

Date management 101

How to prepare your survey data for statistical analysis

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What we image (or hope)

Interprofessional collaborative practice among prosthetists and orthotists

This is the site for a survey of prosthetists and orthotists regarding interprofessional collaborative practice.

If you agree to the items on the survey request form, please enter your e-mail address below and proceed to the survey.

*Email addresses will be collected to check for duplicate responses and to distribute a summary of the results (upon request), and will be deleted as soon as possible after use for the intended purpose.

*Participation in this survey is voluntary.

yizumidpm@gmail.com [アカウントを切り替える](#)

* 必須の質問です

メールアドレス *

メールアドレス

If you have read the survey request and are willing to complete the survey, please * click below to proceed to the survey.

I agree and proceed to the survey.

[次へ](#)

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[フォームをクリア](#)

id	A	B	C	D	E	F	G	H	I	J	K	L	M
1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	54	30	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
3	2	31	9	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
4	3	59	37	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
5	4	34	17	be (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	0	1	0
6	5	54	37	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	0	1	0
7	6	28	7	not (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	0	1	0
8	7	27	4	be (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
9	8	48	19	not (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
10	9	30	5	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	0	0	0
11	10	32	5	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
12	11	37	16	be (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
13	12	34	14	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	assistive products (e.g., wheel chairs, hearing aids, etc.)	10	0	0	0	1
14	13	51	8	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	1	0
15	14	24	3	be (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
16	15	49	28	not (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
17	16	31	2	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
18	17	29	14	be (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
19	18	38	7	not (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Rehabilitation (provision of prosthetics related to cardiovascular disorders)	10	0	1	1	0
20	19	47	26	be (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	I work for a manufacturer and do not provide directly	10	0	0	0	1
21	20	38	9	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	1	0
22	21	41	10	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	0	0	0
23	22	38	7	not (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	1	0
24	23	49	4	not (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	0	1	0
25	24	30	8	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	0	0	0
26	25	62	31	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
27	26	54	18	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
28	27	31	8	not (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	1	0
29	28	34	12	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	1	0
30	29	36	14	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	1	0
31	30	30	12	be (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	1
32	31	49	21	not (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	0	0	0
33	32	55	37	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0
34	33	59	30	be (value of inapplicable objects)	not (value of inapplicable objects)	be (value of inapplicable objects)	not (value of inapplicable objects)	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	1	0
35	34	Orthopedics (provision of prosthetics for deformities and traumatic injuries)	4	1	1	0	0



Google Form

Excel

Statistical Analysis

What actually it is

The screenshot shows a Google Form with the following content:
Interprofessional collaborative practice among prosthetists and orthotists
This is the site for a survey of prosthetists and orthotists regarding interprofessional collaborative practice.
If you agree to the items on the survey request form, please enter your e-mail address below and proceed to the survey.
*Email addresses will be collected to check for duplicate responses and to distribute a summary of the results (upon request), and will be deleted as soon as possible after use for the intended purpose.
*Participation in this survey is voluntary.
yizumi@nigms.com アカウントを切り替える
*必須の質問です
メールアドレス *
メールアドレス
If you have read the survey request and are willing to complete the survey, please * click below to proceed to the survey.
 I agree and proceed to the survey.

Google Form



The screenshot shows an Excel spreadsheet with multiple columns and rows of data. The columns include headers such as 'No.', '1. Name of the respondent', '2. Respondent's e-mail address', '3. Respondent's profession', and '4. Respondent's gender'. The rows contain individual survey responses.

Excel



Statistical Analysis

Steps to prepare your survey data for statistical analysis

1. Review Data Structure

2. Handle missing values

3. Correct errors

4. Deal with outliers

} Data cleaning

5. Format Variables

6. Rename Variables

7. Organize Data

8. Remove Unnecessary Information

9. Create a data dictionary

Today's topic ►

Your goals

id	A	B	C	D	E	F	G	H
1	1	54	30	be (usu. of inanimate objects)	in a profession* other than prosthetist* be (usu. of inanimate objects)	5."Management" experience	6. Time spent at the facility	7. own domain
2	2	31	9	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	7	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
3	3	59	37	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	9	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
4	4	34	13	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	8	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
5	5	54	32	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
6	6	28	7	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
7	7	27	5	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
8	8	48	19	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
9	9	30	5	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
10	10	32	9	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
11	11	37	16	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	7	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
12	12	34	14	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	1	assistive products (e.g. wheel chairs, hearing aids, etc.)
13	13	51	8	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	8	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
14	14	25	3	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	5	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
15	15	49	28	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
16	16	23	2	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
17	17	39	15	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
18	18	30	7	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	5	Rehabilitation (provision of prosthetics related to cardiovascular disorders su
19	19	47	26	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	1	I work for a manufacturer and do not provide directly
20	20	38	9	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
21	21	47	19	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
22	22	36	7	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	2	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
23	23	49	4	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	be (usu. of inanimate objects)	10	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
24	24	30	8	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	5	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
25	25	62	34	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
26	26	45	18	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
27	27	31	8	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
28	28	34	12	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	2	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
29	29	36	14	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
30	30	36	12	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	1	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
31	31	48	20	not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
32	32	55	27	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
33	33	55	30	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)	5	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
34	34			not (verb-negating suffix; may indicate question or invitation)	not (verb-negating suffix; may indicate question or invitation)	be (usu. of inanimate objects)		Orthopedics (provision of prosthetics for deformities and traumatic injuries su

