**Format tables in SPSS output**

We’re going to look at how we can format table sin the output file. Because we can copy and paste these and export them to a word document, or whatever it is we want to do as PDFs, but first we may want to format them rather than create our own table from scratch. So I’m going to show you a few options to do that. Now in order to edit a table, you can right click and choose ‘edit content’, or you can just double click on your table and when you double click you should get a formatting tool bar that opens up and your table should have these dashed lines around the outside to show you that you are in the editing mode. Now, just a simple edit, you could highlight any of the data cells, and you can change the font and you can change the size, whether its bold, how it’s aligned. But a bit more sophisticated way of editing- so I right click anywhere on the table, it doesn’t matter and I’m going to choose ‘table looks.’ Here I can choose the style of table that I show so I could choose an academic style, a blue/yellow contrast. There’s lots of options here. I’m going to choose the compact academic style and then click ‘okay’. And now you notice my table as now changed, it’s much smaller, it has a different boarder and pattern, and it looks more academic. I could leave it as it is but if I wanted to say bold any figures, so for example if I wanted to bold the totals, I could do that or I could bold the data, or make my labels a bit larger. If I wanted to that I could right click and choose ‘table properties’. Here I have the other option to format all of the data in my table. The area is what you’re formatting so do you want to format the title, the layers, the column labels, the role labels, the actual data that’s inside the table? Maybe you want to format the caption or the footnotes. I’m just going to format the data and that will be the numbers in my table and in side of my table, I’m going to make the font a bit bigger just so that you can see the difference. I’m going to change it to size 14, and then click ‘apply’. I can choose to change the background colour of my cells. I can choose to change the colour of my font, I can choose to have alternating row colours, so maybe every other row I might want to be shaded a light grey, for example. Go ahead and click ‘apply’, and then click ‘okay’, and you’ll notice now that the data in my table is a much larger font than my labels and my alternating rows are shaded grey. There’s lots of things you can do with the editor. I can also if I go back, double click, I can change male and female, smoker and non-smokers so that they’re flipped round. This little icon here is your pivot table controls so if you want to pivot the table, click on that icon. I’m going to flip my gender and smoker, so I’m going to take gender and drag it over and I’m going to take smoker and drag it over here, and now I’ve got smoker and non-smoker, male and female. So you have a lot of power to rearrange your table and make it look just like you want to. If you don’t like any of the items in the table or maybe you want to minimise it. Maybe I don’t want to include expected count. I can highlight and I can hit the delete key and delete…rows like that. So maybe I just want to show the actual counts rather than the expected count. Now in all honesty I probably wouldn’t do it that way, I would just create a table without the expected count because I have this extra column which I could delete as well to make my table a bit more compact. But there’s lots of things, I encourage you to have a go at it, explore, see what you can do and make your table look like you want.

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