.62           | 62.17  | 79.18   |  |
| 87.65           | 54.32  | 43.21   |  |
| 42.89           | 22.33  | 64.87   |  |
|                 | <b>Column</b><br><b>Group1</b><br>12.36<br>57.62<br>87.65<br>42.89 | Column Variable   Group1 Group2   12.36 23.77   57.62 62.17   87.65 54.32   42.89 22.33 |  |

# 6 TABLES: Statistics, ROWS: Categorical, COLUMNS: Categorical, SUBROWS: Data

Tables: a separate table for each Statistic.

**Rows**: a set of rows for each category of the Row Variable.

Sub-Rows: a row for each Data Variable.

**Columns**: a column for each category of the Column Variable.

An example of this layout is:

#### Table of Means

|              | Column Variable |        |        |        |  |
|--------------|-----------------|--------|--------|--------|--|
| Row Variable | Data Variable   | Group1 | Group2 | Group3 |  |
| Level1       | X1              | 12.36  | 23.77  | 51.78  |  |
|              | X2              | 57.62  | 62.17  | 79.18  |  |
| Level2       | X1              | 87.65  | 54.32  | 43.21  |  |
|              | X2              | 42.89  | 22.33  | 64.87  |  |

# 7 TABLES: Data, ROWS: Categorical, COLUMNS: Categorical, SUBROWS: Statistics

Tables: a separate table for each Data Variable.

Rows: a set of rows for each category of the Row Variable.

Sub-Rows: a row for each Statistic.

Columns: a column for each category of the Column Variable.

An example of this layout is:

#### Summary for X1

|              |         | Column Variable |        |        |  |
|--------------|---------|-----------------|--------|--------|--|
| Row Variable |         | Group1          | Group2 | Group3 |  |
| Level1       | Mean    | 12.36           | 23.77  | 51.78  |  |
|              | Std Dev | 57.62           | 62.17  | 79.18  |  |
| Level2       | Mean    | 87.65           | 54.32  | 43.21  |  |
|              | Std Dev | 42.89           | 22.33  | 64.87  |  |

# 8 TABLES: Data and Statistics, ROWS: Categorical, COLUMNS: Categorical

**Tables**: a separate table (and plot) for each Data Variable and Statistic.

**Rows**: a row for each category of the Row Variable.

**Columns**: a column for each category of the Column Variable.

An example of this layout is:

#### Means of X1

|               | /ariable |        |        |
|---------------|----------|--------|--------|
| Row Variables | Group1   | Group2 | Group3 |
| Level1        | 12.36    | 23.77  | 51.78  |
| Level2        | 57.62    | 62.17  | 79.18  |
| Level3        | 87.65    | 54.32  | 43.21  |
| Level4        | 42.89    | 22.33  | 64.87  |

### 9 Data Summary List

An item-by-item list of the statistics. *Note that only six columns can be displayed.* **Tables**: one table

**Rows**: a row for each Grouping Variable category and Row Variable category.

Columns: a column for each Grouping Variable, Row Variable, and statistic.

An example of this layout is:

| Row Variable | Mean   | StdDev  |
|--------------|--|---|
| Group1       | 12.36  | 23.77   |
| Group2       | 57.62  | 62.17   |
| Group1       | 54.32  | 43.21   |
| Group2       | 22.33  | 64.87   |
|              | Row Variable<br>Group1<br>Group2<br>Group1<br>Group2 | Row Variable Mean   Group1 12.36   Group2 57.62   Group1 54.32   Group2 22.33 |

# Data Structure

The data below are a subset of the Resale dataset provided with the software. This (computer simulated) data gives the selling price, the number of bedrooms, the total square footage (finished and unfinished), and the size of the lots for 150 residential properties sold during the last four months in two states. Only the first 5 of the 150 observations are displayed.

#### State Price Bedrooms TotalSqft LotSize 260000 Nev 2 2042 10173 13069 Nev 66900 3 1392 Vir 127900 2 1792 7065 181900 2645 Nev 3 8484 Nev 262100 2 2613 8355

### **Resale Dataset (Subset)**

# **Missing Values**

Observations with missing values in either the categorical variable or the continuous variable are ignored.

# Example 1 – Layout 1: Variable Summary Report

# Setup

To run this example, complete the following steps:

### 1 Open the Resale example dataset

- From the File menu of the NCSS Data window, select **Open Example Data**.
- Select **Resale** and click **OK**.