ID	Q01	Q02	Q03	Q04	Q05	Q06	Q07-1	Q07-2	Q07-3	Q07-4	Q08	Q09-1	Q09-2	Q09-3	Q09-4	Q09-5	Q09-6	Q09-7	Q09-8	Q09-9	Q09-10	Q09-11	Q09-12
1	54	30	1	1	1	7	1	1	1	0	3	1	0	0	1	0	0	0	0	0	0	0	0
2	31	9	0	0	1	3	1	1	1	0	3	1	0	0	0	0	0	0	0	0	0	0	0
3	59	37	1	0	1	9	1	1	1	1	1	1	0	0	1	0	1	1	1	1	1	0	0
4	34	13	1	1	0	8	1	1	1	1	3	1	0	0	0	1	0	1	0	0	0	0	0
5	54	32	1	0	1	6	1	0	1	0	3	1	1	1	0	1	0	1	1	0	0	0	0
6	27	5	1	0	0	6	1	1	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0
7	48	19	1	0	1	3	1	1	1	0	2	1	1	0	0	0	0	0	0	0	0	0	0
8	30	5	1	0	0	4	1	1	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0
9	32	9	0	0	0	4	1	1	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0
10	37	16	1	0	1	7	1	1	1	0	1	1	1	0	1	1	0	1	0	1	0	0	0
11	34	14	1	1	0	5	1	1	1	1	1	1	0	0	0	0	0	0	0	0	1	0	0
12	51	8	1	1	0	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
13	25	3	1	0	0	5	1	1	1	1	1	0	0	1	0	0	1	0	0	0	0	0	0
14	49	28	0	0	1	6	1	1	1	0	1	1	1	1	0	0	1	1	0	0	1	0	0
15	23	2	1	0	0	3	1	1	1	0	1	1	1	0	1	1	0	0	0	0	0	1	0

Correctly Formatted, organized, and clean data

Item number	Item	type	
1	ID	ordinal	number
2	Q01	numerical	number
3	Q02	numerical	number
4	Q03	categorical	1: Yes 0:No
5	Q04	categorical	1: Yes 0:No
6	Q05	categorical	1: Yes 0:No
7	Q06	numerical	number
8	Q07-1	categorical	1: Yes 0:No
9	Q07-2	categorical	1: Yes 0:No
10	Q07-3	categorical	1: Yes 0:No
11	Q07-4	categorical	1: Yes 0:No
12	Q08	categorical	1 Orthopedics, 2 Rehab
13	Q09-1	categorical	1: Yes 0:No
14	Q09-2	categorical	1: Yes 0:No
15	Q09-3	categorical	1: Yes 0:No
16	Q09-4	categorical	1: Yes 0:No
17	Q09-5	categorical	1: Yes 0:No
18	Q09-6	categorical	1: Yes 0:No

Data dictionary

Suggested data format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	ID	Q01	Q02	Q03	Q04	Q05	Q06	Q07-1	Q07-2	Q07-3	Q07-4	Q08	Q09-1	Q09-2	Q09-3	Q09-4	Q09-5	Q09-6	Q09-7	Q09-8	Q09-9	Q09-10	Q09-11	Q09-12
2	1	54	30	1	1	1	7	1	1	1	0	3	1	0	0	0	1	0	0	0	0	0	0	0
3	2	31	9	0	0	1	3	1	1	0	0	2	1	1	0	0	0	0	0	0	0	0	0	0
4	3	59	37	1	0	1	9	1	1	1	0	1	1	1	0	0	1	0	1	1	1	1	1	0
5	4	34	13	1	1	0	8	1	0	1	0	3	1	0	0	0	1	0	1	0	0	0	0	0
6	5	54	32	1	0	1	6	1	0	1	0	3	1	1	1	0	1	0	1	1	0	0	0	0
7	6	27	5	1	0	0	6	1	1	0	0	1	1	1	0	0	0	0	1	0	0	0	0	0
8	7	48	19	0	1	1	4	1	1	1	0	2	1	1	1	1	1	1	0	0	1	0	1	0
9	8	30	5	0	0	0	3	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0
10	9	32	9	0	0	0	4	1	1	0	0	1	1	1	0	1	0	0	0	0	0	0	0	0
11	10	37	16	1	0	1	7	1	1	1	0	1	1	1	0	1	1	0	1	0	1	0	0	0
12	11	34	14	1	0	1	1	0	0	0	1	4	1	1	0	0	0	0	0	0	0	1	0	0
13	12	51	8	1	1	1	8	1	1	1	0	1	1	1	0	0	0	0	0	0	0	0	0	0
14	13	25	3	1	0	0	5	1	1	1	0	1	1	0	0	1	0	0	1	0	0	0	0	0
15	14	49	28	0	0	1	6	1	1	1	0	1	1	1	0	0	0	1	1	0	0	1	0	0
16	15	23	2	1	0	0	3	1	1	1	0	1	1	1	0	1	1	0	0	0	0	0	1	0

Suggested data format

1. All variables are represented with numbers.
2. Information for a single subject is contained within a single row.
3. Each column contains only one characteristic.
4. Numeric values used for analysis should be precomputed.
5. Delete all the unnecessary columns unrelated to the analysis.
6. All questions are displayed with an Item Number.
7. Use “general format” for all cells.

