

Configuration Manual

MSc Research Project
MSc FinTech

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MSc Project Submission Sheet
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Configuration Manual

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1 Introduction

This manual provides a concise guide for setting up and using Google Forms, Microsoft Excel, and IBM SPSS to efficiently manage data collection, organization, and analysis in research projects. Starting with Google Forms for survey creation, data is then organized in Excel, and finally, analyzed in IBM SPSS. Each step is designed to streamline the research process, ensuring accurate and reliable outcomes. By following this manual, users can quickly configure these tools to optimize their workflow, even with minimal prior experience.

2 System Configuration

2.1 Hardware Requirements

- **Processor:** Intel or AMD x86 processor with 1.6 GHz or higher **RAM:** 4 GB at least.
- **Hard Disk Space:** 4 GB for installation.
- **Display:** 1024x768 resolution or higher.
- **Operating System:** Compatible with Windows (Windows 10 or higher), macOS, or Linux.

2.2 Software Requirements

- IBM SPSS Statistics: It was used to extract useful information the collected data using various analysis techniques.
- Google Forms: Google Forms was employed to distribute the survey and gather responses.
- Microsoft Excel: It is used to export the response from Google Forms into a CSV file. Also used for data cleaning and transformation.

3. Microsoft Excel Setup

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21	#####	Sara Gabriel		Female	Student	Rarely (1-;	GooglePay	Accommo	5 Yes	Simplified	Yes	Language barriers, Internet connectivity, App usability, Payment m						

Figure 1: Google Response in Excel

Step 1: Importing Data

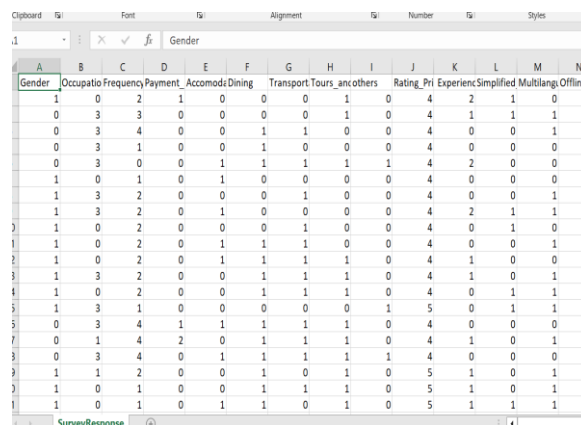
- Export the responses from Google Sheets to Microsoft Excel by downloading the sheet as an Excel file (.xlsx).
- Open the Excel file and ensure that all data is correctly formatted.

Step 2: Data Cleaning

- Remove any irrelevant data or rows that contain missing values.
- Standardize data formats (e.g., date formats, text case).
- Use Excel functions to check for duplicates and consistency across responses.

Step 3: Preparing Data for SPSS

- Ensure that each column represents a variable and each row represents a case (respondent).
- Convert all the categorical value to numerical value.
- Handle questions with multiple selection
- Save the Excel file as a .csv or .xlsx file to be imported into IBM SPSS.



Gender	Occupatio	Frequency	Payment	Accomods	Dining	Transport	Tours	anc others	Rating_Pri	Experienc	Simplified	Multilang	Offline
1	0	2	1	0	0	0	1	0	4	2	1	0	
0	3	3	0	0	0	0	1	0	4	1	1	1	
0	3	4	0	0	1	1	0	0	4	0	0	1	
0	3	1	0	0	1	0	0	0	4	0	0	0	
0	3	0	0	1	1	1	1	1	4	2	0	0	
1	0	1	0	1	0	0	0	0	4	0	0	0	
1	3	2	0	0	0	1	0	0	4	0	0	1	
1	3	2	0	1	0	0	0	0	4	2	1	1	
1	0	2	0	0	0	1	0	0	4	0	1	0	
1	1	0	2	0	1	1	1	0	4	0	0	1	
1	0	2	0	1	1	1	1	0	4	1	0	0	
1	3	2	0	0	1	1	1	0	4	1	0	1	
1	0	2	0	0	1	1	1	0	4	0	1	1	
1	3	1	0	0	0	0	0	1	5	0	1	1	
0	3	4	1	1	1	1	1	0	4	0	0	0	
0	1	4	2	0	1	1	1	0	4	1	0	1	
0	3	4	0	1	1	1	1	1	4	0	0	0	
1	1	2	0	0	1	0	1	0	5	1	0	1	
1	0	1	0	0	1	1	1	0	5	1	0	1	
1	1	0	1	0	1	1	0	0	5	1	1	1	

