

Excel Random Sort

Random sorting of data using EXCEL

1. In Excel enter the data to be sorted in column A.

Example: A through Z

2. Place the cursor in column B, select Tools and Data Analysis. ***Note: Data Analysis is an Add-in.**

3. Select Random Number Generation. A box will open and fill in the blanks.

Example: Variables 1, number of random numbers would be 25. Distribution, select Uniform. Parameters would be 1 and 25. Then tell Excel where you want the numbers displayed. \$B\$1:\$B\$25. This will put the random numbers in column B, cells 1 through 25

The next step is to sort the data, A-Z using the random numbers.

Place the cursor in Column B. Select Data, Sort. In the box that appears, select Column B. Then click OK.

The data in Column A has now been randomly sorted.

***Load Analysis Toolpak Add-In**

The Analysis Toolpak is an Excel **add-in (add-in: A supplemental program that adds custom commands or custom features to Microsoft Office.)** program that is available when you install Microsoft Office or Excel. To use it in Excel, however, you need to load it first.

1. On the Tools menu, click Add-Ins.
2. In the Add-Ins available box, select the check box next to Analysis Toolpak, and then click OK. If Analysis Toolpak is not listed, click Browse to locate it.
3. If you see a message that tells you the Analysis Toolpak is not currently installed on your computer, click Yes to install it.
4. Click Tools on the menu bar. When you load the Analysis Toolpak, the Data Analysis command is added to the Tools menu.

Note To include Visual Basic for Application (VBA) functions for the Analysis Toolpak, you can load the Analysis Toolpak - VBA Add-in the same way you load the Analysis Toolpak. In the Add-ins available box, select the check box next to Analysis Toolpak.

Revised 6/3/2009 JMM