Suggested data format

1. **All variables are represented with numbers.**
2. One subject, one row.
3. One characteristic, one column.
4. Numeric values used for analysis should be precomputed.
5. Delete all the unnecessary columns unrelated to the analysis.
6. All questions are displayed with an Item Number.
7. Use “general format” for all cells.

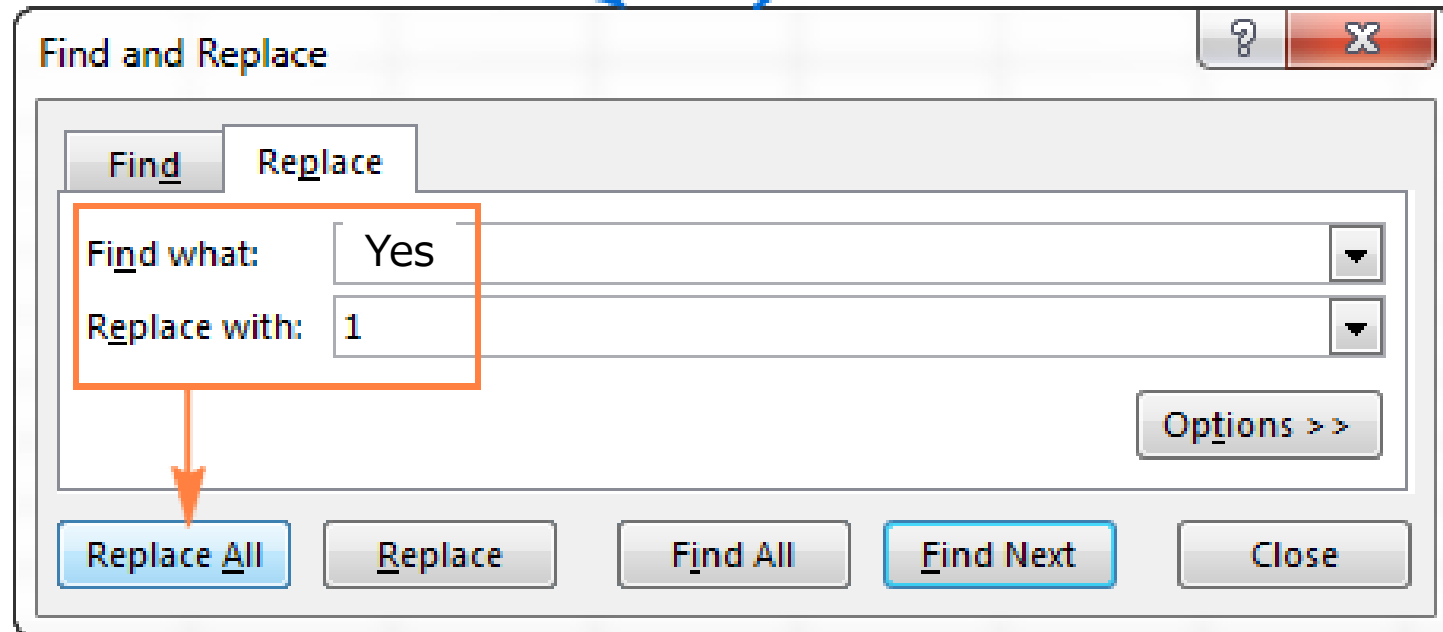
1. Label all the categorical values with numbers

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	ID	Q01	Q02	Q03	Q04	Q05	Q06	Q07-1	Q07-2	Q07-3	Q07-4	Q08	Q09-1	Q09-2	Q09-3	Q09-4	Q09-5	Q09-6	Q09-7	Q09-8	Q09-9	Q09-10	Q09-11	Q09-12	Q09-13
2	1	54	30	1	1	1	7	1	1	1	0							0	0	0	0	0	0	0	0
3	2	31	9	0	0	1	3	1	1	0	0							0	0	0	0	0	0	0	0
4	3	59	37	1	0	1	9	1	1	1	0							0	1	1	1	1	0	0	0
5	4	34	13	1	1	0	8	1	0	1	0							0	1	0	0	0	0	0	0
6	5	54	32	1	0	1	6	1	0	1	0							0	1	1	0	0	0	0	0
7	6	27	5	1	0	0	6	1	1	0	0							0	1	0	0	0	0	0	0
8	7	48	19	0	1	1	4	1	1	1	0							0	0	0	1	0	1	0	0
9	8	30	5	0	0	0	3	1	0	0	0							0	0	0	0	0	0	0	0
10	9	32	9	0	0	0	4	1	1	0	0							0	0	0	0	0	0	0	0
11	10	37	16	1	0	1	7	1	1	1	0							0	1	0	1	0	0	0	0
12	11	34	14	1	0	1	1	0	0	0	1							0	0	0	0	1	0	0	0
13	12	51	8	1	1	1	8	1	1	1	0							0	0	0	0	0	0	0	0

1: yes, 0: no

Make sure to make a note for each label!

