# Attachment H. NIOSH Sampling Approach for Partnering Organizations

### Attachment H1: Organizations with greater than 3,000 members with email addresses

#### Simple random sample

In order to conduct a survey of your members, your organization will need to prepare a targeted sampling frame. This will involve the following steps: 1) generate a list of members with email addresses; 2) filter out members such as retirees, students, administrators/directors/managers, educators, and others who are not likely exposed to [insert relevant chemical agent(s)], 3) retain members who are likely to use or come in contact with these chemical agents, and 4) draw a random sample from the filtered/targeted membership population. A quality check of the sampling frame needs to be performed to ensure that excluded members are not in the sample.

Our goal is to obtain 1,000 completed surveys (i.e., hazard module and core module). Assuming a 50% response rate, a sample size of 2,000 will be necessary to ensure that we meet our goal.

Step-by-step instructions on how to select a random sample from a list of individuals (using MS Excel) is provided. NIOSH can provide assistance to your staff with this process, if requested.

The sample will need to be drawn within two months of launching the survey to verify that the sample is current. The survey is scheduled to be launched in late January 2011.

For quality assurance purposes, a written description of the steps taken to prepare the sampling frame will need to be provided to NIOSH.

#### Instructions for sampling membership (for Organizations with greater than 3,000 members)

For this method, your membership data will need to be in MS Excel. In this example, we are using 30 made-up names and email addresses. This represents our "targeted sampling frame" as all retirees, students, administrators/directors/managers, etc have been filtered out. Our final sample size will be 10 people.

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| 1st name                    | last name         | email                                       |                    |            |   |               |       |       |          |                            |            |          |
| Sterling                    | Faye              | Sterling.Faye@mail.com                      |                    |            |   |               |       |       |          |                            |            |          |
| Dimple                      | Marci             | Dimple.Marci@mail.com                       |                    |            |   |               |       |       |          |                            |            |          |
| Selina                      | Lavinia           | Selina.Lavinia@mail.com                     |                    |            |   |               |       |       |          |                            |            |          |
| Diego                       | Kirby             | Diego.Kirby@mail.com                        |                    |            |   |               |       |       |          |                            |            |          |
| Jessie<br>Ramona            | Scot              | Jessie.Scot@mail.com                        |                    |            |   |               |       |       |          |                            |            |          |
| Ramona                      | Santiago          | Ramona.Santiago@mail.com                    |                    |            |   |               |       |       |          |                            |            |          |
| Monserrat<br>Jazmin         | Ricky             | Monserrat.Ricky@mail.com                    |                    |            |   |               |       |       |          |                            |            |          |
| Jazmin                      | Dawn              | Jazmin.Dawn@mail.com                        |                    |            |   |               |       |       |          |                            |            |          |
| ) Adella                    | Luis              | Adella.Luis@mail.com                        |                    |            |   |               |       |       |          |                            |            |          |
| Antonia                     | Alison            | Antonia.Alison@mail.com                     |                    |            |   |               |       |       |          |                            |            |          |
| Melissa                     | Hosie             | Melissa.Hosie@mail.com                      |                    |            |   |               |       |       |          |                            |            |          |
| Paul                        | Yvette            | Paul. Yvette@mail.com                       |                    |            |   |               |       |       |          |                            |            |          |
| l Tonya                     | Nick              | Tonya.Nick@mail.com                         |                    |            |   |               |       |       |          |                            |            |          |
| 5 Kai                       | Talia             | Kai.Talia@mail.com                          |                    |            |   |               |       |       |          |                            |            |          |
| 6 Merna                     | Baron             | Merna.Baron@mail.com                        |                    |            |   |               |       |       |          |                            |            |          |
| / Lorena                    | Norman            | Lorena.Norman@mail.com                      |                    |            |   |               |       |       |          |                            |            |          |
| Fleta                       | Johanna           | Fleta.Johanna@mail.com                      |                    |            |   |               |       |       |          |                            |            |          |
| Clare                       | Jill              | Clare.Jill@mail.com                         |                    |            |   |               |       |       | 1        |                            |            |          |
| Gracie                      | Payten            | Gracie.Payten@mail.com                      |                    |            |   |               |       |       |          |                            |            |          |
| Horace                      | Burley            | Horace.Burley@mail.com                      |                    |            |   |               |       |       |          |                            |            |          |
| Tracy                       | Ann               | Tracy.Ann@mail.com                          |                    |            |   |               |       |       |          |                            |            |          |
| Diamond                     | James             | Diamond.James@mail.com                      |                    |            |   |               |       |       |          |                            |            |          |
| Leroy                       | Gustav            | Leroy.Gustav@mail.com                       |                    |            |   |               |       |       |          |                            |            |          |
| Sade                        | Elton             | Sade.Elton@mail.com                         |                    |            |   |               |       |       |          |                            |            |          |
| Troy                        | Carolina          | Troy.Carolina@mail.com                      |                    |            |   |               |       |       |          |                            |            |          |
| Werner                      | Ezekiel           | Werner.Ezekiel@mail.com                     |                    |            |   |               |       |       |          |                            |            |          |
| 3 Georgia                   | Pamela            | Georgia.Pamela@mail.com                     |                    |            |   |               |       |       |          |                            |            |          |
| Art                         | Roland            | Art.Roland@mail.com                         |                    |            |   |               |       |       |          |                            |            | -        |
| Zachary                     | Booker            | Zachary.Booker@mail.com                     |                    |            |   |               |       |       |          |                            |            | -        |
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#### **Step 1** creating random numbers.

In the next column (column D) type in "random#". In cell row 2, column D type in the formula "=RAND()" It will show up as a number in the actual table.

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| 1st name          | last name                             | email  | random #                           |     |                      |    |       |     |              |              |            |
| Sterling          | Faye                                  | Sterling.Faye@mail.com                                       | 0.125797383                        | 38  |                      |    |       |     |              |              |            |
| Dimple            | Marci                                 | Dimple.Marci@mail.com  |                                    |     |                      |    |       |     |              |              |            |
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| Diego             | Kirby                                 | Diego.Kirby@mail.com   |                                    |     |                      |    |       |     |              |              |            |
| Jessie            | Scot                                  | Jessie.Scot@mail.com   |                                    |     |                      |    |       |     |              |              |            |
| Ramona            | Santiago                              | Ramona.Santiago@mail.com                                     |                                    |     |                      |    |       |     |              |              |            |
| Monserrat         | Ricky                                 | Monserrat.Ricky@mail.com                                     |                                    |     |                      |    |       |     |              |              |            |
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| Antonia           | Alison                                | Antonia.Alison@mail.com                                      |                                    |     |                      |    |       |     |              |              |            |
| 2 Melissa         | Hosie                                 | Melissa.Hosie@mail.com                                       |                                    |     |                      |    |       |     |              |              |            |
| 3 Paul            | Yvette                                | Paul. Yvette@mail.com  |                                    |     |                      |    |       |     |              |              |            |
| 4 Tonya           | Nick                                  | Tonya.Nick@mail.com  |                                    |     |                      |    |       |     |              |              |            |
| 5 Kai             | Talia                                 | Kai.Talia@mail.com   |                                    |     |                      |    |       |     |              |              |            |
| 6 Merna           | Baron                                 | Merna.Baron@mail.com   |                                    |     |                      |    |       |     |              |              |            |
| 7 Lorena          | Norman                                | Lorena.Norman@mail.com                                       |                                    |     |                      |    |       |     |              |              |            |
| B Fleta           | Johanna                               | Fleta.Johanna@mail.com                                       |                                    |     |                      |    |       |     |              |              |            |
| 3 Clare           | Jill                                  | Clare.Jill@mail.com  |                                    |     |                      |    |       |     |              |              |            |
| ) Gracie          | Payten                                | Gracie.Payten@mail.com                                       |                                    |     |                      |    |       |     |              |              |            |
| l Horace          | Burley                                | Horace.Burley@mail.com                                       |                                    |     |                      |    |       |     |              |              |            |
| 2 Tracy           | Ann                                   | Tracy.Ann@mail.com   |                                    |     |                      |    |       |     |              |              |            |
| 3 Diamond         | James                                 | Diamond.James@mail.com                                       |                                    |     |                      |    |       |     |              |              |            |
| 4 Leroy           | Gustav                                | Leroy.Gustav@mail.com  |                                    |     |                      |    |       |     |              |              |            |
| 5 Sade            | Elton                                 | Sade.Elton@mail.com  |                                    |     |                      |    |       |     |              |              |            |
| 6 Troy            | Carolina                              | Troy.Carolina@mail.com                                       |                                    |     |                      |    |       |     |              |              |            |
| 7 Werner          | Ezekiel                               | Werner.Ezekiel@mail.com                                      |                                    |     |                      |    |       |     |              |              |            |
| B Georgia         | Pamela                                | Georgia.Pamela@mail.com                                      |                                    |     |                      |    |       |     |              |              |            |
| 9 Art             | Roland                                | Art.Roland@mail.com  |                                    |     |                      |    |       |     |              |              |            |
| D Zachary         | Booker                                | Zachary.Booker@mail.com                                      |                                    |     |                      |    |       |     |              |              |            |
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#### Step 2.