### 2 Specify the Descriptive Statistics – Summary Tables (Old Version) procedure options

- Find and open the **Descriptive Statistics Summary Tables (Old Version)** procedure using the menus or the Procedure Navigator.
- The settings for this example are listed below and are stored in the **Example 1** settings file. To load these settings to the procedure window, click **Open Example Settings File** in the Help Center or File menu.

```
Variables Tab
```

| Levent                          | 4 TARLES, One ROWS, Rate COLLIMNS, Statistics   |
|---------------------------------|---|
| Layout                          | 1. TABLES: One, ROWS: Data, COLUMNS: Statistics |
| Data Variables                  | Price-LotSize                                   |
| Count                           | Checked   |
| Mean                            | Checked   |
| Median                          | Checked   |
| Std Dev                         | Checked   |
| COV                             | Checked   |
| COD                             | Checked   |
| Report Options (in the Toolbar) |   |
| Variable Labels                 | Column Labels                                   |

#### 3 Run the procedure

# Variable Summary Report

Variable Summary Report

#### Section 1

| Variables            | Count | Mean      | Median | Standard<br>Deviation | Coef of<br>Variation |
|----------------------|-------|-----------|--------|-----------------------|----------------------|
| Sales Price          | 150   | 174392    | 158200 | 97656.81              | 0.55998              |
| Year Built           | 150   | 1971.273  | 1973   | 13.84667              | 0.00702              |
| Bedrooms             | 150   | 2.42      | 2      | 0.8919476             | 0.36857              |
| Bathrooms            | 150   | 2.4       | 2.5    | 0.8047677             | 0.33532              |
| Garage Size          | 150   | 1.266667  | 1      | 0.5636252             | 0.44497              |
| Fireplaces           | 150   | 0.96      | 1      | 0.6939818             | 0.72290              |
| Quality Index        | 150   | 0.7316667 | 0.75   | 0.35248               | 0.48175              |
| Brick Ratio          | 150   | 0.5033333 | 0.5    | 0.4157013             | 0.82590              |
| Total Area (Sqft)    | 150   | 1893.38   | 1872.5 | 754.2496              | 0.39836              |
| Finished Area (Sqft) | 150   | 1597.947  | 1496   | 672.1644              | 0.42064              |
| Lot Size (Sqft)      | 150   | 8366.913  | 8344.5 | 2376.334              | 0.28402              |

# Example 2 – Layout 3: Categorical Variable as Columns

# Setup

To run this example, complete the following steps:

### 1 Open the Resale example dataset

- From the File menu of the NCSS Data window, select **Open Example Data**.
- Select **Resale** and click **OK**.

### 2 Specify the Descriptive Statistics – Summary Tables (Old Version) procedure options

- Find and open the **Descriptive Statistics Summary Tables (Old Version)** procedure using the menus or the Procedure Navigator.
- The settings for this example are listed below and are stored in the **Example 2** settings file. To load these settings to the procedure window, click **Open Example Settings File** in the Help Center or File menu.

| Variab | les | Tab |
|--------|-----|-----|
| variau | 162 | iau |

| Layout                          |                         |
|---------------------------------|-------------------------|
| Data Variables                  | Price,TotalSqft,LotSize |
| Count                           | Checked                 |
| Mean                            | Checked                 |
| Std Dev                         | Checked                 |
| Column Variables                | State                   |
| Report Options (in the Toolbar) |                         |
| Variable Labels                 | Column Labels           |
| Data Labels                     | Value Labels            |
|                                 |                         |

#### 3 Run the procedure

# **Statistical Summary**

#### Statistical Summary

|                   |                    |          | State    |          |
|-------------------|--------------------|----------|----------|----------|
| Variables         | Nevada             | Virginia | Total    |          |
| Sales Price       | Count              | 88       | 62       | 150      |
|                   | Mean               | 170762.5 | 179543.5 | 174392   |
|                   | Standard Deviation | 98665.72 | 96771.49 | 97656.81 |
| Total Area (Sqft) | Count              | 88       | 62       | 150      |
|                   | Mean               | 1881.33  | 1910.484 | 1893.38  |
|                   | Standard Deviation | 788.569  | 708.6572 | 754.2496 |
| Lot Size (Sqft)   | Count              | 88       | 62       | 150      |
|                   | Mean               | 8571.454 | 8076.597 | 8366.913 |
|                   | Standard Deviation | 2419.88  | 2301.226 | 2376.334 |

# Example 3 – Layout 5: Table of One Statistic

# Setup

To run this example, complete the following steps:

### 1 Open the Resale example dataset

- From the File menu of the NCSS Data window, select **Open Example Data**.
- Select **Resale** and click **OK**.