1. Label all the categorical values with numbers



The order of replacement is tricky!

- Strongly agree
- Agree
- Somewhat agree

If you replace all “agree” with 2 first, you will get..

- Strongly 2
- 2
- Somewhat 2

The order of replacement is tricky!

Start by replacing “**strongly agree**” first.

- 1
- Agree
- Somewhat agree

Then, replace “**somewhat agree**” with
3

- 1
- Agree
- 3

Replace “**agree**” with 2 at the end.

- 1
- 2
- 3

Suggested data format

1. All variables are represented with numbers.
2. **One subject, one row.**
3. One characteristic, one column.
4. Numeric values used for analysis should be precomputed.
5. Delete all the unnecessary columns unrelated to the analysis.
6. All questions are displayed with an Item Number.
7. Use “general format” for all cells.

2. one subject, one row

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	ID	Q01	Q02	Q03	Q04	Q05	Q06	Q07-1	Q07-2	Q07-3	Q07-4	Q08	Q09-1	Q09-2	Q09-3	Q09-4	Q09-5	Q09-6	Q09-7	Q09-8	Q09-9	Q09-10	Q09-11	Q09-12	C
2	1	54	30	1	1	1	7	1	1	1	0	3	1	0	0	0	1	0	0	0	0	0	0	0	0
3	2	31	9	0	0	1	3	1	1	0	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0
4	3	59	37	1	0	1	9	1	1	1	0	1	1	1	0	0	1	0	1	1	1	1	0	0	0
5	4	34	13	1	1	0	8	1	0	1	0	3	1	0	0	0	1	0	1	0	0	0	0	0	0
6	5	54	32	1	0	1	6	1	0	1	0	3	1	1	1	0	1	0	1	1	0	0	0	0	0
7	6	27	5	1	0	0	6	1	1	0	0	1	1	1	0	0	0	0	1	0	0	0	0	0	0
8	7	48	19	0	1	1	4	1	1	1	0	2	1	1	1	1	1	1	0	0	1	0	1	0	0
9	8	30	5	0	0	0	3	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
10	9	32	9	0	0	0	4	1	1	0	0	1	1	1	0	1	0	0	0	0	0	0	0	0	0
11	10	37	16	1	0	1	7	1	1	1	0	1	1	1	0	1	1	0	1	0	1	0	0	0	0
12	11	34	14	1	0	1	1	0	0	0	1	4	1	1	0	0	0	0	0	0	0	0	1	0	0
13	12	51	8	1	1	1	8	1	1	1	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0

2. One subject, one row

Mr. A: 1st response

Mr. B: 1st response

Mr. C: 1st response

Mr. D: 1st response

Mr. A: 2nd response

Mr. B: 2nd response

Mr. C: 2nd response

Mr. D: 2nd response

Mr. A: 3rd response

Mr. B: 3rd response

Mr. C: 3rd response

Mr. D: 3rd response



Mr. A: 1st response Mr. A: 2nd response Mr. A: 3rd response

Mr. B: 1st response Mr. B: 2nd response Mr. B: 3rd response

Mr. C: 1st response Mr. C: 2nd response Mr. C: 3rd response

Mr. D: 1st response Mr. D: 2nd response Mr. D: 3rd response

Suggested data format

1. All variables are represented with numbers.
2. One subject, one row.
3. **One characteristic, one column.**
4. Numeric values used for analysis should be precomputed.
5. Delete all the unnecessary columns unrelated to the analysis.
6. All questions are displayed with an Item Number.
7. Use “general format” for all cells.

3. One characteristic, one column

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	ID	Q01	Q02	Q03	Q04	Q05	Q06	Q07-1	Q07-2	Q07-3	Q07-4	Q08	Q09-1	Q09-2	Q09-3	Q09-4	Q09-5	Q09-6	Q09-7	Q09-8	Q09-9	Q09-10	Q09-11	Q09-12	Q09-13
2	1	54	30	1	1	1	7	1	1	1	0	3	1	0	0	0	1	0	0	0	0	0	0	0	0
3	2	31	9	0	0	1	3	1	1	0	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0
4	3	59	37	1	0	1	9	1	1	1	0	1	1	1	0	0	1	0	1	1	1	1	0	0	0
5	4	34	13	1	1	0	8	1	0	1	0	3	1	0	0	0	1	0	1	0	0	0	0	0	0
6	5	54	32	1	0	1	6	1	0	1	0	3	1	1	1	0	1	0	1	1	0	0	0	0	0
7	6	27	5	1	0	0	6	1	1	0	0	1	1	1	0	0	0	0	1	0	0	0	0	0	0
8	7	48	19	0	1	1	4	1	1	1	0	2	1	1	1	1	1	1	0	0	1	0	1	0	0
9	8	30	5	0	0	0	3	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
10	9	32	9	0	0	0	4	1	1	0	0	1	1	1	0	1	0	0	0	0	0	0	0	0	0
11	10	37	16	1	0	1	7	1	1	1	0	1	1	1	0	1	1	0	1	0	1	0	0	0	0
12	11	34	14	1	0	1	1	0	0	0	1	4	1	1	0	0	0	0	0	0	0	0	1	0	0
13	12	51	8	1	1	1	8	1	1	1	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0

3. One characteristic, one column

Checkbox question

Q4.