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| Selin De   | elete Sheet      | elina.Lavinia@mail.com            |                          |    |            |            |       |              |              |         |
| Diego      |                  | ego.Kirby@mail.com                |                          |    |            |            |       |              |              |         |
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| Ramo       | *                | amona.Santiago@mail.com           |                          |    |            |            |       |              |              |         |
| Monserrat  | Ricky            | Monserrat.Ricky@mail.com          |                          |    |            |            |       |              |              |         |
| Jazmin     | Dawn             | Jazmin.Dawn@mail.com              |                          |    |            |            |       |              |              |         |
| Adella     | Luis             | Adella.Luis@mail.com              |                          |    |            |            |       |              |              |         |
| Antonia    | Alison           | Antonia.Alison@mail.com           |                          |    |            |            |       |              |              |         |
| Melissa    | Hosie            | Melissa.Hosie@mail.com            |                          |    |            |            |       |              |              |         |
| Paul       | Yvette           | Paul. Yvette@mail.com             |                          |    |            |            |       |              |              |         |
| Tonya      | Nick             | Tonya.Nick@mail.com               |                          |    |            |            |       |              |              |         |
| Kai        | Talia            | Kai.Talia@mail.com                |                          |    |            |            |       |              |              |         |
| Merna      | Baron            | Merna.Baron@mail.com              |                          |    |            |            |       |              |              |         |
| Lorena     | Norman           | Lorena.Norman@mail.com            |                          |    |            |            |       |              |              |         |
| Fleta      | Johanna          | Fleta.Johanna@mail.com            |                          |    |            |            |       |              |              |         |
| Clare      | Jill             | Clare.Jill@mail.com               |                          |    |            |            |       |              |              |         |
| Gracie     | Payten           | Gracie.Payten@mail.com            |                          |    |            |            |       |              |              |         |
| Horace     | Burley           | Horace.Burley@mail.com            |                          |    |            |            |       |              |              |         |
| Tracy      | Ann              | Tracy.Ann@mail.com                |                          |    |            |            |       |              |              |         |
| Diamond    | James            | Diamond.James@mail.com            |                          |    |            |            |       |              |              |         |
| Leroy      | Gustav           | Leroy.Gustav@mail.com             |                          |    |            |            |       |              |              |         |
| Sade       | Elton            | Sade.Elton@mail.com               |                          |    |            |            |       |              |              |         |
| Troγ       | Carolina         | Troy.Carolina@mail.com            |                          |    |            |            |       |              |              |         |
| Werner     | Ezekiel          | Werner.Ezekiel@mail.com           |                          |    |            |            |       |              |              |         |
| Georgia    | Pamela           | Georgia.Pamela@mail.com           |                          |    |            |            |       |              |              |         |
| Art        | Roland           | Art.Roland@mail.com               |                          |    |            |            |       |              |              |         |
| Zachary    | Booker           | Zachary.Booker@mail.com           |                          |    |            |            |       |              |              |         |
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| Sterling                   | Faye                          | Sterling.Faye@mail.com   | 0.9735207781          |          |                      |    |       |              |              |               |              |
| Dimple                     | Marci                         | Dimple.Marci@mail.com  | 0.3479278258          |          |                      |    |       |              |              |               |              |
| Selina                     | Lavinia                       | Selina.Lavinia@mail.com  | 0.5146544198          |          |                      |    |       |              |              |               |              |
| Diego                      | Kirby                         | Diego.Kirby@mail.com   | 0.4290558972          |          |                      |    |       |              |              |               |              |
| Jessie                     | Scot                          | Jessie.Scot@mail.com   | 0.9854094488          |          |                      |    |       |              |              |               |              |
| Ramona                     | Santiago                      | Ramona.Santiago@mail.com   | 0.3259903727          |          |                      |    |       |              |              |               |              |
| Monserrat                  | Ricky                         | Monserrat.Ricky@mail.com   | 0.3977031591          |          |                      |    |       |              |              |               |              |
| Jazmin                     | Dawn                          | Jazmin.Dawn@mail.com   | 0.6826223991          |          |                      |    |       |              |              |               |              |
| Adella                     | Luis                          | Adella.Luis@mail.com   | 0.8267380339          |          |                      |    |       |              |              |               |              |
| Antonia                    | Alison                        | Antonia.Alison@mail.com  | 0.7997136077          |          |                      |    |       |              |              |               |              |
| Melissa                    | Hosie                         | Melissa.Hosie@mail.com   | 0.7534079810          |          |                      |    |       |              |              |               |              |
| Paul                       | Yvette                        | Paul. Yvette@mail.com  | 0.9732964173          |          |                      |    |       |              |              |               |              |
| Tonya                      | Nick                          | Tonya.Nick@mail.com  | 0.9278002128          |          |                      |    |       |              |              |               |              |
| Kai                        | Talia                         | Kai.Talia@mail.com   | 0.1380970257          |          |                      |    |       |              |              |               |              |
| Merna                      | Baron                         | Merna.Baron@mail.com   | 0.6005409980          |          |                      |    |       |              |              |               |              |
| Lorena                     | Norman                        | Lorena.Norman@mail.com   | 0.5159282829          |          |                      |    |       |              |              |               |              |
| Fleta                      | Johanna                       | Fleta.Johanna@mail.com   | 0.0743017494          |          |                      |    |       |              |              |               |              |
| Clare                      | Jill                          | Clare.Jill@mail.com  | 0.3635714519          |          |                      |    |       |              |              |               |              |
| Gracie                     | Payten                        | Gracie.Payten@mail.com   | 0.7523457592          |          |                      |    |       |              |              |               |              |
| Horace                     | Burley                        | Horace.Burley@mail.com   | 0.2015144806          |          |                      |    |       |              |              |               |              |
| Tracy                      | Ann                           | Tracy.Ann@mail.com   | 0.1612512218          |          |                      |    |       |              |              |               |              |
| Diamond                    | James                         | Diamond.James@mail.com   | 0.9969338757          |          |                      |    |       |              |              |               |              |
| Leroy                      | Gustav                        | Leroy.Gustav@mail.com  | 0.8563909537          |          |                      |    |       |              |              |               |              |
| Sade                       | Elton                         | Sade.Elton@mail.com  | 0.7447487207          |          |                      |    |       |              |              |               |              |
| Troγ                       | Carolina                      | Troγ.Carolina@mail.com   | 0.3217837906          |          |                      |    |       |              |              |               |              |
| Werner                     | Ezekiel                       | Werner.Ezekiel@mail.com  | 0.0048664958          |          |                      |    |       |              |              |               |              |
| Georgia                    | Pamela                        | Georgia.Pamela@mail.com  | 0.1263685769          |          |                      |    |       |              |              |               |              |
| Art                        | Roland                        | Art.Roland@mail.com  | 0.7610938310          |          |                      |    |       |              |              |               |              |
| Zachary                    | Booker                        | Zachary.Booker@mail.com  | 0.2122099279          |          |                      |    |       |              |              |               |              |
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#### Step 3

