

Creating a Random Sample in Excel

Using your report that contains the complete set of cases:

1. Add row to the right of the Column of numbers you want to sample and name it whatever you want to call it (i.e. Random Sample).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Visit Number	Random Sample	Discharge Date	Discharge Time									
2	10173008		1/12/2018	0:45									
3	10173013		1/23/2018	11:40									
4	10173018		1/1/2018	12:02									
5	10173023		1/2/2018	10:05									
6	10173028		1/2/2018	12:15									
7	10173033		1/2/2018	10:08									
8	10173038		1/3/2018	13:40									
9	10173043		1/4/2018	13:51									
10	10173048		1/4/2018	16:35									
11	10173053		1/4/2018	15:31									
12	10173058		1/4/2018	9:20									
13	10173063		1/4/2018	12:26									
14	10173068		1/4/2018	9:23									
15	10173073		1/6/2018	14:19									
16	10173078		1/7/2018	15:54									
17	10173083		1/7/2018	13:51									
18	10173088		1/8/2018	5:59									
19	10173093		1/8/2018	12:04									
20	10173098		1/8/2018	9:28									
21	10173103		1/8/2018	18:59									
22	10173108		1/8/2018	10:37									
23	10173113		1/9/2018	13:18									
24	10173118		1/10/2018	11:20									
25	10173123		1/10/2018	12:52									
26	10173128		1/11/2018	9:34									
27	10173133		1/12/2018	20:57									
28	10173138		1/13/2018	15:05									
29	10173143		1/13/2018	10:39									
30	10173148		1/13/2018	13:59									
31	10173153		1/13/2018	0:24									
32	10173158		1/14/2018	3:32									
33	10173163		1/14/2018	9:03									
34	10173168		1/14/2018	18:13									
35	10173173		1/14/2018	12:52									
36	10173178		1/14/2018	5:43									
37	10173183		1/15/2018	14:40									
38	10173188		1/15/2018	22:00									
39	10173193		1/16/2018	18:28									
40	10173198		1/16/2018	16:59									
41	10173203		1/16/2018	11:48									
42	10173208		1/17/2018	9:13									
43	10173213		1/17/2018	14:40									
44	10173218		1/17/2018	10:14									
45	10173223		1/17/2018	9:28									
46	10173228		1/17/2018	9:50									

The example here contains 45 unique visit numbers.

2. In B2 type in the formula **=RAND()** and then press enter to assign a random number.

	A	B	C	D	E	F
1	Visit Number	Random Sample	Discharge Date	Discharge Time		
2	10173008	=RAND()	1/12/2018	0:45		
3	10173013		1/23/2018	11:40		
4	10173018		1/1/2018	12:02		

	A	B	C	D
1	Visit Number	Random Sample	Discharge Date	Discharge Time
2	10173008	0.988425	1/12/2018	0:45
3	10173013		1/23/2018	11:40
4	10173018		1/1/2018	12:02

3. Double click on the little box in the lower right corner of the B2 cell. This will repeat the function for all the rows in your report. Make sure there are no blank rows.

See sample on Page 2.

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5. Sort on Column B (named here "Random Sample")
 - a. Highlight all of your data and select Sort from the Data tab.
 - b. Sort by Column B (Random Sample in this example). It doesn't matter whether the Order is Smallest to Largest or Largest to Smallest.
 - c. Press OK and it will do the sort.

The screenshot shows the Excel interface with the 'Data' tab selected in the ribbon. The 'Sort' dialog box is open, and the 'Sort by' dropdown is set to 'Random Sample'. The 'Order' dropdown is set to 'Smallest to Largest'. The 'OK' button is highlighted with a blue circle. The background shows a spreadsheet with columns A, B, and C containing data.

After the sort the smallest number comes to the top

6. The rows are now randomized and you can select any grouping of them for your review. In this case the first 15 are selected.

	A	B	C	D
1	Visit Number	Random Sample	Discharge Date	Discharge Time
2	10173048	0.0129556	1/4/2018	16:35
3	10173038	0.0941878	1/3/2018	13:40
4	10173138	0.1229888	1/13/2018	15:05
5	10173033	0.130474	1/2/2018	10:08
6	10173218	0.1361318	1/17/2018	10:14
7	10173098	0.1573266	1/8/2018	9:28
8	10173173	0.1967293	1/14/2018	12:52
9	10173158	0.2435985	1/14/2018	3:32
10	10173108	0.2496434	1/8/2018	10:37
11	10173113	0.3022872	1/9/2018	13:18
12	10173053	0.3258022	1/4/2018	15:31
13	10173093	0.3307631	1/8/2018	12:04
14	10173058	0.3512062	1/4/2018	9:20
15	10173213	0.3583317	1/17/2018	14:40
16	10173128	0.3628248	1/11/2018	9:34
17	10173133	0.3866944	1/12/2018	20:57
18	10173118	0.4696701	1/10/2018	11:20
19	10173183	0.5036629	1/15/2018	14:40
20	10173178	0.5228161	1/14/2018	5:43
21	10173198	0.5249122	1/16/2018	16:59
22	10173063	0.5538799	1/4/2018	12:26
23	10173073	0.5584223	1/6/2018	14:19
24	10173223	0.582751	1/17/2018	9:28
25	10173018	0.5919101	1/1/2018	12:02
26	10173028	0.6129999	1/2/2018	12:15

You can see that the rows are in random order by looking at the discharge dates.