Please select all the medical fields below that apply to the ones you are regularly engaged with to provide prostheses/orthoses.

- orthopedic
- rehabilitation
- lower extremity wound
- others

3. One characteristic, one column

Engaged fields
orthopedic, rehabilitation, others
orthopedic, lower extremity wound
rehabilitation, lower extremity wound, others
orthopedic
orthopedic, rehabilitation
orthopedic, lower extremity wound
rehabilitation, lower extremity wound, others



Orthopedic	Rehabilitation	LE wounds	Others
1	1	0	1
1	0	1	0
0	1	1	1
1	0	0	0
1	1	0	0
1	0	1	0
0	1	1	1

=COUNTIF(A2,"*Orthopedic*")

Suggested data format

1. All variables are represented with numbers.
2. One subject, one row.
3. One characteristic, one column.
4. **Numeric values used for analysis should be precomputed.**
5. Delete all the unnecessary columns unrelated to the analysis.
6. All questions are displayed with an Item Number.
7. Use "general format" for all cells.

4. Calculate all the necessary variables

subscale1	subscale2	subscale3	subscale4	age	Yrs in practice
1	1	2	1	56	44
3	3	1	4	62	88
4	1	5	1	33	66
3	2	4	0	58	43
4	1	4	4	70	78
5	3	1	5	43	97
2	1	1	1	28	43



subscale1	subscale2	subscale3	subscale4	total	ave	age	Yrs in practice
1	1	2	1	5	1.25	56	44
3	3	1	4	11	2.75	62	88
4	1	5	1	11	2.75	33	66
3	2	4	0	9	2.25	58	43
4	1	4	4	13	3.25	70	78
5	3	1	5	14	3.5	43	97
2	1	1	1	5	1.25	28	43

=Sum(A2:D2)

=(F2/4)

Suggested data format

1. All variables are represented with numbers.
2. One subject, one row.
3. One characteristic, one column.
4. Numeric values used for analysis should be precomputed.
5. **Delete all the unnecessary columns.**
6. All questions are displayed with an Item Number.
7. Use “general format” for all cells.

5. Delete unnecessary column

ID	time	email address	consent	age	experience (yr)	IPE	other job	management position	facility visit	Orthpedic	Rehabilitation	Wounds
1	2024/1/19 10:45		yes	54	30	1	1	1	7	1	1	
2	2024/1/19 14:53		yes	31	9	0	0	1	3	1	1	
3	2024/1/19 18:05		yes	59	37	1	0	1	9	1	1	
4	2024/1/19 18:10		yes	34	13	1	1	0	8	1	0	
5	2024/1/19 18:12		yes	54	32	1	0	1	6	1	0	
6	2024/1/19 18:26		yes	27	5	1	0	0	6	1	1	
7	2024/1/19 18:36		yes	48	19	0	1	1	4	1	1	



ID	age	experience (yr)	IPE	other job	management position	facility visit	Orthpedic	Rehabilitation	Wounds
1	54	30	1	1	1	7	1	1	
2	31	9	0	0	1	3	1	1	
3	59	37	1	0	1	9	1	1	
4	34	13	1	1	0	8	1	0	
5	54	32	1	0	1	6	1	0	
6	27	5	1	0	0	6	1	1	
7	48	19	0	1	1	4	1	1	

Suggested data format

1. All variables are represented with numbers.
2. One subject, one row.
3. One characteristic, one column.
4. Numeric values used for analysis should be precomputed.
5. Delete all the unnecessary columns unrelated to the analysis.
6. **All questions are displayed with an Item Number.**
7. Use “general format” for all cells.

6. Label questions with **item numbers**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	ID	Q01	Q02	Q03	Q04	Q05	Q06	Q07-1	Q07-2	Q07-3	Q07-4	Q08	Q09-1	Q09-2	Q09-3	Q09-4	Q09-5	Q09-6	Q09-7	Q09-8	Q09-9	Q09-10	Q09-11	Q09-12
2	1	54	30	1	1	1	7	1	1	1	0	3	1	0	0	1	0	0	0	0	0	0	0	0
3	2	31	9	0	0	1	3	1	1	0	0	2	1	1	0	0	0	0	0	0	0	0	0	0
4	3	59	37	1	0	1	9	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1
5	4	34	13	1	1	0	8	1	0	1	0	3	1	1	1	1	1	1	1	1	1	1	1	1
6	5	54	32	1	0	1	6	1	0	1	0	3	1	1	1	1	1	1	1	1	1	1	1	1
7	6	27	5	1	0	0	6	1	1	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
8	7	48	19	0	1	1	4	1	1	1	0	2	1	1	1	1	1	1	1	1	1	1	1	1
9	8	30	5	0	0	0	3	1	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
10	9	32	9	0	0	0	4	1	1	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
11	10	37	16	1	0	1	7	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1
12	11	34	14	1	0	1	1	0	0	0	1	4	1	1	1	1	1	1	1	1	1	1	1	1
13	12	51	8	1	1	1	8	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1