### 2 Specify the Descriptive Statistics – Summary Tables (Old Version) procedure options

- Find and open the **Descriptive Statistics Summary Tables (Old Version)** procedure using the menus or the Procedure Navigator.
- The settings for this example are listed below and are stored in the **Example 3** settings file. To load these settings to the procedure window, click **Open Example Settings File** in the Help Center or File menu.

| 5. TABLES: Statistics, ROWS: Data, COLUMNS: Categorical<br>(Plots Possible) |
|---|
| Bedrooms-Fireplace  |
| Checked   |
| State   |
|   |
| On Reports and Plots  |
|   |
| Column Labels   |
| Value Labels  |
|   |

### 3 Run the procedure

# Table and Plot of One Statistic

**Table of Means** 

|             |          | State     |          |
|-------------|----------|-----------|----------|
| Variables   | Nevada   | Virginia  | Total    |
| Bedrooms    | 2.352273 | 2.516129  | 2.42     |
| Bathrooms   | 2.409091 | 2.387097  | 2.4      |
| Garage Size | 1.261364 | 1.274194  | 1.266667 |
| Fireplaces  | 1.022727 | 0.8709677 | 0.96     |

#### **Plot of Means**



# Example 4 – Layout 6: Multiple Y's, Two Categoricals, One Statistic

# Setup

To run this example, complete the following steps:

### 1 Open the Resale example dataset

- From the File menu of the NCSS Data window, select **Open Example Data**.
- Select **Resale** and click **OK**.

### 2 Specify the Descriptive Statistics – Summary Tables (Old Version) procedure options

- Find and open the **Descriptive Statistics Summary Tables (Old Version)** procedure using the menus or the Procedure Navigator.
- The settings for this example are listed below and are stored in the **Example 4** settings file. To load these settings to the procedure window, click **Open Example Settings File** in the Help Center or File menu.

| Variables Tab  |  |
|--|--|
| Layout   | 6. TABLES: Statistics, ROWS: Categorical,<br>COLUMNS: Categorical, SUBROWS: Data |
| Data Variables   | Price,FinishSqft-LotSize   |
| Create Other Row Variables from Numeric .<br>Data        | Checked  |
| Numeric Variables to Categorize for Use<br>in Table Rows | TotalSqft  |
| Group Numeric Data into Categories                       | List of Interval Upper Limits  |
| List   | 1000 2000 3000   |
| Column Variables   | State  |
| Report Options Tab                                       |  |
| Show Total   | On Reports and Plots   |
| Rows Decimals  | Auto (Up to 7)   |
| Report Options (in the Toolbar)                          |  |
| Variable Labels  | Column Labels  |
| Data Labels  | Value Labels   |

#### 3 Run the procedure

# Multiple Y's, Two Categoricals, One Statistic

|                   |                      |          | State    |          |
|-------------------|----------------------|----------|----------|----------|
| Total Area (Sqft) |                      | Nevada   | Virginia | Total    |
| Up To 1000        | Sales Price          | 160475   | 142850   | 152921.4 |
| •                 | Finished Area (Sqft) | 738.125  | 739.6667 | 738.7857 |
|                   | Lot Size (Sqft)      | 8816     | 9857.833 | 9262.5   |
| 1000 To 2000      | Sales Price          | 153293.3 | 172992.9 | 160849.3 |
|                   | Finished Area (Soft) | 1234.311 | 1247.179 | 1239.247 |
|                   | Lot Size (Sqft)      | 9094.8   | 7674.286 | 8549.945 |
| 2000 To 3000      | Sales Price          | 197200   | 186461.5 | 192029.6 |
|                   | Finished Area (Sqft) | 1974.214 | 2086.077 | 2028.074 |
|                   | Lot Size (Sqft)      | 7503.179 | 8129.808 | 7804.889 |
| Over 3000         | Sales Price          | 189071.4 | 291400   | 211811.1 |
|                   | Finished Area (Sqft) | 3375.143 | 2871     | 3263.111 |
|                   | Lot Size (Sqft)      | 9200.714 | 7673.5   | 8861.333 |
| Total             | Sales Price          | 170762.5 | 179543.5 | 174392   |
|                   | Finished Area (Sqft) | 1594.92  | 1602.242 | 1597.947 |
|                   | Lot Size (Sqft)      | 8571.454 | 8076.597 | 8366.913 |

Means of Sales Price, Finished Area (Sqft), Lot Size (Sqft)

# Example 5 – Layout 7: Complete Summary for each Data Variable

# Setup

To run this example, complete the following steps:

### 1 Open the Resale example dataset

- From the File menu of the NCSS Data window, select **Open Example Data**.
- Select **Resale** and click **OK**.