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| D1 🕄 Pas    | te Ctrl-             |  |                       |   |        |     |                |             |             |               |              |
|             | ite Special          | С  | D                     | E | F      | G   | Н              |             | J           | K             |              |
| 1st n       |                      | ail  | random #              |   | •      | ~   |                |             |             |               |              |
| Sterli Cle  | ar                   | ling.Faγe@mail.com   | 0.2451768471          |   |        |     |                |             |             |               |              |
| Dimp Del    | ete                  | ple.Marci@mail.com   | 0.4013639901          |   |        |     |                |             |             |               |              |
|             | ete Sheet            | na.Lavinia@mail.com  | 0.4926877297          |   |        |     |                |             |             |               |              |
| Diego       |                      | o.Kirby@mail.com   | 0.1443715665          |   |        |     |                |             |             |               |              |
| Jessi 🗥 Ein | d Ctrl-              | +F sie.Scot@mail.com   | 0.5946578371          |   |        |     |                |             |             |               |              |
| Ramo        | *                    | hona.Santiago@mail.com                                       | 0.2484582580          |   |        |     |                |             |             |               |              |
| Monserrat   | Ricky                | Monserrat.Ricky@mail.com                                     | 0.8130411579          |   |        |     |                |             |             |               |              |
| Jazmin      | Dawn                 | Jazmin.Dawn@mail.com   | 0.4063864725          |   |        |     |                |             |             |               |              |
| ) Adella    | Luis                 | Adella.Luis@mail.com   | 0.6599777035          |   |        |     |                |             |             |               |              |
| Antonia     | Alison               | Antonia.Alison@mail.com                                      | 0.0880564503          |   |        |     |                |             |             |               |              |
| Melissa     | Hosie                | Melissa.Hosie@mail.com                                       | 0.8781989544          |   |        |     |                |             |             |               |              |
| Paul        | Yvette               | Paul. Yvette@mail.com  | 0.4982346101          |   |        |     |                |             |             |               |              |
| 1 Tonya     | Nick                 | Tonya.Nick@mail.com  | 0.5170151526          |   |        |     |                |             |             |               |              |
| 5 Kai       | Talia                | Kai.Talia@mail.com   | 0.4102595950          |   |        |     |                |             |             |               |              |
| 6 Merna     | Baron                | Merna.Baron@mail.com   | 0.2479472698          |   |        |     |                |             |             |               |              |
| Lorena      | Norman               | Lorena.Norman@mail.com                                       | 0.7567312192          |   |        |     |                |             |             |               |              |
| B Fleta     | Johanna              | Fleta.Johanna@mail.com                                       | 0.1368422603          |   |        |     |                |             |             |               |              |
| Clare       | Jill                 | Clare.Jill@mail.com  | 0.7033126615          |   |        |     |                |             |             |               |              |
| ) Gracie    | Payten               | Gracie.Payten@mail.com                                       | 0.6006647677          |   |        |     |                |             |             |               |              |
| Horace      | Burley               | Horace.Burley@mail.com                                       | 0.7024839780          |   |        |     |                |             |             |               |              |
| 2 Tracy     | Ann                  | Tracy.Ann@mail.com   | 0.6248743084          |   |        |     |                |             |             |               |              |
| Diamond     | James                | Diamond.James@mail.com                                       | 0.0538829932          |   |        |     |                |             |             |               |              |
| Leroy       | Gustav               | Leroy.Gustav@mail.com  | 0.1448868228          |   |        |     |                |             |             |               |              |
| Sade        | Elton                | Sade.Elton@mail.com  | 0.5213934128          |   |        |     |                |             |             |               |              |
| Troy        | Carolina             | Troy.Carolina@mail.com                                       | 0.8222156349          |   |        |     |                |             |             |               |              |
| 7 Werner    | Ezekiel              | Werner.Ezekiel@mail.com                                      | 0.5509271161          |   |        |     |                |             |             |               |              |
| 3 Georgia   | Pamela               | Georgia.Pamela@mail.com                                      | 0.0791313141          |   |        |     |                |             |             |               |              |
| Art         | Roland               | Art.Roland@mail.com  | 0.0341439405          |   |        |     |                |             |             |               |              |
| ) Zachary   | Booker               | Zachary.Booker@mail.com                                      | 0.0124273186          |   |        |     |                |             |             |               |              |
| 1           |                      |  |                       |   |        |     |                |             |             |               |              |
| 2           |                      |  |                       |   |        |     |                |             |             |               |              |
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#### Step 4.

Next highlight the next column (column E) and go to the Edit menu and highlight "Paste Special"

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|                | opy Ctrl+C                             | 🗿 🖳 问   🖤 Reply with Change                                  | s End Review          |    |        |    |       |          |              |               |            |
| E1 Ba          | iste Ctrl <del>+</del>                 |  | 2                     |    |        |    |       |          |              |               |            |
|                | ste Special                            | с  | D                     | E  | F      | G  | Н     |          | J            | K             |            |
| 1et n          | _                                      | mail   | random #              |    | 1      |    |       |          | 0            |               |            |
| Sterli         | e <u>a</u> r                           | terling.Faγe@mail.com  | 0.3029449728          |    |        |    |       |          |              |               |            |
|                | elete                                  | imple.Marci@mail.com   | 0.9340754521          |    |        |    |       |          |              |               |            |
| O F            | elete Sheet                            | elina.Lavinia@mail.com                                       | 0.7012884946          |    |        |    |       |          |              |               |            |
| Diego          | •                                      | ego.Kirby@mail.com   | 0.9206093175          |    |        |    |       |          |              |               |            |
| Jessi 🏦 Ei     | nd Ctrl+F                              | ssie.Scot@mail.com   | 0.9984897786          |    |        |    |       |          |              |               |            |
| Ramo           | *                                      | amona.Santiago@mail.com                                      | 0.7840863587          |    |        |    |       |          |              |               |            |
| Monserrat      | Ricky                                  | Monserrat.Ricky@mail.com                                     | 0.1351042705          |    |        |    |       |          |              |               |            |
| Jazmin         | Dawn                                   | Jazmin.Dawn@mail.com   | 0.4988634056          |    |        |    |       |          |              |               |            |
| Adella         | Luis                                   | Adella.Luis@mail.com   | 0.3092183840          |    |        |    |       |          |              |               |            |
| Antonia        | Alison                                 | Antonia.Alison@mail.com                                      | 0.1061153482          |    |        |    |       |          |              |               |            |
| Melissa        | Hosie                                  | Melissa.Hosie@mail.com                                       | 0.8474062993          |    |        |    |       |          |              |               |            |
| Paul           | Yvette                                 | Paul. Yvette@mail.com  | 0.4574819312          |    |        |    |       |          |              |               |            |
| Tonγa          | Nick                                   | Tonγa.Nick@mail.com  | 0.4332261073          |    |        |    |       |          |              |               |            |
| Kai            | Talia                                  | Kai.Talia@mail.com   | 0.0319513649          |    |        |    |       |          |              |               |            |
| Merna          | Baron                                  | Merna.Baron@mail.com   | 0.4368790449          |    |        |    |       |          |              |               |            |
| Lorena         | Norman                                 | Lorena.Norman@mail.com                                       | 0.9538428047          |    |        |    |       |          |              |               |            |
| Fleta          | Johanna                                | Fleta.Johanna@mail.com                                       | 0.3694428257          |    |        |    |       |          |              |               |            |
| Clare          | Jill                                   | Clare.Jill@mail.com  | 0.0631798365          |    |        |    |       |          |              |               |            |
| Gracie         | Payten                                 | Gracie.Payten@mail.com                                       | 0.1218889650          |    |        |    |       |          |              |               |            |
| Horace         | Burley                                 | Horace.Burley@mail.com                                       | 0.1177514833          |    |        |    |       |          |              |               |            |
| Tracy          | Ann                                    | Tracy.Ann@mail.com   | 0.5048659531          |    |        |    |       |          |              |               |            |
| Diamond        | James                                  | Diamond.James@mail.com                                       | 0.1314620552          |    |        |    |       |          |              |               |            |
| Leroy          | Gustav                                 | Leroy.Gustav@mail.com  | 0.1496766267          |    |        |    |       |          |              |               |            |
| Sade           | Elton                                  | Sade.Elton@mail.com  | 0.6229162850          |    |        |    |       |          |              |               |            |
| Troy           | Carolina                               | Troy.Carolina@mail.com                                       | 0.3436744296          |    |        |    |       |          |              |               |            |
| Werner         | Ezekiel                                | Werner.Ezekiel@mail.com                                      | 0.2748378730          |    |        |    |       |          |              |               |            |
| Georgia        | Pamela                                 | Georgia.Pamela@mail.com                                      | 0.8856438213          |    |        |    |       |          |              |               |            |
| Art            | Roland                                 | Art.Roland@mail.com  | 0.1840006414          |    |        |    |       |          |              |               |            |
| Zachary        | Booker                                 | Zachary.Booker@mail.com                                      | 0.6360648324          |    |        |    |       |          |              |               |            |
|                |  |  |                       |    |        |    |       |          |              |               |            |
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#### **Step 5** Click on the button that says "values", then click "ok"