	A	B	C	D	E	F	G
ID	Q01	Q02	Q03	Q04	Q05	Q06	
1	54	30	1	1	1	7	
2	31	9	0	0	1	3	
3	59	37	1	0	1	9	

Don't: Q1, Q2, → DO: Q01, Q02 to avoid sorting Q1,Q10

6. Label questions with **item numbers**

Engaged fields
orthopedic, rehabilitation, others
orthopedic, lower extremity wound
rehabilitation, lower extremity wound, others
orthopedic
orthopedic, rehabilitation
orthopedic, lower extremity wound
rehabilitation, lower extremity wound, others

Orthopedic	Rehabilitation	LE wounds	Others
1	1	0	1
1	0	1	0
0	1	1	1
1	0	0	0
1	1	0	0
1	0	1	0
0	1	1	1

Q.04
orthopedic, rehabilitation, others
orthopedic, lower extremity wound
rehabilitation, lower extremity wound, others
orthopedic
orthopedic, rehabilitation
orthopedic, lower extremity wound
rehabilitation, lower extremity wound, others

Q.04-1	Q.04-2	Q.04-3	Q.04-4
1	1	0	1
1	0	1	0
0	1	1	1
1	0	0	0
1	1	0	0
1	0	1	0
0	1	1	1

Suggested data format

1. All variables are represented with numbers.
2. One subject, one row.
3. One characteristic, one column.
4. Numeric values used for analysis should be precomputed.
5. Delete all the unnecessary columns unrelated to the analysis.
6. All questions are displayed with an Item Number.
7. **Use “general format” for all cells.**

7. Use the “General” format for all cells

The screenshot shows the 'Format Cells' dialog box with the 'Number' tab selected. The 'Category' list on the left has 'General' selected, indicated by a red arrow. The 'Sample' text box displays 'General format cells have no specific number format.' The background shows a grid of data cells with numerical values.

	Q	R	S	T	U	V	W	X
Q9-4	0	1	0	0	0	0	0	0
Q9-5	0	0	0	0	0	0	0	0
Q9-6	0	1	0	1	1	1	1	0
Q9-7	0	1	0	1	0	0	0	0
Q9-8	0	1	0	1	1	0	0	0
Q9-9	0	0	0	1	0	0	0	0
Q9-10	1	1	1	0	0	1	0	1
Q9-11	0	0	0	0	0	0	0	0
Q9-12	1	0	0	0	0	0	0	0

11 10 37 16 1 0 1 7 1 1 1 0 1 1 1 0 1 1 0 0 0

12 11 34 14 1 0 1 1 0 0 0 1 4 1 1 0 0 0 0 0 0

13 12 54 8 1 1 1 8 1 1 1 0 1 1 1 0 0 0 0 0 0

Y. Izumi, 4/3/2024

Suggested data format

1. All variables are represented with numbers.
2. One subject, one row.
3. One characteristic, one column.
4. Numeric values used for analysis should be precomputed.
5. Delete all the unnecessary columns unrelated to the analysis.
6. All questions are displayed with an Item Number.
7. Use “general format” for all cells.

Steps to prepare your survey data for statistical analysis

1. Review Data Structure

2. Handle missing values

3. Correct errors

4. Deal with outliers

} Data cleaning

5. Format Variables

6. Rename Variables

7. Organize Data

8. Remove Unnecessary Information

9. Create a data dictionary

Today's topic ►

Suggested data dictionary format

1. Transpose the item number
2. One item, one row
3. Use Arial font

Suggested data dictionary format

1. **Transpose the item number**
2. One item, one row
3. Use Arial font

1. Transpose the item number

	A	B	C	D	E	F	G	H	I	J	K	L
ID	Q01	Q02	Q03	Q04	Q05	Q06	Q07-1	Q07-2	Q07-3	Q07-4	Q08	
1	54	30	1	1	1	7	1	1	1	0		
2	31	9	0	0	1	3	1	1	0	0		
3	59	37	1	0	1	9	1	1	1	0		
4	34	13	1	1	0	8	1	0	1	0		
5	54	32	1	0	1	6	1	0	1	0		
6	27	5	1	0	0	6	1	1	0	0		
7	48	19	0	1	1	4	1	1	1	0		
8	30	5	0	0	0	3	1	0	0	0		
9	32	9	0	0	0	4	1	1	0	0		

Data

	A	B
1	Item number	Item
2	ID	ID
3	Q01	age
4	Q02	Years of experience as a prosthetist/Orthotists
5	Q03	Have you ever attended a training course on "Multidisciplinary Education"?
6	Q04	Do you have any experience working as a "non-prosthetist"?
7	Q05	Do you have any experience in "management positions"?
8	Q06	Time spent per week at ONE facility
9	Q07-1	Are you involved in orthopedic prosthetics?
10	Q07-2	Are you involved with prosthetics the rehabilitation field?
11	Q07-3	Are you involved with prosthetics the lower extremity wound area?
12	Q07-4	involved in other areas of prosthetics?
13	Q08	Of the areas you chose in Q07, please select one area that you are most involved
14	Q09-1	Are you involved with orthopedic surgeons in your daily clinical practice?
15	Q09-2	Are you involved with physiatrist?
16	Q09-3	Are you involved with Cardiovascular Surgeon/Vascular Surgeon?

