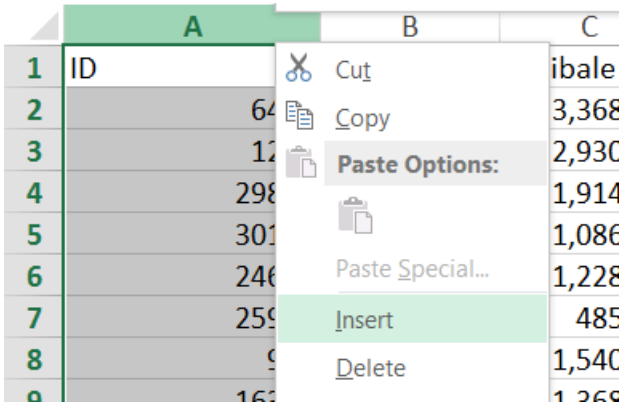
Create a Random Sample

Excel Step-by-Step How-to for Windows

Excel for Mac Instructions on page 7

Instructions: Use this guide to create a random sample from a list of a population

Data requirement: data organized as a list of a population
Sample Data: all past consumers

Step	Windows Instructions + Screen Shot
1. Insert a column to the left of your data.	Right click the column and select insert. 

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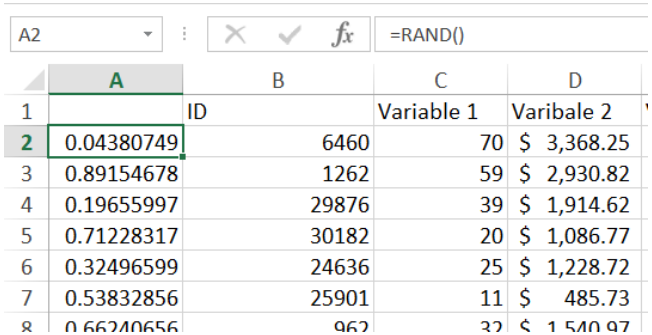
2. Fill this column with random values.

Select the cell beside your first line of data. Enter =RAND() to fill the cell with a random decimal between 0 and 1.



	A	B	C	D
1		ID	Variable 1	Varibale 2
2	0.04380749	6460	70	$ 3,368.25
3	0.89154678	1262	59	$ 2,930.82
4	0.19655997	29876	39	$ 1,914.62
5	0.71228317	30182	20	$ 1,086.77
6	0.32496599	24636	25	$ 1,228.72
7	0.53832856	25901	11	$ 485.73
8	0.66240656	962	32	$ 1,540.97

TIP: To quickly fill a column with numbers:

Double click the bottom right corner of the top cell to autofill the column with that information.

3. Replace the column of functions with a column of values.

Select the column you just created and copy it. Navigate to Paste and select Special Paste Values.