Figure 2: File ready to import

4. SPSS Software setup

4.1 Installation

1. Download IBM SPSS

- Visit the official IBM website and navigate to the SPSS Statistics page.
- Sign in or create an IBM account if you don't have one.
- Choose the appropriate version of SPSS (Windows or Mac).
- Download the installation file.

2. Install IBM SPSS

- Step 1: Find the downloaded installation file on your computer
- Double-click the installer file to start the installation process.
- Follow the on-screen prompts:
- Click "Install" to start the installation process. It may take several minutes.

3. Activate IBM SPSS

- After installation, you'll need to activate SPSS.
- Complete the activation process by following the on-screen instructions.

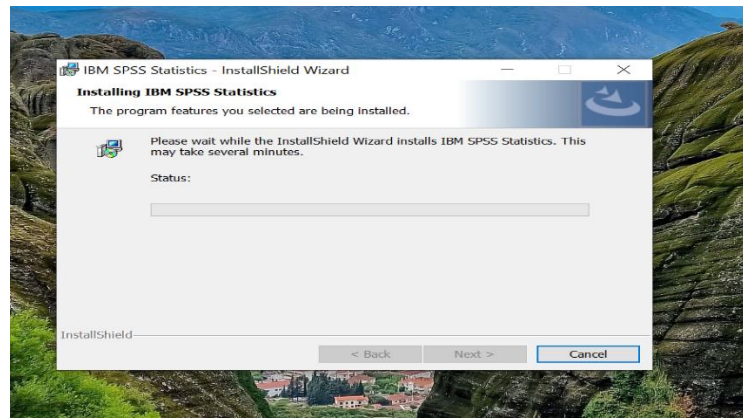


Figure 3: IBM SPSS Installation

4.2 Data Analysis

Step 1: Importing Data into SPSS

- Open IBM SPSS.
- Go to File > Import Data and select the Excel file you prepared.
- Click "OK" to import the data.

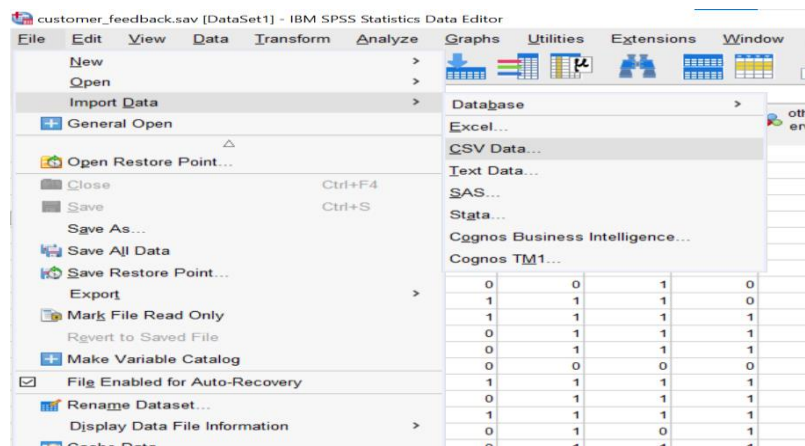


Figure 4: Import File

Step 2: Defining Variables

- Go to the "Variable View" tab to define the properties of each variable.
- Set the appropriate measurement level (nominal, ordinal, scale) for each variable.
- Assign labels and values to categorical variables for better readability in analysis.