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|              | A                             | B                            | С   | D   | F                       | F                    | G   | Н              |     | J            | К            |              |
| 1            | A<br>1st name                 | last name                    | email   | random #  |                         | F                    | G   |                |     | J            | ĸ            |              |
| 2            | Sterling                      | Faye                         | Sterling.Faye@mail.com                          | 0.2016419182  |                         |                      |     |                |     |              |              |              |
| 3            | Dimple                        | Marci                        | Dimple.Marci@mail.com                           | 0.9712948049  |                         |                      |     |                |     |              |              |              |
| 4            | Selina                        | Lavinia                      | Selina.Lavinia@mail.com                         | 0.4838918212  |                         |                      |     |                |     |              |              |              |
| 5            | Diego                         | Kirby                        | Diego.Kirby@mail.com                            | Paste Special   |                         | ?                    |     |                |     |              |              |              |
| 6            | Jessie                        | Scot                         | Jessie.Scot@mail.com                            | Provie opeciat  |                         |                      |     |                |     |              |              |              |
| 7            | Ramona                        | Santiago                     | Ramona.Santiago@mail.con                        | Paste   |                         |                      | _   |                |     |              |              |              |
| 8            | Monserrat                     | Ricky                        | Monserrat.Ricky@mail.com                        |   | 'alidatio <u>n</u>      |                      |     |                |     |              |              |              |
| 9            | Jazmin                        | Dawn                         | Jazmin.Dawn@mail.com                            | 🔾 Eormulas 🛛 🔿 A  | All e <u>x</u> cept bor | ders                 |     |                |     |              |              |              |
| 10           | Adella                        | Luis                         | Adella.Luis@mail.com                            |   | Column <u>w</u> idths   | ;                    |     |                |     |              |              |              |
| 11           | Antonia                       | Alison                       | Antonia.Alison@mail.com                         | 🔘 Forma <u>t</u> s 🛛 🔘 F  | ormulas and             | number forma         | ats |                |     |              |              |              |
| 12           | Melissa                       | Hosie                        | Melissa.Hosie@mail.com                          | O <u>C</u> omments O ₩  | alues and nu            | mber formats         |     |                |     |              |              |              |
| 13           | Paul                          | Yvette                       | Paul. Yvette@mail.com                           | Operation   | -                       |                      |     |                |     |              |              |              |
| 14           | Tonya                         | Nick                         | Tonya.Nick@mail.com                             | the second se | <u>1</u> ultiply        |                      |     |                |     |              |              |              |
| 15           | Kai                           | Talia                        | Kai.Talia@mail.com                              |   | juicipiy<br>)įvide      |                      |     |                |     |              |              |              |
| 16           | Merna                         | Baron                        | Merna.Baron@mail.com                            |   | vivide                  |                      |     |                |     |              |              |              |
| 17           | Lorena                        | Norman                       | Lorena.Norman@mail.com                          | 🔘 <u>S</u> ubtract  |                         |                      |     |                |     |              |              |              |
| 18           | Fleta                         | Johanna                      | Fleta.Johanna@mail.com                          |   |                         |                      | _   |                |     |              |              |              |
| 19           | Clare                         | Jill                         | Clare.Jill@mail.com                             | 🗌 Skip <u>b</u> lanks 📃 T   | ranspose                |                      |     |                |     |              |              |              |
| 20           | Gracie                        | Payten                       | Gracie.Payten@mail.com                          |   |                         |                      | _   |                |     |              |              |              |
| 21           | Horace                        | Burley                       | Horace.Burley@mail.com                          | Paste Link  | ОК                      | Cancel               |     |                |     |              |              |              |
| 22           | Tracy                         | Ann                          | Tracy.Ann@mail.com                              |   |                         |                      |     |                |     |              |              |              |
| 23           | Diamond                       | James                        | Diamond.James@mail.com                          | 0.2111980187  |                         |                      |     |                |     |              |              |              |
| 24           | Leroy                         | Gustav                       | Leroy.Gustav@mail.com                           | 0.8769738752  |                         |                      |     |                |     |              |              |              |
| 25           | Sade<br>                      | Elton                        | Sade.Elton@mail.com                             | 0.3045961562  |                         |                      |     |                |     |              |              |              |
| 26           | Troy                          | Carolina                     | Troy.Carolina@mail.com                          | 0.9672447201  |                         |                      |     |                |     |              |              |              |
| 27           | Werner                        | Ezekiel                      | Werner.Ezekiel@mail.com                         | 0.6585395007  |                         |                      |     |                |     |              |              |              |
| 28           | Georgia                       | Pamela                       | Georgia.Pamela@mail.com                         | 0.5381837439  |                         |                      |     |                |     |              |              |              |
| 29           | Art                           | Roland                       | Art.Roland@mail.com                             | 0.1607942428  |                         |                      |     |                |     |              |              | I            |
| 30<br>31     | Zachary                       | Booker                       | Zachary.Booker@mail.com                         | 0.5242016420  |                         |                      |     |                |     |              |              |              |
| 31           |                               |                              |   |   |                         |                      |     |                |     |              |              |              |
| 33           |                               |                              |   |   |                         |                      |     |                |     |              |              |              |
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Column E will contain numbers, not a formula. Column D will continue to generate random numbers.