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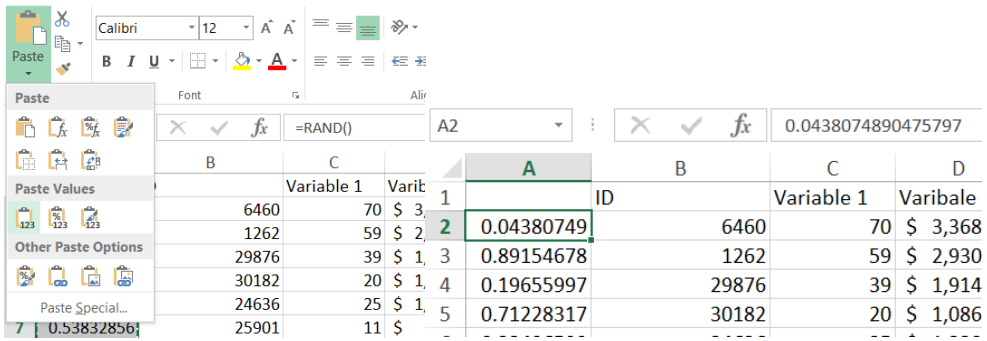
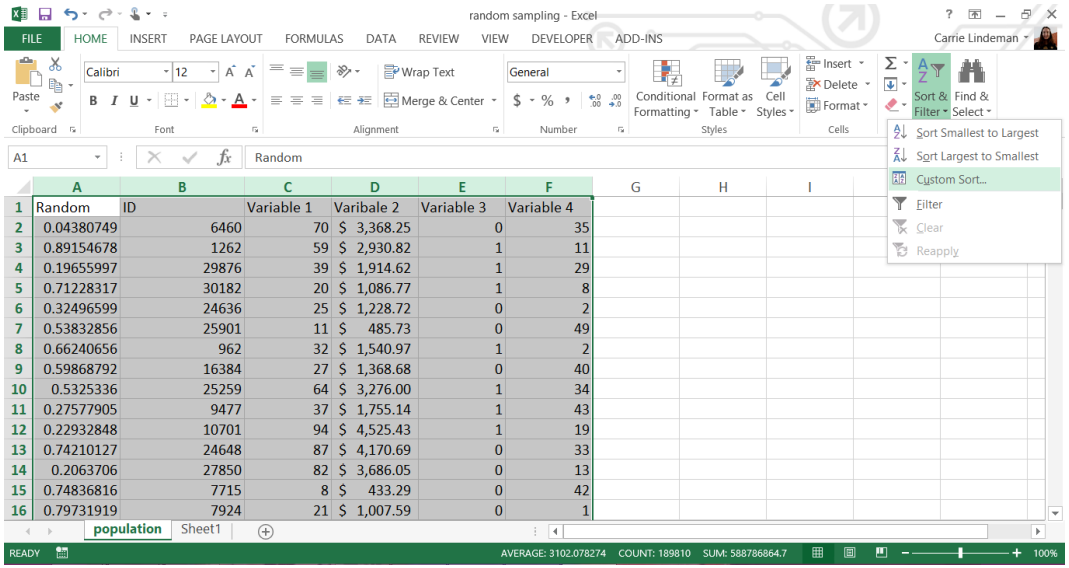


4. Sort the data by the random column.

Select your random column and all of your data. Navigate to Sort & Filter and select Custom Sort. In the Sort by field, select your random column.



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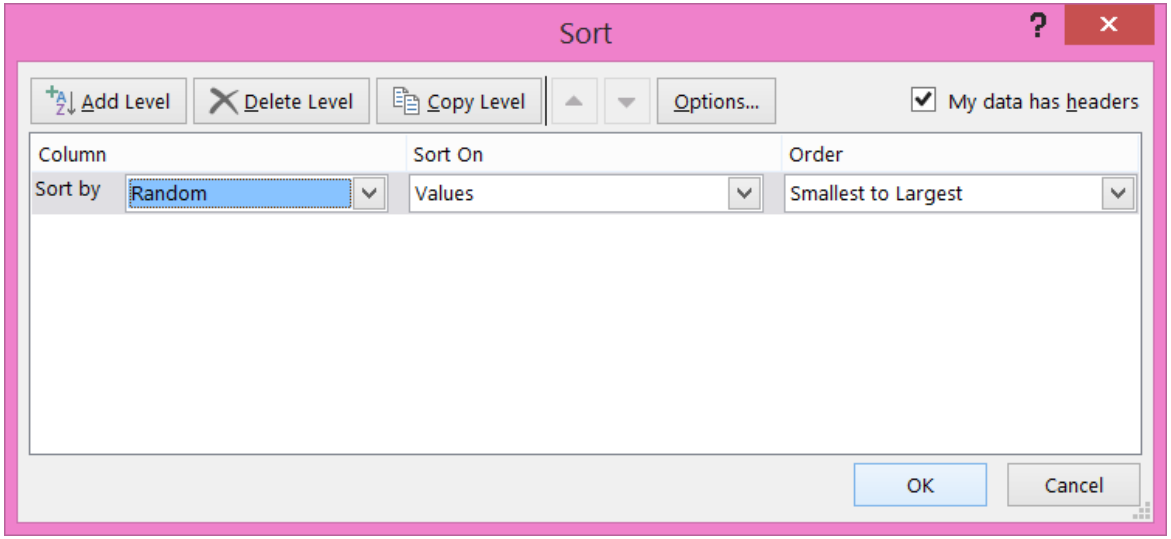
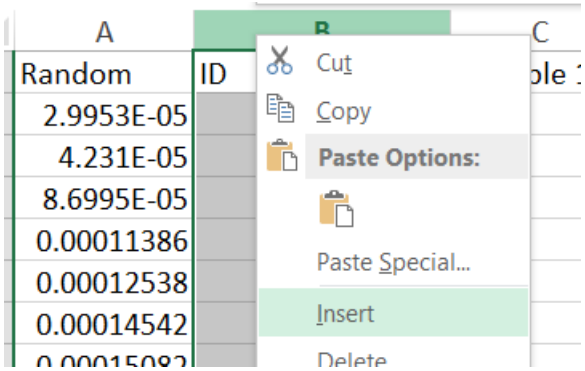