	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	Gender	Numeric	1	0		{0, Male}...	None	8	Right	Nominal	Input
2	Occupation	Numeric	1	0		{0, student}...	None	8	Right	Nominal	Input
3	Frequency_...	Numeric	1	0		{0, Never}...	None	8	Right	Nominal	Input
4	Payment_s...	Numeric	1	0		{0, googlep...	None	8	Right	Nominal	Input
5	Accommodati...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
6	Dining	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
7	Transportati...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
8	Tours_and...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
9	other_servi...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
10	Rating_Priv...	Numeric	1	0		{1, very low}...	None	8	Right	Nominal	Input
11	Experience...	Numeric	1	0		{0, no}...	None	8	Right	Nominal	Input
12	Simplified_UI	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
13	Multilangua...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
14	Offline_func...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
15	Low_Trans...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
16	Partnership...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
17	Transaction...	Numeric	1	0		{0, not sele...	None	8	Right	Nominal	Input
18	inclusive	Numeric	1	0		{0, no}...	None	8	Right	Nominal	Input

Figure 5: Variable view

Step 3: Data Analysis

- Use the "Analyze" menu to perform various statistical tests (e.g., descriptive statistics, t-tests, regression analysis).
- For complex analyses, use the "Graphs" menu to visualize data trends and patterns.

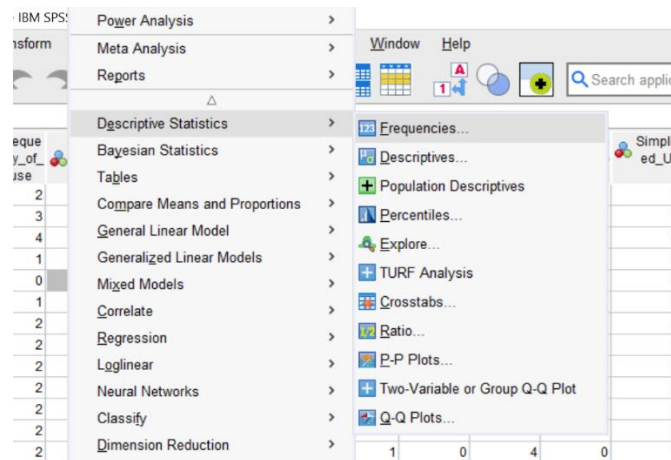


Figure 6: Descriptive Analysis

Step 4: Correlation Analysis

- **Access Correlation Analysis:** Go to the "Analyze" menu, select "Correlate," and choose "Bivariate."
- **Select Variables:** Move the variables you want to analyze into the "Variables" box.
- **Choose Correlation Type:** Select the appropriate correlation coefficient, such as Pearson, depending on your data type.
- **Run the Analysis:** Click "OK" to generate the correlation matrix, which will appear in the output window.

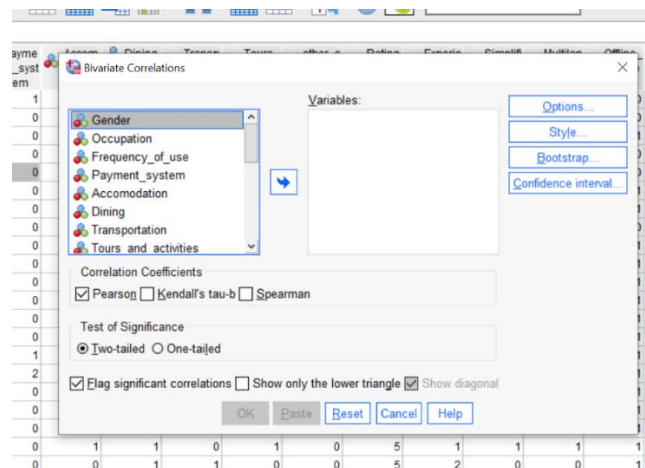


Figure 7: Correlation Analysis

Step 5: Exporting Results

- After completing the analysis, you can export the output to Microsoft Word, Excel, or PDF format for reporting.
- Go to File > Export and choose the desired format.

5. Conclusion

This configuration manual has provided a comprehensive guide for setting up and using Google Forms, Microsoft Excel, and IBM SPSS for your research project. By following the detailed steps outlined, you can effectively collect, organize, and analyze your data to produce meaningful insights for your research. The integration of these tools allows for streamlined data management, from the initial data collection phase with Google Forms to data preparation in Excel, and finally, in-depth statistical analysis using IBM SPSS.

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