

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		1/8/2018	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.

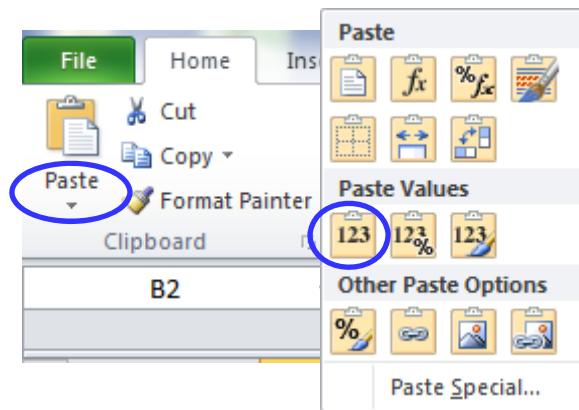
See sample on Page 2.

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	A	B	C	D	E	F	G	H	I
1	Visit Number	Random Sample	Discharge Date	Discharge Time					
2	10173008	0.2918235	1/12/2018	0:45					
3	10173013	0.3415466	1/23/2018	11:40					
4	10173018	0.9014085	1/1/2018	12:02					
5	10173023	0.2704188	1/2/2018	10:05					
6	10173028	0.5969188	1/2/2018	12:15					
7	10173033	0.9388495	1/2/2018	10:08					
8	10173038	0.7083366	1/3/2018	13:40					
9	10173043	0.4015697	1/4/2018	13:51					
10	10173048	0.816623	1/4/2018	16:35					
11	10173053	0.7541023	1/4/2018	15:31					
12	10173058	0.25026	1/4/2018	9:20					
13	10173063	0.8380606	1/4/2018	12:26					
14	10173068	0.749671	1/4/2018	9:23					
15	10173073	0.7997967	1/6/2018	14:19					
16	10173078	0.3563123	1/7/2018	15:54					
17	10173083	0.7751658	1/7/2018	13:51					
18	10173088	0.9109743	1/8/2018	5:59					
19	10173093	0.2508501	1/8/2018	12:04					
20	10173098	0.0310432	1/8/2018	9:28					
21	10173103	0.6506194	1/8/2018	18:59					
22	10173108	0.71154	1/8/2018	10:37					
23	10173113	0.0711632	1/9/2018	13:18					
24	10173118	0.2857182	1/10/2018	11:20					
25	10173123	0.6140332	1/10/2018	12:52					
26	10173128	0.9071849	1/11/2018	9:34					
27	10173133	0.9346252	1/12/2018	20:57					
28	10173138	0.598589	1/13/2018	15:05					
29	10173143	0.4513156	1/13/2018	10:39					
30	10173148	0.1523926	1/13/2018	13:59					
31	10173153	0.5721808	1/13/2018	0:24					
32	10173158	0.2328742	1/14/2018	3:32					
33	10173163	0.8705294	1/14/2018	9:03					
34	10173168	0.6598993	1/14/2018	18:13					
35	10173173	0.2722578	1/14/2018	12:52					
36	10173178	0.6150849	1/14/2018	5:43					
37	10173183	0.4117765	1/15/2018	14:40					
38	10173188	0.1849468	1/15/2018	22:00					
39	10173193	0.5894848	1/16/2018	18:28					
40	10173198	0.6552641	1/16/2018	16:59					
41	10173203	0.810129	1/16/2018	11:48					
42	10173208	0.382004	1/17/2018	9:13					
43	10173213	0.2627699	1/17/2018	14:40					
44	10173218	0.5187087	1/17/2018	10:14					
45	10173223	0.1565638	1/17/2018	9:28					
46	10173228	0.6865098	1/17/2018	9:50					

4. Key step – replace the function with the value

- Go back to the top of column B and left click to highlight the entire column.
- With column B highlighted do Ctrl+C (or right click and select Copy).
- Click on the bottom portion of Paste to bring up the paste options. Select Paste Values. The numbers won't change, but this step is still necessary.



Depending on what version you are working in this option might look different. The key is to copy and select "Past Values". This replaces the function with the actual value. If this isn't done, whenever anything changes on the page it will generate a new number.

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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 ribbon with the 'Data' tab selected. A blue oval highlights the 'Sort' icon in the ribbon. A larger blue oval highlights the 'Sort by' dropdown in the 'Sort' dialog box, which is set to 'Random Sample'. Another blue oval highlights the 'OK' button in the dialog box. Below the dialog box, the data in columns A, B, C, and D is shown, with rows 1 through 30 highlighted in yellow. A blue box at the bottom right contains the text: 'After the sort the smallest number comes to the top'.

A	B	C	D
Visit Number	Random Sample	Discharge Date	Discharge Time
10173008	0.8996668	1/12/2018	
10173013	0.8501084	1/2/2018	
10173018	0.5919101	1/1/2018	
10173023	0.9977053	1/2/2018	
10173028	0.6129999	1/2/2018	
10173033	0.130474	1/2/2018	
10173038	0.0941878	1/3/2018	
10173043	0.7398868	1/4/2018	
10173048	0.0129556	1/4/2018	
10173053	0.3258022	1/4/2018	
10173058	0.3512062	1/4/2018	
10173063	0.5538799	1/4/2018	
10173068	0.6665382	1/4/2018	
10173073	0.5584223	1/6/2018	
10173078	0.9930718	1/7/2018	
10173083	0.680649	1/7/2018	
10173088	0.8615771	1/8/2018	
10173093	0.3307631	1/8/2018	12:04
10173098	0.1573266	1/8/2018	9:28
10173103	0.9941276	1/8/2018	18:59
10173108	0.2496434	1/8/2018	10:37
10173113	0.3022872	1/9/2018	13:18
10173118	0.4696701	1/10/2018	11:20
10173123	0.860703	1/10/2018	12:52
10173128	0.3628248	1/11/2018	9:34
10173133	0.3866944	1/12/2018	20:57
10173138	0.1229888	1/13/2018	15:05
10173143	0.9141588	1/13/2018	10:39
10173148	0.8183324	1/13/2018	13:49

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.

The screenshot shows the same Excel spreadsheet with rows 1 through 30. Rows 1 through 15 are highlighted in yellow, while rows 16 through 30 are white. A blue arrow points from the text in the adjacent box to the 15th row. A blue box contains the text: 'You can see that the rows are in random order by looking at the discharge dates.'

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