### 2 Specify the Descriptive Statistics – Summary Tables (Old Version) procedure options

- Find and open the **Descriptive Statistics Summary Tables (Old Version)** procedure using the menus or the Procedure Navigator.
- The settings for this example are listed below and are stored in the **Example 5** settings file. To load these settings to the procedure window, click **Open Example Settings File** in the Help Center or File menu.

| Variables Tab  |   |
|--|---|
| Layout   | 7. TABLES: Data, ROWS: Categorical,       |
|  | COLUMNS: Categorical, SUBROWS: Statistics |
| Data Variables   | Price                                     |
| Create Other Row Variables from                          | Checked                                   |
| Numeric Data   |   |
| Numeric Variables to Categorize for Use<br>in Table Rows | TotalSqft                                 |
| Group Numeric Data into Categories                       | List of Interval Upper Limits             |
| List   | 1000 2000 3000                            |
| Column Variables   | State                                     |
| Report Options Tab                                       |   |
| Show Total   | On Reports and Plots                      |
| Rows Decimals  | Auto (Up to 7)                            |
| Report Options (in the Toolbar)                          |   |
| Variable Labels  | Column Labels                             |
| Data Labels  | Value Labels                              |

#### 3 Run the procedure

# Complete Summary for Each Data Variable

#### **Statistical Summary of Sales Price**

|                   |                    |          | State    |          |
|-------------------|--------------------|----------|----------|----------|
| Total Area (Sqft) |                    | Nevada   | Virginia | Total    |
| Up To 1000        | Count              | 8        | 6        | 14       |
| -                 | Mean               | 160475   | 142850   | 152921.4 |
|                   | Median             | 136050   | 85200    | 110500   |
|                   | Standard Deviation | 110945.7 | 107838.2 | 105747.5 |
| 1000 To 2000      | Count              | 45       | 28       | 73       |
|                   | Mean               | 153293.3 | 172992.9 | 160849.3 |
|                   | Median             | 123400   | 163000   | 150100   |
|                   | Standard Deviation | 91336.91 | 71798.73 | 84405.74 |
| 2000 To 3000      | Count              | 28       | 26       | 54       |
|                   | Mean               | 197200   | 186461.5 | 192029.6 |
|                   | Median             | 182850   | 145550   | 176250   |
|                   | Standard Deviation | 106136.7 | 111024.2 | 107621.7 |
| Over 3000         | Count              | 7        | 2        | 9        |
|                   | Mean               | 189071.4 | 291400   | 211811.1 |
|                   | Median             | 150900   | 291400   | 168500   |
|                   | Standard Deviation | 94037.06 | 173806.8 | 111554.4 |
| Total             | Count              | 88       | 62       | 150      |
|                   | Mean               | 170762.5 | 179543.5 | 174392   |
|                   | Median             | 151050   | 162800   | 158200   |
|                   | Standard Deviation | 98665.72 | 96771.49 | 97656.81 |

# Example 6 – Layout 8: One Data Variable and Statistic, Two Categories

# Setup

To run this example, complete the following steps:

#### 1 Open the Resale example dataset

- From the File menu of the NCSS Data window, select **Open Example Data**.
- Select **Resale** and click **OK**.

#### 2 Specify the Descriptive Statistics - Summary Tables (Old Version) procedure options

- Find and open the **Descriptive Statistics Summary Tables (Old Version)** procedure using the menus or the Procedure Navigator.
- The settings for this example are listed below and are stored in the **Example 6** settings file. To load these settings to the procedure window, click **Open Example Settings File** in the Help Center or File menu.