5. Insert another column to beside the random column and fill it with a counter.

Right click the first column of your data and select insert.
Enter 1 in the first cell and 2 in the second cell. Highlight both of these cells and double click the bottom right corner of the selection to autofill the whole column.



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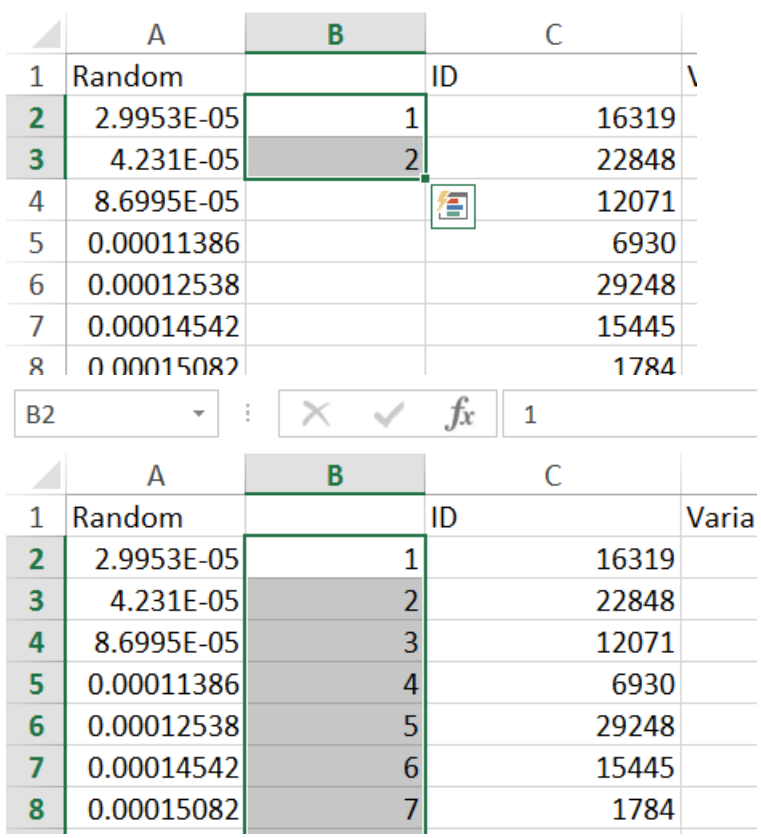
6. Select from row 1 to the size of the sampling you want.	Scroll to the row number of the sampling you want and select all of the rows from there to the top.



