
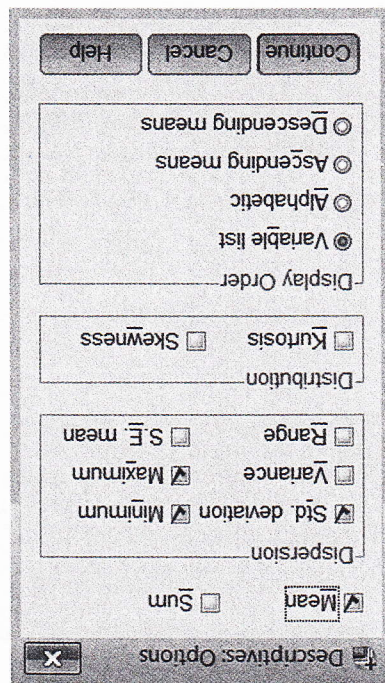


### To obtain descriptive statistics and Z-scores

- 1 Select the **Analyze** menu.
- 2 Click on **Descriptive Statistics...** to open the **Descriptives** dialogue box.
- 3 Select the variable(s) you require (i.e. *aces*) and click on the  button to move the variable into the **Variable(s):** box.
- 4 Select the **Save standardized values as variables** check box.
- 5 Click on the **Options** command pushbutton.



- 6 Note that the **Mean**, **Std. deviation**, **Minimum** and **Maximum** check boxes are automatically selected. If you wish to obtain additional descriptive statistics, select the appropriate check boxes.
- 7 Click on **Continue** and then **OK**.

Descriptive Statistics					
	N	Minimum	Maximum	Mean	Std. Deviation
aces	100	1.00	10.00	5.1100	1.83620
Valid N (listwise)	100				

If you switch back to the Data Editor window, you will notice that the Z-scores have been saved as another variable: *Zaces*.

### Handy hint

- If unwanted check boxes are selected, click on them to deselect them.