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| A                      | В                     |  | D                    | E            | F            | G  | Н |         | J              | К       | Τ          |
| 1st name               | last name             | email  |                      | random #     | •            |    |   | •       |                |         |            |
| Sterling               | Faye                  | Sterling.Faye@mail.com   | 0.0932479671         | 0.201641918  |              |    |   |         |                |         | +          |
| Dimple                 | Marci                 | Dimple.Marci@mail.com  | 0.0727108284         | 0.971294805  |              |    |   |         |                |         | +          |
|                        | Lavinia               | Selina.Lavinia@mail.com  | 0.2931556432         | 0.483891821  |              |    |   |         |                |         | +          |
| Selina<br>Diego        | Kirby                 | Diego.Kirby@mail.com   | 0.9020649308         | 0.188780068  |              |    |   |         |                |         | -          |
| Jessie                 | Scot                  | Jessie.Scot@mail.com   | 0.0820296843         | 0.934739815  |              |    |   |         |                |         | +          |
| Ramona                 | Santiago              | Ramona.Santiago@mail.com   | 0.5714511012         | 0.679718618  |              |    |   |         |                |         | -          |
| Monserrat              | Ricky                 | Monserrat.Ricky@mail.com   | 0.5711953820         | 0.815878306  |              |    |   |         |                |         | +          |
| Jazmin                 | Dawn                  | Jazmin.Dawn@mail.com   | 0.9978117125         | 0.441504115  |              |    |   |         |                |         | +          |
| O Adella               | Luis                  | Adella.Luis@mail.com   | 0.7846060537         | 0.724640018  |              |    |   |         |                |         | +          |
| 1 Antonia              | Alison                | Antonia.Alison@mail.com  | 0.3159036923         | 0.049976609  |              |    |   |         |                |         | +          |
| 2 Melissa              | Hosie                 | Melissa.Hosie@mail.com   | 0.9149222114         | 0.785875376  |              |    |   |         |                |         | +          |
| 3 Paul                 | Yvette                | Paul. Yvette@mail.com  | 0.4494832156         | 0.138548821  |              |    |   |         |                |         | +          |
| 4 Tonγa                | Nick                  | Tonya.Nick@mail.com  | 0.5652831512         | 0.033460277  |              |    |   |         |                |         | +          |
| 5 Kai                  | Talia                 | Kai.Talia@mail.com   | 0.5901431109         | 0.452413588  |              |    |   |         |                |         | +          |
| 6 Merna                | Baron                 | Merna.Baron@mail.com   | 0.0700405262         | 0.302079504  |              |    |   |         |                |         | +          |
| 7 Lorena               | Norman                | Lorena.Norman@mail.com   | 0.3269606074         | 0.239877893  |              |    |   |         |                |         | +          |
| 8 Fleta                | Johanna               | Fleta.Johanna@mail.com   | 0.5331674199         | 0.313746485  |              |    |   |         |                |         | +          |
| 9 Clare                | Jill                  | Clare.Jill@mail.com  | 0.3617349877         | 0.11709121   |              |    |   |         |                |         | +          |
| D Gracie               | Payten                | Gracie.Payten@mail.com   | 0.3665064418         | 0.870271123  |              |    |   |         |                |         | +          |
| 1 Horace               | Burley                | Horace.Burley@mail.com   | 0.1872683414         | 0.118116002  |              |    |   |         |                |         | +          |
| 2 Tracy                | Ann                   | Tracy.Ann@mail.com   | 0.7327821911         | 0.079263568  |              |    |   |         |                |         | +          |
| 3 Diamond              | James                 | Diamond.James@mail.com   | 0.0453212305         | 0.211198019  |              |    |   |         |                |         | +          |
| 4 Leroy                | Gustav                | Leroy.Gustav@mail.com  | 0.0478224908         | 0.876973875  |              |    |   |         |                |         | +          |
| 5 Sade                 | Elton                 | Sade.Elton@mail.com  | 0.8179116881         | 0.304596156  |              |    |   |         |                |         | +          |
| 5 Jade<br>6 Troγ       | Carolina              | Troy.Carolina@mail.com   | 0.7062572163         | 0.96724472   |              |    |   |         |                |         | +          |
| 7 Werner               | Ezekiel               | Werner.Ezekiel@mail.com  | 0.5900460848         | 0.658539501  |              |    |   |         |                |         | +          |
| 7 vverner<br>8 Georgia | Pamela                | Georgia.Pamela@mail.com  | 0.3744834530         | 0.538183744  |              |    |   |         |                |         | +          |
| 9 Art                  | Roland                | Art.Roland@mail.com  | 0.0853311490         | 0.160794243  |              |    |   |         |                |         | +          |
| 9 An<br>O Zachary      | Booker                | Zachary.Booker@mail.com  | 0.1244123781         | 0.524201642  |              |    |   |         |                |         | +          |
| U Zachary<br>1         | DUUKEr                | zachary.booken@mail.com  | 0.1244123/01         | 0.524201642  |              |    |   |         |                |         | +          |
| 2                      |                       |  |                      |              |              |    |   |         |                |         | +          |
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## Step 6. Highlight the column with the formula (column D)