	A	B	C
1	Random		ID
2	2.9953E-05	1	16319
3	4.231E-05	2	22848
4	8.6995E-05		12071
5	0.00011386		6930
6	0.00012538		29248
7	0.00014542		15445
8	0.00015082		1784

B2 | 1

	A	B	C
1	Random		ID
2	2.9953E-05	1	16319
3	4.231E-05	2	22848
4	8.6995E-05	3	12071
5	0.00011386	4	6930
6	0.00012538	5	29248
7	0.00014542	6	15445
8	0.00015082	7	1784

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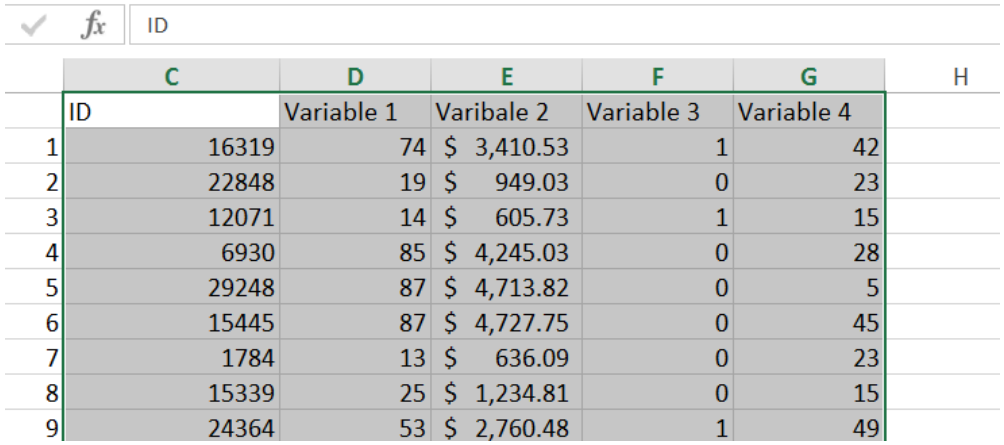

ID

	C	D	E	F	G	H
	ID	Variable 1	Varibale 2	Variable 3	Variable 4	
1	16319	74	$ 3,410.53	1	42	
2	22848	19	$ 949.03	0	23	
3	12071	14	$ 605.73	1	15	
4	6930	85	$ 4,245.03	0	28	
5	29248	87	$ 4,713.82	0	5	
6	15445	87	$ 4,727.75	0	45	
7	1784	13	$ 636.09	0	23	
8	15339	25	$ 1,234.81	0	15	
9	24364	53	$ 2,760.48	1	49	

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Create a Random Sample

Excel Step-by-Step How-to for Mac

Excel for Windows Instructions on page 1

Instructions: Use this guide to create a random sample from a list of a population

Data requirement: data organized as a list of a population
Sample Data: all past consumers

Step	Mac Instructions + Screen Shot
1. Insert a column to the left of your data.	Control-click the column and select insert.

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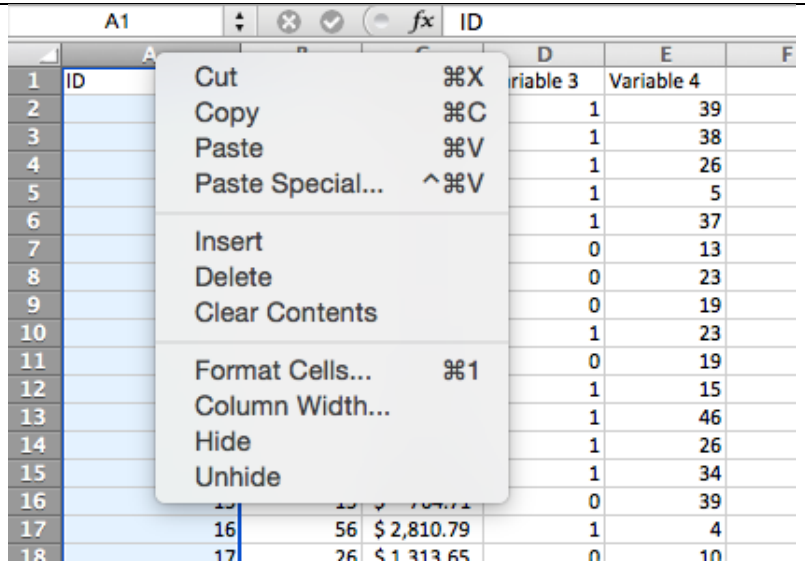
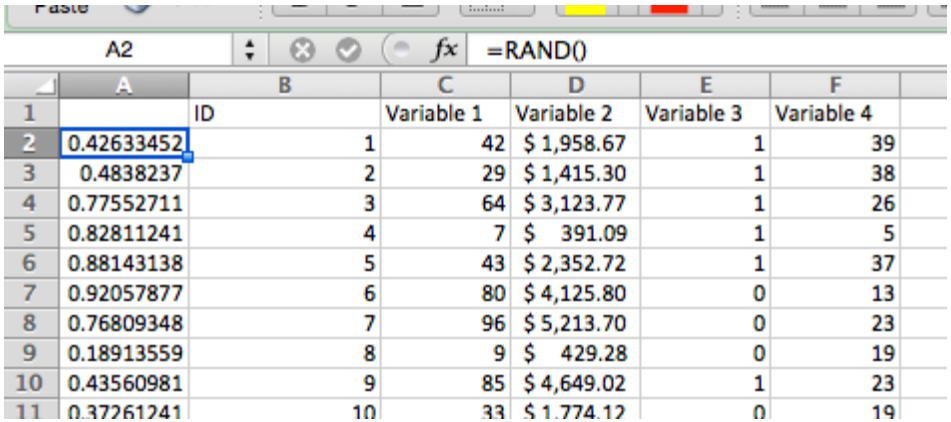


