

RANDOM SAMPLING IN EXCEL

Step 1: Sort your list of names (alphabetic by last or first name, by address, etc.)

Step 2: Column A should be a blank column in the spreadsheet. The header row (Row 1) may be labeled as “**RAND#**”. In Row 2 of that column, type in the random number generator formula: =rand()

Step 3: Click on the cell where the formula is typed and drag down to the bottom cell in order to copy the formula into the cells in which you want the formula.

What will be entered in the cells is: “=rand()” but what you’ll see is something like this:

What is entered in the cells:	
RAND #	Last Name
=rand()	Adams
=rand()	Beard
=rand()	Berg
=rand()	Bergland
=rand()	Bonelli
=rand()	Chatfield
=rand()	Chen
=rand()	Davis
=rand()	Ebert

This is what you see:	
Rand #	Last Name
0.28737	Adams
0.11336	Beard
0.515633	Berg
0.243442	Bergland
0.940801	Bonelli
0.106275	Chatfield
0.816915	Chen
0.132793	Davis
0.361748	Ebert

Step 4: Excel will keep changing the numbers it generates unless you lock in the values. To do this you need to do the following:

- a) Select the cells containing the random numbers.
- b) COPY them.
- c) Paste them back into their original locations (so back into column A) using Edit/Paste Special
- d) from within Paste Special choose “values.”

Following these steps will replace the formulas with actual values and you’ll see:

Rand #	Last Name
0.28737	Adams
0.11336	Beard
0.515633	Berg
0.243442	Bergland
0.940801	Bonelli
0.106275	Chatfield
0.816915	Chen
0.132793	Davis
0.361748	Ebert

Step 5: Sort the rows in the file using the column of random numbers to sort by. You'll end up with something like:

Rand #	Last Name
0.106275	Chatfield
0.11336	Beard
0.132793	Davis
0.243442	Bergland
0.28737	Adams
0.361748	Ebert
0.515633	Berg
0.816915	Chen
0.940801	Bonelli

Step 6: Select the first “N” names from the list where the “N” is your desired sample size.