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| 12 12 2 4                             | 5 X1 177 X                   | ) 😰 🔩 😥 🕅 🖓 Reply with Changes                                       | End Review           |              |              |               |          |           |                 |                |
| D2 -                                  | <i>f</i> ∡ =R.               |  |                      |              |              |               |          |           |                 |                |
| A A                                   | <u>ля</u> – к.<br>В          | C C  |                      | E            | F            | G             | Н        | -         |                 | К              |
| A<br>1st name                         | last name                    | email  |                      | random #     | Г            | 6             | п        |           | J               | ĸ              |
| Sterling                              | Faye                         | Sterling.Faye@mail.com   | 0.0387288003         | 0.201641918  |              |               |          |           |                 |                |
| Dimple                                | Marci                        | Dimple.Marci@mail.com  | 0.0616885758         | 0.971294805  |              |               |          |           |                 |                |
| Selina                                | Lavinia                      | Selina.Lavinia@mail.com  | 0.1241402266         | 0.483891821  |              |               |          |           |                 |                |
| Diego                                 | Kirby                        | Diego.Kirby@mail.com   | 0.3134423646         | 0.188780068  |              |               |          |           |                 |                |
| Jessie                                | Scot                         | Jessie.Scot@mail.com   | 0.9770370415         | 0.934739815  |              |               |          |           |                 |                |
| Ramona                                | Santiago                     | Ramona.Santiago@mail.com   | 0.8947360544         | 0.679718618  |              |               |          |           |                 |                |
| Monserrat                             | Ricky                        | Monserrat.Ricky@mail.com   | 0.6282610775         | 0.815878306  |              |               |          |           |                 |                |
| Jazmin                                | Dawn                         | Jazmin.Dawn@mail.com   | 0.5774026934         | 0.441504115  |              |               |          |           |                 |                |
| Adella                                | Luis                         | Adella.Luis@mail.com   | 0.6753932584         | 0.724640018  |              |               |          |           |                 |                |
| Antonia                               | Alison                       | Antonia.Alison@mail.com  | 0.3309047687         | 0.049976609  |              |               |          |           |                 |                |
| Melissa                               | Hosie                        | Melissa.Hosie@mail.com   | 0.1091899400         | 0.785875376  |              |               |          |           |                 |                |
| Paul                                  | Yvette                       | Paul. Yvette@mail.com  | 0.5085582016         | 0.138548821  |              |               |          |           |                 |                |
| Tonγa                                 | Nick                         | Tonya.Nick@mail.com  | 0.7837107163         | 0.033460277  |              |               |          |           |                 |                |
| Kai                                   | Talia                        | Kai.Talia@mail.com   | 0.5196130142         | 0.452413588  |              |               |          |           |                 |                |
| Merna                                 | Baron                        | Merna.Baron@mail.com   | 0.8183325331         | 0.302079504  |              |               |          |           |                 |                |
| Lorena                                | Norman                       | Lorena.Norman@mail.com   | 0.9672667906         | 0.239877893  |              |               |          |           |                 |                |
| Fleta                                 | Johanna                      | Fleta.Johanna@mail.com   | 0.7513127043         | 0.313746485  |              |               |          |           |                 |                |
| Clare                                 | Jill                         | Clare.Jill@mail.com  | 0.5011709470         | 0.11709121   |              |               |          |           |                 |                |
| Gracie                                | Paγten                       | Gracie.Payten@mail.com   | 0.6584333601         | 0.870271123  |              |               |          |           |                 |                |
| Horace                                | Burley                       | Horace.Burley@mail.com   | 0.8517304547         | 0.118116002  |              |               |          |           |                 |                |
| Tracy                                 | Ann                          | Tracy.Ann@mail.com   | 0.3109392142         | 0.079263568  |              |               |          |           |                 |                |
| Diamond                               | James                        | Diamond.James@mail.com   | 0.7493087995         | 0.211198019  |              |               |          |           |                 |                |
| Leroy                                 | Gustav                       | Leroy.Gustav@mail.com  | 0.0450106473         | 0.876973875  |              |               |          |           |                 |                |
| Sade                                  | Elton                        | Sade.Elton@mail.com  | 0.9702812914         | 0.304596156  |              |               |          |           |                 |                |
| Τroγ                                  | Carolina                     | Troy.Carolina@mail.com   | 0.1272481119         | 0.96724472   |              |               |          |           |                 |                |
| Werner                                | Ezekiel                      | Werner.Ezekiel@mail.com  | 0.0557218944         | 0.658539501  |              |               |          |           |                 |                |
| Georgia                               | Pamela                       | Georgia.Pamela@mail.com  | 0.0043287241         | 0.538183744  |              |               |          |           |                 |                |
| Art                                   | Roland                       | Art.Roland@mail.com  | 0.5778520208         | 0.160794243  |              |               |          |           |                 |                |
| Zachary                               | Booker                       | Zachary.Booker@mail.com  | 0.7308207097         | 0.524201642  |              |               |          |           |                 |                |
| · · · · · · · · · · · · · · · · · · · |                              |  |                      |              |              |               |          |           |                 |                |
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| <b>_ 🐀 </b> 🖺 🛛   | aste Ctrl+V     | 🍞 🖏 😥   ♥♥ Reply with Changes.                                | E <u>n</u> d Review 📘      |             |       |                      |   |        |                |                |          |
| D1 P              | aste Special    |   |                            |             |       |                      |   |        |                |                |          |
|                   | elete           | С   | D                          | E           | F     | G                    | Н | 1      | J              | K              |          |
| 1et n             |                 | email   |                            | random #    |       |                      |   |        | 0              | N              | <u>^</u> |
| Sterli            | eiece oneet     | Sterling.Faye@mail.com  |                            | 0.201641918 |       |                      |   |        |                |                |          |
| Dimp              | *               | Dimple.Marci@mail.com   |                            | 0.971294805 |       |                      |   |        |                |                |          |
| Selina            | Lavinia         | Selina.Lavinia@mail.com                                       |                            | 0.483891821 |       |                      |   |        |                |                |          |
| Diego             | Kirby           | Diego.Kirby@mail.com  |                            | 0.188780068 |       |                      |   |        |                |                |          |
| Jessie            | Scot            | Jessie.Scot@mail.com  |                            | 0.934739815 |       |                      |   |        |                |                |          |
| Ramona            | Santiago        | Ramona.Santiago@mail.com                                      |                            | 0.679718618 |       |                      |   |        |                |                |          |
| Monserrat         | Ricky           | Monserrat.Ricky@mail.com                                      |                            | 0.815878306 |       |                      |   |        |                |                |          |
| Jazmin            | Dawn            | Jazmin.Dawn@mail.com  |                            | 0.441504115 |       |                      |   |        |                |                |          |
| ) Adella          | Luis            | Adella.Luis@mail.com  |                            | 0.724640018 |       |                      |   |        |                |                |          |
| Antonia           | Alison          | Antonia.Alison@mail.com                                       |                            | 0.049976609 |       |                      |   |        |                |                |          |
| 2 Melissa         | Hosie           | Melissa.Hosie@mail.com  |                            | 0.785875376 |       |                      |   |        |                |                |          |
| 3 Paul            | Yvette          | Paul. Yvette@mail.com   |                            | 0.138548821 |       |                      |   |        |                |                |          |
| 1 Tonya           | Nick            | Tonya.Nick@mail.com   |                            | 0.033460277 |       |                      |   |        |                |                |          |
| Kai               | Talia           | Kai.Talia@mail.com  |                            | 0.452413588 |       |                      |   |        |                |                |          |
| Merna             | Baron           | Merna.Baron@mail.com  |                            | 0.302079504 |       |                      |   |        |                |                |          |
| Lorena            | Norman          | Lorena.Norman@mail.com  |                            | 0.239877893 |       |                      |   |        |                |                |          |
| 3 Fleta           | Johanna         | Fleta.Johanna@mail.com  |                            | 0.313746485 |       |                      |   |        |                |                |          |
| Clare             | Jill            | Clare.Jill@mail.com   |                            | 0.11709121  |       |                      |   |        |                |                |          |
| ) Gracie          | Payten          | Gracie.Payten@mail.com  |                            | 0.870271123 |       |                      |   |        |                |                |          |
| Horace            | Burley          | Horace.Burley@mail.com  |                            | 0.118116002 |       |                      |   |        |                |                |          |
| 2 Tracy           | Ann             | Tracy.Ann@mail.com  |                            | 0.079263568 |       |                      |   |        |                |                |          |
| 3 Diamond         | James           | Diamond.James@mail.com  |                            | 0.211198019 |       |                      |   |        |                |                |          |
| Leroy             | Gustav          | Leroy.Gustav@mail.com   |                            | 0.876973875 |       |                      |   |        |                |                |          |
| 5 Sade            | Elton           | Sade.Elton@mail.com   |                            | 0.304596156 |       |                      |   |        |                |                |          |
| 5 Troy            | Carolina        | Troy.Carolina@mail.com  |                            | 0.96724472  |       |                      |   |        |                |                |          |
| 7 Werner          | Ezekiel         | Werner.Ezekiel@mail.com                                       |                            | 0.658539501 |       |                      |   |        |                |                |          |
| 3 Georgia         | Pamela          | Georgia.Pamela@mail.com                                       |                            | 0.538183744 |       |                      |   |        |                |                |          |
| 9 Art             | Roland          | Art.Roland@mail.com   |                            | 0.160794243 |       |                      |   |        |                |                |          |
| 🕽 Zachary         | Booker          | Zachary.Booker@mail.com                                       |                            | 0.524201642 |       |                      |   |        |                |                |          |
| 1                 |                 |   |                            |             |       |                      |   |        |                |                |          |
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| ady               |                 |   |                            |             |       |                      |   |        |                | NUM            |          |