2. Fill this column with random values.

Select the cell beside your first line of data. Enter =RAND() to fill the cell with a random decimal between 0 and 1.



	A	B	C	D	E	F
1		ID	Variable 1	Variable 2	Variable 3	Variable 4
2	0.42633452	1	42	$ 1,958.67	1	39
3	0.4838237	2	29	$ 1,415.30	1	38
4	0.77552711	3	64	$ 3,123.77	1	26
5	0.82811241	4	7	$ 391.09	1	5
6	0.88143138	5	43	$ 2,352.72	1	37
7	0.92057877	6	80	$ 4,125.80	0	13
8	0.76809348	7	96	$ 5,213.70	0	23
9	0.18913559	8	9	$ 429.28	0	19
10	0.43560981	9	85	$ 4,649.02	1	23
11	0.37261241	10	33	$ 1,774.12	0	19

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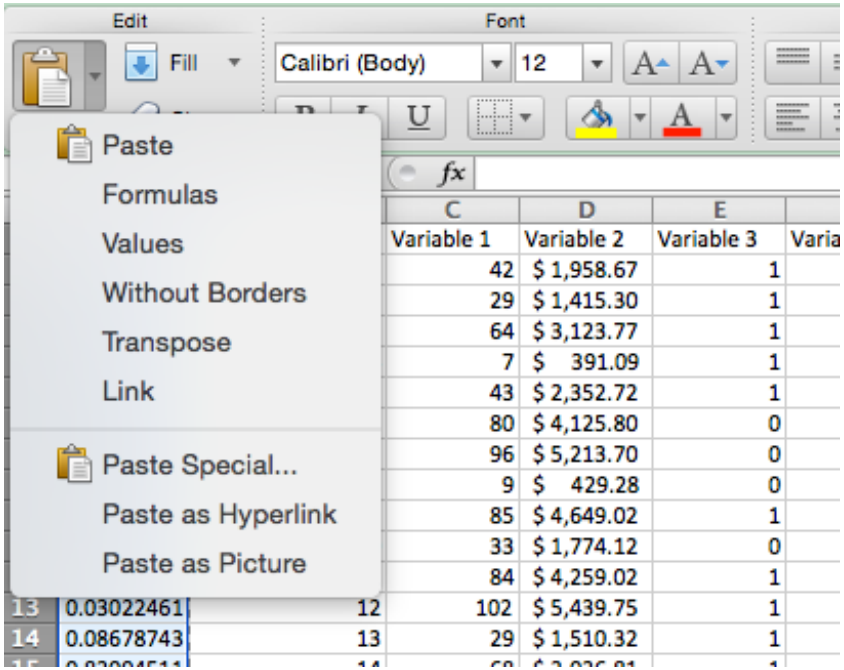
Double click the bottom right corner of the top cell to autofill the column with that information.