| Variables Tab  |   |
|--|---|
| Layout   | 8. TABLES: Data and Statistics, ROWS: Categorical,<br>COLUMNS: Categorical (Plots Possible) |
| Data Variables   | Price   |
| Row Variables  | State   |
| Column Variables   | <empty></empty>   |
| Create Other Column Variables                              | Checked   |
| Numeric Variables to Categorize for Us<br>in Table Columns | se <b>TotalSqft</b>   |
| Group Numeric Data into Categories<br>Using                | List of Interval Upper Limits   |
| List   |   |
| Reports Options Tab  |   |
| Show Total   | On Reports and Plots  |
| Rows Decimals  | 0   |
| Mean, Sum Decimals   | 0   |
| Plots Tab  |   |
| Bar Chart Format (Click the Button)                        |   |
| Group Axis Tab   |   |
| Lower Axis Tick Label Layout (Click the B                  | Button)   |
| Alignment  | Right   |
| 3  |   |
| Rotation Angle   |   |

#### Descriptive Statistics – Summary Tables (Old Version)

Report Options (in the Toolbar)

| Variable Labels | Column Labels |
|-----------------|---------------|
| Data Labels     | Value Labels  |

#### 3 Run the procedure

• Click the **Run** button to perform the calculations and generate the output.

# One Data Variable and Statistic, Two Categories

| Means of S | Sales Price |              |                   |           |        |
|------------|-------------|--------------|-------------------|-----------|--------|
|            |             |              | Total Area (Sqft) |           |        |
| State      | Up To 1000  | 1000 To 2000 | 2000 To 3000      | Over 3000 | Total  |
| Nevada     | 160475      | 153293       | 197200            | 189071    | 170763 |
| Virginia   | 142850      | 172993       | 186462            | 291400    | 179544 |
| Total      | 152921      | 160849       | 192030            | 211811    | 174392 |

#### **Plot of Means**



# Example 7 – List Format

# Setup

To run this example, complete the following steps:

### 1 Open the Resale example dataset

- From the File menu of the NCSS Data window, select **Open Example Data**.
- Select **Resale** and click **OK**.

### 2 Specify the Descriptive Statistics – Summary Tables (Old Version) procedure options

- Find and open the **Descriptive Statistics Summary Tables (Old Version)** procedure using the menus or the Procedure Navigator.
- The settings for this example are listed below and are stored in the **Example 7** settings file. To load these settings to the procedure window, click **Open Example Settings File** in the Help Center or File menu.

| Variables Tab                   |              |
|---------------------------------|--------------|
| Layout                          |              |
| Data Variables                  | Price        |
| Row Variables                   | Neighborhood |
| Breaks Tab                      |              |
| Number of Grouping Variables    | 2            |
| Grouping Variable 1             | State        |
| Grouping Variable 2             | City         |
| Report Options (in the Toolbar) |              |
| Variable Labels                 | Column Names |
| Data Labels                     | Data Values  |

### 3 Run the procedure

# List Format Report

| State | City | Neighborhood | Price<br>Count | Price<br>Mean | Price<br>SD |
|-------|------|--------------|----------------|---------------|-------------|
| Nev   | 1    | 1            | 11             | 203727.3      | 105805.4    |
| Nev   | 1    | 2            | 16             | 183625        | 105754.7    |
| Nev   | 2    | 3            | 16             | 135018.8      | 94628.04    |
| Nev   | 2    | 4            | 13             | 156192.3      | 93304.72    |
| Nev   | 2    | 5            | 20             | 192190        | 100400.5    |
| Nev   | 3    | 6            | 12             | 151125        | 88063.07    |
| Vir   | 4    | 7            | 13             | 197307.7      | 80288.13    |
| Vir   | 4    | 8            | 14             | 168700        | 86626.27    |
| Vir   | 5    | 9            | 6              | 178716.7      | 107857.3    |
| Vir   | 5    | 10           | 9              | 159511.1      | 132957.2    |
| Vir   | 5    | 11           | 9              | 150488.9      | 70977.03    |
| Vir   | 6    | 12           | 11             | 212963.6      | 112784.7    |

The definitions of these statistics are identical to those found in the Descriptive Statistics chapter. They will not be repeated here.

This format is especially useful for creating a database containing only summary information such as the means, standard deviations, etc. To create a summary database, take the following steps:

- 1. Run this report on the data, summarizing across the categorical variables of interest.
- 2. Copy the output report to the clipboard.
- 3. Open a new database (or spreadsheet).
- 4. Paste the data from the clipboard to this new database by placing the cursor in the upper-left cell and pasting. The paste can use the Ctrl-V key or Paste from the Edit menu.
- 5. Label the columns in the Variable Info sheet.