Data dictionary

Suggested data dictionary format

1. Transpose the item number
2. **One item, one row**
3. Use Arial font

2. One item, one row

	A	B	C	D
1	Item number	Item	type	answer
2	ID	ID	ordinal	number
3	Q01	age	numerical	number
4	Q02	Years of experience as a prosthetist/Orthotists	numerical	number
5	Q03	Have you ever attended a training course on "Multidisciplinary Education"?	categorical	1: Yes 0:No
6	Q04	Do you have any experience working as a "non-prosthetist"	categorical	1: Yes 0:No
7	Q05	Do you have any experience in "management positions?"	categorical	1: Yes 0:No
8	Q06	Time spent per week at one facility	numerical	number
9	Q07-1	Are you involved in orthopedic prosthetics?	categorical	1: Yes 0:No
10	Q07-2	Are you involved with prosthetics the rehabilitation field?	categorical	1: Yes 0:No
11	Q07-3	Are you involved with prosthetics the lower extremity wound area?	categorical	1: Yes 0:No
12	Q07-4	involved in other areas of prosthetics?	categorical	1: Yes 0:No
13	Q08	Of the areas you chose in Q07, please select one area that you are most involved	categorical	1 Orthopedics, 2 Rehabilitation, 3: Lower Limb Wounds, 4: Other
14	Q09-1	Are you involved with orthopedic surgeons in your daily clinical practice?	categorical	1: Yes 0:No
15	Q09-2	Are you involved with physiatrist?	categorical	1: Yes 0:No
16	Q09-3	Are you involved with Cardiovascular Surgeon/Vascular Surgeon?	categorical	1: Yes 0:No

Suggested data dictionary format

1. Transpose the item number
2. One item, one row
3. **Use Arial font**

3. Use Arial Font

The screenshot shows the Microsoft Excel interface. The font dropdown menu is open, displaying a list of fonts. 'Arial' is selected and highlighted in blue. A red arrow points to the 'Arial' option. The background spreadsheet has columns labeled A, B, C, and D. The data in the spreadsheet is as follows:

	A	B	C	D
1			type	answer
2			ordinal	number
3			numerical	number
4			numerical	number
5			Education?"	1: Yes 0:No
6			1: Yes 0:No	
7			1: Yes 0:No	
8			numerical	number
9			1: Yes 0:No	
10			1: Yes 0:No	
11	Q07-3	Are you involved with prostheticsthe lower extremity woundarea?	1: Yes 0:No	
12	Q07-4	involved inotherareas of prosthetics?	1: Yes 0:No	
13	Q08	Of the areas you chose inQ07, please select one area that you are most involved	1 Orthopedics, 2 Rehabilitation, 3:Lower Limb Wounds, 4: Other	
14	Q09-1	Are you involved with orthopedic surgeons in your daily clinical practice?	1: Yes 0:No	
15	Q09-2	Are you involved withphysiatrist?	1: Yes 0:No	
16	Q09-3	Are you involved withCardiovascularSurgeon/Vascular Surgeon?	1: Yes 0:No	

Suggested data format

1. All variables are represented with numbers.
2. One subject, one row.
3. One characteristic, one column.
4. Numeric values used for analysis should be precomputed.
5. Delete all the unnecessary columns unrelated to the analysis.
6. All questions are displayed with an Item Number.
7. Use “general format” for all cells.