3. Replace the column of functions with a column of values.

Select the column you just created and copy it (command C). Navigate to Paste and select Values.



4. Sort the data by the random column.

Select your random column and all of your data. Navigate to Sort & Filter icon and click it. Drop down arrows should appear beside each variable of your data. Select the arrow beside your random variable and sort it by ascending.

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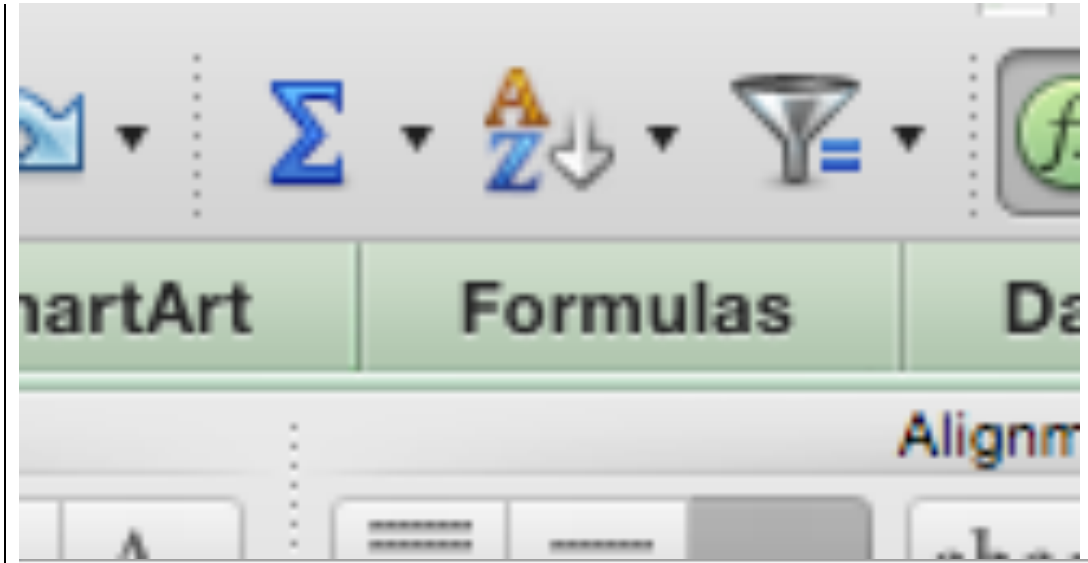

	A	B	C	D	E	F
1		ID	Variable 1	Variable 2	Variable 3	Variable 4
2	0.67791466	1	42	$ 1,958.67	1	39
3	0.3349527	2	29	$ 1,415.30	1	38
4	0.91447267	3	64	$ 3,123.77	1	26
5	0.66427353	4	7	$ 391.09	1	5
6	0.18283504	5	43	$ 2,352.72	1	37
7	0.41711613	6	80	$ 4,125.80	0	13
8	0.08820664	7	96	$ 5,213.70	0	23