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| nt name                      | last name           | email<br>Stading Found@mail.com                                      | random #                          |                 |   |          |         |                   |              | -            |
| Sterling<br>Dimple           | Faye<br>Marci       | Sterling.Faye@mail.com   | 0.231291                          |                 |   |          |         |                   |              |              |
| Selina                       | Lavinia             | Dimple.Marci@mail.com<br>Selina.Lavinia@mail.com                     | 0.41256                           |                 |   |          |         |                   |              |              |
| Diego                        |                     | Diego.Kirby@mail.com   | 0.693652                          |                 |   |          |         |                   |              |              |
| Jessie                       | Kirby<br>Seet       | Jessie.Scot@mail.com   | 0.086447                          |                 |   |          |         |                   |              |              |
| Ramona                       | Scot                |  | 0.998352                          |                 |   |          |         |                   |              |              |
| Ramona<br>Monserrat          | Santiago<br>Ricky   | Ramona.Santiago@mail.com<br>Monserrat.Ricky@mail.com                 | 0.302089                          |                 |   |          |         |                   |              |              |
| Jazmin                       |                     | Jazmin.Dawn@mail.com   | 0.502089                          |                 |   |          |         |                   |              |              |
| Jazmin<br>Adella             | Dawn<br>Luis        | Adella.Luis@mail.com   | 0.530638                          |                 |   |          |         |                   |              |              |
| Adella<br>Antonia            | Alison              | Adelia.Luis@mail.com<br>Antonia.Alison@mail.com                      | 0.490617                          |                 |   |          |         |                   |              |              |
| Melissa                      | Hosie               | Melissa.Hosie@mail.com   | 0.270253                          |                 |   |          |         |                   |              |              |
| Paul                         | Yvette              | Paul. Yvette@mail.com  | 0.370738                          |                 |   |          |         |                   |              |              |
| Paul<br>Tonya                |                     |  |                                   |                 |   |          |         |                   |              |              |
| Tonya<br>Kai                 | Nick                | Tonya.Nick@mail.com  | 0.913081                          |                 |   |          |         |                   |              |              |
|                              | Talia               | Kai.Talia@mail.com   | 0.721916                          |                 |   |          |         |                   |              |              |
| Merna                        | Baron               | Merna.Baron@mail.com   | 0.059292                          |                 |   |          |         |                   |              |              |
| Lorena                       | Norman              | Lorena.Norman@mail.com   | 0.013785                          |                 |   |          |         |                   |              |              |
| Fleta                        | Johanna             | Fleta.Johanna@mail.com   | 0.029567                          |                 |   |          |         |                   |              |              |
| Clare                        | Jill                | Clare.Jill@mail.com  | 0.462599                          |                 |   |          |         |                   |              |              |
| Gracie                       | Payten              | Gracie.Payten@mail.com   | 0.885399                          |                 |   |          |         |                   |              |              |
| Horace                       | Burley              | Horace.Burley@mail.com   | 0.133226                          |                 |   |          |         |                   |              |              |
| Tracy                        | Ann                 | Tracy.Ann@mail.com   | 0.045388                          |                 |   |          |         |                   |              |              |
| Diamond                      | James               | Diamond.James@mail.com   | 0.786374                          |                 |   |          |         |                   |              |              |
| Leroy                        | Gustav              | Leroy.Gustav@mail.com  | 0.983685                          |                 |   |          |         |                   |              |              |
| Sade                         | Elton               | Sade.Elton@mail.com  | 0.870421                          |                 |   |          |         |                   |              |              |
| Troy                         | Carolina            | Troy.Carolina@mail.com   | 0.211305                          |                 |   |          |         |                   |              |              |
| Werner                       | Ezekiel             | Werner.Ezekiel@mail.com  | 0.146005                          |                 |   |          |         |                   |              |              |
| Georgia                      | Pamela              | Georgia.Pamela@mail.com  | 0.175738                          |                 |   |          |         |                   |              |              |
| Art                          | Roland              | Art.Roland@mail.com  | 0.721549                          |                 |   |          |         |                   |              |              |
| Zachary                      | Booker              | Zachary.Booker@mail.com  | 0.760432                          |                 |   |          |         |                   |              |              |
|                              |                     |  |                                   |                 |   |          |         |                   |              |              |
|                              |                     |  |                                   |                 |   |          |         |                   |              |              |
| A AL AL ARTICLE              | Latan 1 Latan       | ) 2 / step3 / step 4 / step 5 / She                                  | at 6) atom 7 ( atom 0 /           | tep 9 /         |   |          |         |                   |              | $\mathbf{r}$ |
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| A               | • <u>)</u> • IS<br>  B        | st name                        | Validation                       |                  |            |            | 6      | >   | Н        |     |                |               |             |              |
| A<br>1st name   | last name                     | email                          | ·                                |                  |            |            | 6      | 2   |          |     | J              | K             |             |              |
| Lorena          | Norman                        | Lorena.Norr                    | T <u>e</u> xt to Columns         |                  | _          |            |        |     |          |     |                |               |             |              |
| Fleta           | Johanna                       | Fleta.Johan                    | PivotTable and Piv               | otChart Report   |            |            |        |     |          |     |                |               |             |              |
| Tracy           | Ann                           | Tracy.Ann@                     | Import External Da               | sta              | •          |            |        |     |          |     |                |               |             |              |
| Merna           | Baron                         | Merna.Baro                     | · –                              | 363              |            |            |        |     |          |     |                |               |             |              |
| Jessie          | Scot                          | Jessie.Scot                    | List                             |                  |            |            |        |     |          |     |                |               |             |              |
| Horace          | Burley                        | Horace.Burl                    | XML                              |                  | - <b>F</b> |            |        |     |          |     |                |               |             |              |
| Werner          | Ezekiel                       | Werner.Eze                     | Refresh Data                     |                  |            |            |        |     |          |     |                |               |             |              |
| Georgia         | Pamela                        | Georgia.Pai                    | -                                |                  |            |            |        |     |          |     |                |               |             |              |
| Troy            | Carolina                      | Troy.Carolin                   |                                  | 8                |            |            |        |     |          |     |                |               |             |              |
| Sterling        | Faye                          | Sterling.Faye@                 |                                  | 0.231291         |            |            |        |     |          |     |                |               |             |              |
| Melissa         | Hosie                         | Melissa.Hosie@                 | @mail.com                        | 0.270253         |            |            |        |     |          |     |                |               |             |              |
| Monserrat       | Ricky                         | Monserrat.Rick                 |                                  | 0.302089         |            |            |        |     |          |     |                |               |             |              |
| Paul            | Yvette                        | Paul. Yvette@m                 |                                  | 0.370738         |            |            |        |     |          |     |                |               |             |              |
| Dimple          | Marci                         | Dimple.Marci@                  |                                  | 0.41256          |            |            |        |     |          |     |                |               |             |              |
| Clare           | Jill                          | Clare.Jill@mail.               |                                  | 0.462599         |            |            |        |     |          |     |                |               |             |              |
| Antonia         | Alison                        | Antonia.Alison(                |                                  | 0.490617         |            |            |        |     |          |     |                |               |             |              |
| Jazmin          | Dawn                          | Jazmin.Dawn@                   |                                  | 0.502783         |            |            |        |     |          |     |                |               |             |              |
| Adella          | Luis                          | Adella.Luis@m                  |                                  | 0.530638         |            |            |        |     |          |     |                |               |             |              |
| Diego           | Kirby                         | Diego.Kirby@rr                 |                                  | 0.693652         |            |            |        |     |          |     |                |               |             |              |
| Selina          | Lavinia                       | Selina.Lavinia@                |                                  | 0.706923         |            |            |        |     |          |     |                |               |             |              |
| Art             | Roland                        | Art.Roland@ma                  |                                  | 0.721549         |            |            |        |     |          |     |                |               |             |              |
| Kai             | Talia                         | Kai.Talia@mail                 |                                  | 0.721916         |            |            |        |     |          |     |                |               |             |              |
| Zachary         | Booker                        | Zachary.Booke                  |                                  | 0.760432         |            |            |        |     |          |     |                |               |             |              |
| Diamond         | James                         | Diamond.Jame                   |                                  | 0.786374         |            |            |        |     |          |     |                |               |             |              |
| Sade<br>Gracie  | Elton                         | Sade.Elton@m                   |                                  | 0.870421         |            |            |        |     |          |     |                |               |             |              |
| Gracie<br>Tonya | Payten<br>Nick                | Gracie.Payten@<br>Tonya.Nick@m |                                  | 0.885399         |            |            |        |     |          |     |                |               |             |              |
| Leroy           | Gustav                        | Leroy.Gustav@                  |                                  | 0.913081         |            |            |        |     |          |     |                |               |             |              |
| Ramona          | Santiago                      | Ramona.Santia                  |                                  | 0.998352         |            |            |        |     |          |     |                |               |             |              |
| Ramona          | Santiago                      | Namona. Santia                 | go@mail.com                      | 0.530352         |            |            |        |     |          |     |                |               |             |              |
| 2               |                               |                                |                                  |                  |            |            |        |     |          |     |                |               |             |              |
|                 |                               |                                |                                  |                  |            |            |        |     |          |     |                |               |             |              |
| ↓ ► ► ► \ start | : / step 1 / ste              | p 2 / step3 / step             | 0 4 <u>/</u> step 5 <u>/</u> She | eet 6 / step 7 \ | step 8     | / step 9 / | <      |     |          |     |                |               |             | )            |
| ady             |                               | . ,, ,,,                       |                                  |                  |            | ~ ,        |        |     |          | Sum | =13.516105     | (2)           | NUM         |              |