Suggested data dictionary format

1. Transpose the item number
2. One item, one row
3. Use Arial font

Your goals

A	B	C	D	E	F	G	H
id	1. age	2. Years of FO experience	3."Multidisciplinary Cooperation Education" Training Course History	in a profession* other than prosthetist	5."Management" experience	6. Time spent at the facility	7. own domain
1	54	30	be (usu. of inanimate objects)	be (usu. of inanimate objects)	be (usu. of inanimate objects)	7	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
2	31	9	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
3	59	37	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	9	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
4	34	13	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	8	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
5	54	32	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
6	27	5	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	5	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
7	4	28	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	7	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
8	30	7	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
9	48	19	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
10	30	5	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries such as fractures, sprains, and amputations).
11	32	9	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
12	37	16	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	7	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
13	34	14	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	1	assistive products (e.g. wheel chairs, hearing aids, etc.)
14	51	8	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	8	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
15	25	3	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	5	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
16	49	28	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
17	23	2	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
18	39	15	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
19	30	7	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	5	Rehabilitation (provision of prosthetics related to cardiovascular disorders su
20	47	26	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	1	I work for a manufacturer and do not provide directly
21	20	9	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
22	47	19	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
23	36	36	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	2	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
24	49	4	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	10	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
25	30	8	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	5	Orthopedics (provision of prosthetics for deformities and traumatic injuries such as fractures, sprains, and amputations).
26	25	62	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
27	45	18	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
28	31	8	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	6	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
29	34	12	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	2	Orthopedics (provision of prosthetics for deformities and traumatic injuries such as fractures, sprains, and amputations), General Medicine
30	36	14	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
31	36	12	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	1	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
32	48	20	not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)	4	Orthopedics (provision of prosthetics for deformities and traumatic injuries such as fractures, sprains, and amputations).
33	55	27	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	3	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
34	55	30	be (usu. of inanimate objects)	not (verb-negating suffix; may indicate question or invitation	be (usu. of inanimate objects)	5	Orthopedics (provision of prosthetics for deformities and traumatic injuries su
34			not (verb-negating suffix; may indicate question or invitation	not (verb-negating suffix; may indicate question or invitation with rising	be (usu. of inanimate objects)		Orthopedics (provision of prosthetics for deformities and traumatic injuries su

ID	Q01	Q02	Q03	Q04	Q05	Q06	Q07-1	Q07-2	Q07-3	Q07-4	Q08	Q09-1	Q09-2	Q09-3	Q09-4	Q09-5	Q09-6	Q09-7	Q09-8	Q09-9	Q09-10	Q09-11	Q09-12
1	54	30	1	1	1	7	1	1	1	0	3	1	0	0	0	1	0	0	0	0	0	0	0
2	31	9	0	0	1	3	1	1	0	0	2	1	1	1	0	0	0	0	0	0	0	0	0
3	59	37	1	0	1	9	1	1	0	0	0	0	0	0	0	0	0	1	1	1	1	0	0
4	34	13	1	1	0	8	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
5	54	32	1	0	1	6	1	1	0	0	3	1	1	1	1	0	1	0	1	1	0	0	0
6	27	5	1	0	0	6	1	1	0	0	1	1	1	0	0	0	0	0	1	0	0	0	0
7	4	28	0	0	0	0	0	0	0	0	2	1	1	1	1	0	0	0	0	0	1	0	0
8	30	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	32	9	0	0	0	4	1	1	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0
10	37	16	1	0	0	7	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
11	34	14	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
12	51	8	1	1	1	8	1	1	1	0	1	1	1	0	0	0	0	0	0	0	0	0	0
13	25	3	1	0	0	5	1	1	1	0	1	1	0	0	1	0	0	1	0	0	0	0	0
14	49	28	0	0	1	6	1	1	1	0	1	1	1	0	0	0	1	1	0	0	1	0	0
15	23	2	1	0	0	3	1	1	1	0	1	1	1	0	1	1	0	0	0	0	0	1	0

Correctly Formatted, organized, & Clean Data

A	B	C
Item number	Item	type
ID	ID	ordinal number
Q01	age	numerical number
Q02	Years of experience as a prosthetist/Orthotists	numerical number
Q03	Have you ever attended a training course on "Multidisciplinary Education"?	categorical 1: Yes 0:No
Q04	Do you have any experience working as a "non-prosthetist"?	categorical 1: Yes 0:No
Q05	Do you have any experience in management positions?	categorical 1: Yes 0:No
Q06	Time spent per week on prosthetic services	numerical number
Q07-1	Are you involved with orthopedic surgeons?	categorical 1: Yes 0:No
Q07-2	Are you involved with orthopedic surgeons for rehabilitation?	categorical 1: Yes 0:No
Q07-3	Are you involved with prosthetics the lower extremity wound area?	categorical 1: Yes 0:No
Q07-4	Are you involved with prosthetics the lower extremity wound area?	categorical 1: Yes 0:No
Q08	Of the areas you chose in Q07, please select one area that you are most involved	categorical 1 Orthopedics, 2 Rehab
Q09-1	Are you involved with orthopedic surgeons in your daily clinical practice?	categorical 1: Yes 0:No
Q09-2	Are you involved with physiatrists?	categorical 1: Yes 0:No
Q09-3	Are you involved with Cardiovascular Surgeon/Vascular Surgeon?	categorical 1: Yes 0:No
Q09-4	Are you involved with cerebrovascular surgeon	categorical 1: Yes 0:No
Q09-5	Are you involved with plastic surgeon	categorical 1: Yes 0:No
Q09-6	Are you involved with surgeon	categorical 1: Yes 0:No

Data dictionary

Steps to prepare your survey data for statistical analysis

1. Review Data Structure

2. Handle missing values

3. Correct errors

4. Deal with outliers

} Data cleaning

5. Format Variables

6. Rename Variables

7. Organize Data

8. Remove Unnecessary Information

9. Create a data dictionary

Today's topic ►

A photograph of cherry blossoms in full bloom, with a city skyline visible in the background. The sun is shining brightly through the branches, creating a lens flare effect. The blossoms are a mix of white and light pink. The city buildings are modern and multi-story. The sky is a clear, bright blue.

Thank you for your attention!

Cherry blossom by Meguro river in Osaka