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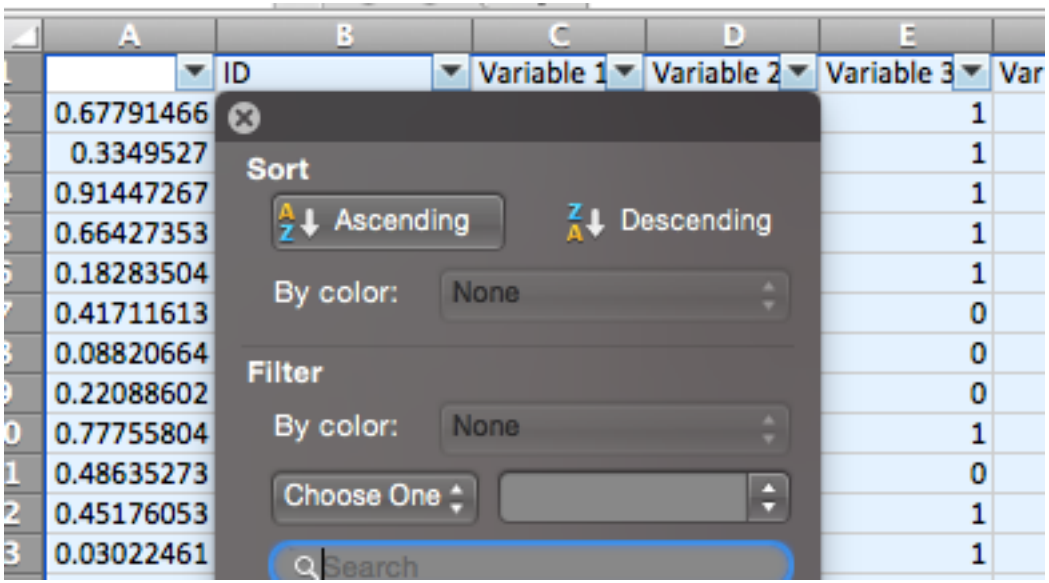

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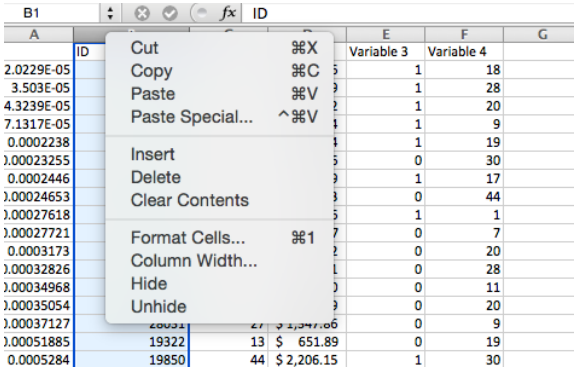

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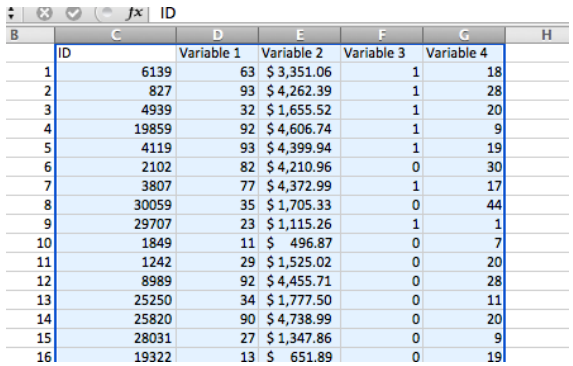
	B	C	D	E	F	G	H
		ID	Variable 1	Variable 2	Variable 3	Variable 4	
-05	1	6139	63	$ 3,351.06	1	18	
-05	2	827	93	$ 4,262.39	1	28	
-05	3	4939	32	$ 1,655.52	1	20	
-05	4	19859	92	$ 4,606.74	1	9	
238	5	4119	93	$ 4,399.94	1	19	
255	6	2102	82	$ 4,210.96	0	30	
146	7	3807	77	$ 4,372.99	1	17	
553	8	30059	35	$ 1,705.33	0	44	
518	9	29707	23	$ 1,115.26	1	1	
721	10	1849	11	$ 496.87	0	7	
173	11	1242	29	$ 1,525.02	0	20	
326	12	8989	92	$ 4,455.71	0	28	
968	13	25250	34	$ 1,777.50	0	11	
054	14	25820	90	$ 4,738.99	0	20	
127	15	28031	27	$ 1,347.86	0	9	
385	16	19322	13	$ 651.89	0	19	
284	17	19850	44	$ 2,206.15	1	30	
121	18	12081	93	$ 4,198.58	1	17	
192	19	3521	104	$ 4,899.48	0	35	
725	20	18668	11	$ 468.14	0	35	
147	21	21320	38	$ 1,890.28	0	1	
574	22	24631	8	$ 419.14	0	18	

6. Select from row 1 to the size of the sampling you want.

Scroll to the row number of the sampling you want and select all of the rows from there to the top.



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