**Creating Frequency Distributions and Crosstabulations in Excel**

**To create a frequency distribution**

1. Open your dataset

2. Copy the column of data you want a frequency distribution for into a new sheet in Excel; include the variable name in row 1.

3. In your new sheet, highlight the column of data, including the variable name, and select the Insert tab at the top of your Excel window, then select Pivot Table.

4. Make sure New Worksheet is selected and click OK. A new worksheet will appear.

5. In the PivotTable Fields panel on the right of the new worksheet, you’ll see the variable name. Move the variable name into the Rows box.

 6. Also move your variable to the Values box.

7. The Values box now reads “Sum of [your variable name].” Click the after this and select Count, then OK. The Values box will now read “Count of [your variable name].” Your frequency distribution appears on your Excel sheet on the left.

**Add row labels to your frequency distribution**

8. The rows in your frequency distribution have numbers for labels. Replace each label number with a word description. For example, if 1=freshman, 2=sophomore, etc., replace 1 with the word freshman and 2 with the word sophomore, etc.

**Calculate percentages for your crosstabulation**

The following procedure works on a Mac. The “Show data as” option may appear in a different location on a PC.

9. Copy and paste your pivot table onto a fresh location on your worksheet.

10. Select one of the values in the pivot table frequency distribution that you want to turn into a percentage; right click on that value.

11. Select “Summarize Values By” and then “More options”

12. In the dialog box, select “Show data as”

13. In the dropdown menu, change “No calculation” to “% of Row Total.” Click OK. Your table will now show percentages.

**To create a crosstabulation table**

1. Open your dataset

2. Copy the two columns of data you want for your crosstabulation into a new sheet in Excel; include the variable names in row 1.

3. In your new sheet, highlight the two columns, including the variable names, and select the Insert tab at the top of your Excel window, then select Pivot Table.

4. Make sure New Worksheet is selected and click OK. A new worksheet will appear.

5. In the PivotTable Fields panel on the right of the new worksheet, you’ll see your two variable names. Choose which variable you want to be represented in the column of your table and move it to the Columns box.

6. Move the other variable to the Rows box.

 7. Choose one of your variables to also move to the Values box (it doesn’t matter which one).

8. The Values box now reads “Sum of [your variable name].” Click the after this and select Count, then OK. The Values box will now read “Count of [your variable name].” Your crosstabulation appears on your Excel sheet on the left.

**Add row and column labels to your crosstabulation**

9. The rows and columns in your crosstabulation table have numbers for labels. To make the table easier to interpret, replace the label number with a word description. For example, if 1=freshman, 2=sophomore, etc., replace 1 with the word freshman and 2 with the word sophomore, etc.

10. Do this for both the row labels and the column labels.

**Calculate row or column percentages in your crosstabulation**

The following procedure works on a Mac. The “Show data as” option may appear in a different location on a PC.

11. Decide whether you want to calculate row or column percentages for your table.

12. Copy and paste your pivot table onto a fresh location on your worksheet.

13. Select one of the values in the pivot table that you want to turn into a percentage; right click on that value.

14. Select “Summarize Values By” and then “More options”

15. In the dialog box, select “Show data as”

16. In the dropdown menu, change “No calculation” to “% of Row Total” if you want a row percentage or “% of Column Total” if you want a column percentage. Click OK. Your table will now show percentages.