#### Step 7.

Sort by "random#" (column D). With the "Ascending" button chosen. Click "Ok".

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| A                    | В               | С                                 | Ď                      | E       | F                    | G      | Н   | J         | K      | L                       |   |
| 1st name             | last name       | email                             | random #               |         |                      |        |     |           |        |                         | = |
| Lorena<br>Fleta      | Norman          | Lorena.Norman@mail.com            | 0.013785               |         |                      |        |     |           |        |                         |   |
| Fleta                | Johanna         | Fleta.Johanna@mail.com            | 0.029567               |         |                      |        |     |           |        |                         |   |
| Tracy                | Ann             | Tracy.Ann@mail.com                | 0.045388               |         |                      |        |     |           |        |                         |   |
| Merna                | Baron           | Merna.Baron@mail.com              | Sort                   |         |                      | ?×     |     |           |        |                         |   |
| Jessie               | Scot            | Jessie.Scot@mail.com              | SULL                   |         |                      |        |     |           |        |                         |   |
| Horace               | Burley          | Horace.Burley@mail.com            | Sort by                |         |                      |        |     |           |        |                         |   |
| Werner               | Ezekiel         | Werner.Ezekiel@mail.com           | random #               |         | Ascending            |        |     |           |        |                         |   |
| Georgia              | Pamela          | Georgia.Pamela@mail.com           |                        |         |                      |        |     |           |        |                         |   |
| Troy<br>Sterling     | Carolina        | Troy.Carolina@mail.com            | Then by                |         |                      |        |     |           |        |                         |   |
| Sterling             | Faye            | Sterling.Faye@mail.com            |                        |         | Ascending            |        |     |           |        |                         |   |
| Melissa              | Hosie           | Melissa.Hosie@mail.com            |                        | *       |                      |        |     |           |        |                         |   |
| Monserrat            | Ricky           | Monserrat.Ricky@mail.com          | These buy              |         | O Desce <u>n</u> din | ,      |     |           |        |                         |   |
| Paul                 | Yvette          | Paul. Yvette@mail.com             | Then by                |         | <u> </u>             |        |     |           |        |                         |   |
| Dimple               | Marci           | Dimple.Marci@mail.com             |                        | *       | Ascending            |        |     |           |        |                         |   |
| Clare                | Jill            | Clare.Jill@mail.com               |                        |         |                      | 1      |     |           |        |                         |   |
| Antonia              | Alison          | Antonia.Alison@mail.com           | My data range has -    |         |                      |        |     |           |        |                         |   |
| Jazmin               | Dawn            | Jazmin.Dawn@mail.com              | Header row             | 🔘 No    | header ro <u>w</u>   |        |     |           |        |                         |   |
| Adella               | Luis            | Adella.Luis@mail.com              |                        |         |                      |        |     |           |        |                         |   |
| Diego<br>Selina      | Kirby           | Diego.Kirby@mail.com              | Options                |         | K C                  | ancel  |     |           |        |                         |   |
| Selina<br>Art        | Lavinia         | Selina.Lavinia@mail.com           |                        |         |                      |        |     |           |        |                         |   |
|                      | Roland          | Art.Roland@mail.com               | 0.721549               |         |                      |        |     |           |        |                         |   |
| Kai                  | Talia           | Kai.Talia@mail.com                | 0.721916               |         |                      |        |     |           |        |                         |   |
| Zachary              | Booker          | Zachary.Booker@mail.com           | 0.760432               |         |                      |        |     |           |        |                         |   |
| Diamond              | James           | Diamond.James@mail.com            | 0.786374               |         |                      |        |     |           |        |                         |   |
| Sade                 | Elton           | Sade.Elton@mail.com               | 0.870421               |         |                      |        |     |           |        |                         |   |
| Gracie               | Payten          | Gracie.Payten@mail.com            | 0.885399               |         |                      |        |     |           |        |                         |   |
| Tonya                | Nick            | Tonya.Nick@mail.com               | 0.913081               |         |                      |        |     |           |        |                         |   |
| Leroy                | Gustav          | Leroy.Gustav@mail.com             | 0.983685               |         |                      |        |     |           |        |                         |   |
| Ramona               | Santiago        | Ramona.Santiago@mail.com          | 0.998352               |         |                      |        |     |           |        |                         |   |
|                      |                 |                                   |                        |         |                      |        |     |           |        |                         |   |
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Note that in column "D" numbers are in order from smallest to largest. Since our sample size for this exercise was 10, the first 10 people (rows 2 to 11) in the list are now our sample and the others can be deleted.

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|  | A   | B            | C                         | D                  | E          | F                    | G        | Н              |     | J           | ĸ      | L 🔨          |
| 1  | 1st name  | last name    | email                     | random #           | L          | •                    | ~        |                | •   |             |        |              |
| 2  | Lorena  | Norman       | Lorena.Norman@mail.com    | 0.013784759        | 1          |                      |          |                |     |             |        |              |
|  | Fleta   | Johanna      | Fleta.Johanna@mail.com    | 0.029567293        |            |                      |          |                |     |             |        |              |
| 4  | Tracy   | Ann          | Tracy.Ann@mail.com        | 0.045387961        |            |                      |          |                |     |             |        |              |
| 5  | Merna   | Baron        | Merna.Baron@mail.com      | 0.059292279        |            |                      |          |                |     |             |        |              |
| 6  | Jessie  | Scot         | Jessie.Scot@mail.com      | 0.086447046        |            |                      |          |                |     |             |        |              |
| 7  | Horace  | Burley       | Horace.Burley@mail.com    | 0.133226059        |            |                      |          |                |     |             |        |              |
| 8  | Werner  | Ezekiel      | Werner.Ezekiel@mail.com   | 0.146004685        |            |                      |          |                |     |             |        |              |
|  | Georgia   | Pamela       | Georgia.Pamela@mail.com   | 0.175737748        |            |                      |          |                |     |             |        |              |
|  | Troy  | Carolina     | Troy.Carolina@mail.com    | 0.211304555        |            |                      |          |                |     |             |        |              |
| 11   | Sterling  | Faye         | Sterling.Faye@mail.com    | 0.231290745        |            |                      |          |                |     |             |        |              |
| 12   |   |              |                           |                    |            |                      |          |                |     |             |        |              |
| 13   |   |              |                           |                    |            |                      |          |                |     |             |        |              |
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| 19<br>20   |   |              |                           |                    |            |                      |          |                |     |             |        |              |
| 20   |   |              |                           |                    |            |                      |          |                |     |             |        |              |
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| 30   |   |              |                           |                    |            |                      |          |                |     |             |        |              |
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