

Generate a Random List of Numbers, Display the Top 500

Situation:

You have a list of people and from that list you would like to pick a specific number randomly.

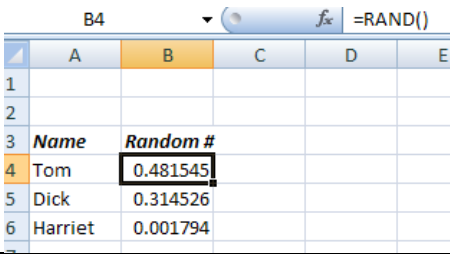
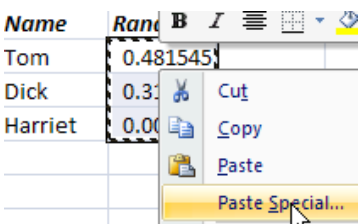
Overview:

Create a formula in a blank column that creates a random number. Filter the list on the Random number and display the top 10 numbers. (or it could be the top 500)

Step by Step Instructions:

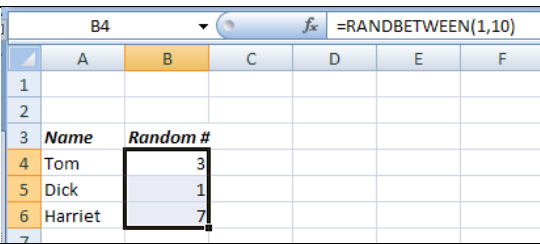
Produce a Random Number - =RAND()

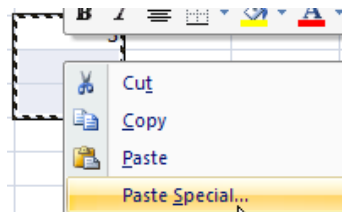
This number is less than 1

1.	Insert a column to the right of an existing one that contains data	
2.	You will put a function in this column	
3.	Name the column Random #	
4.	In the first cell in the column type: =rand() Press Enter and copy it down the column	
5.	This formula produces a number less than one with 9 or more decimal places	
6.	Freeze the numbers Select the column with the formula and copy it Then Paste Special – Values in the same spot	
7.	If you don't freeze the numbers, every time you sort or do something in the spreadsheet, the formula recalculates, producing a different number. This is the random part.	

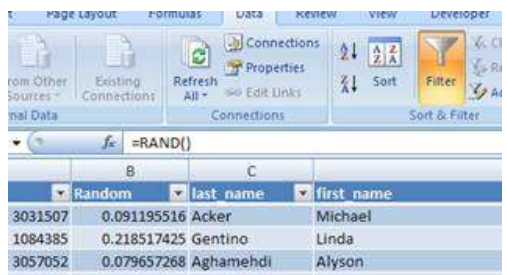
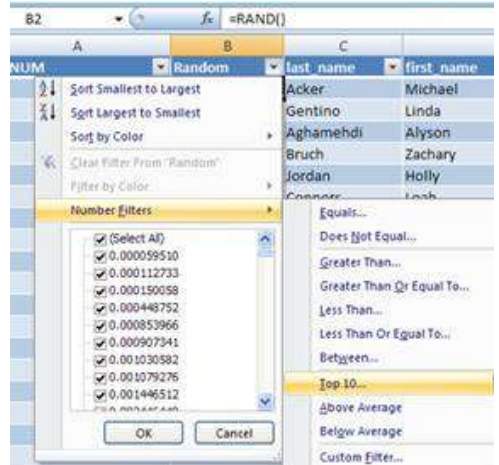
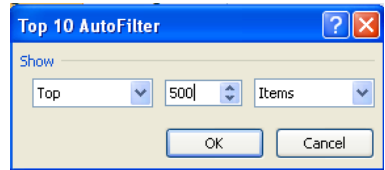
Produce a Random Number - =RANDBETWEEN(0,100)

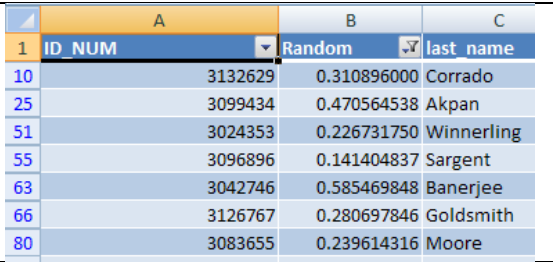
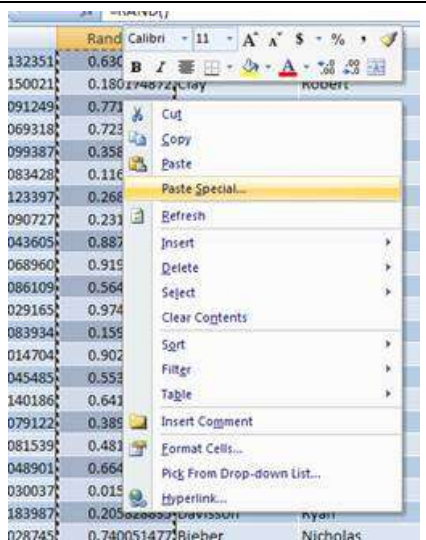

This number is a whole number and falls between the starting and ending number given in the argument

1.	Insert a column to the right of an existing one that contains data	
2.	You will put a function in this column	
3.	Name the column Random #	
4.	In the first cell in the column type: =randbetween(0,100) 0 is the starting number, 100 is the ending number. You can use any starting or ending number.	
5.	Press ENTER, and then copy formula down the column	
6.	This formula produces whole numbers between 0 and 100	

8.	Freeze the random numbers Select the column with the formula and copy it Then Paste Special – Values in the same spot	
9.	If you don't freeze the numbers, every time you sort or do something in the spreadsheet, the formula recalculates, producing a different number. This is the random part.	

Display the top 500

1.	Click in the Random column, selecting a cell that has a number	
2.	Select the Data tab at the top of the ribbon	
3.	Click Filter	
4.	Click the list arrow next to Random	
5.	Point to Number Filters	
6.	Click Top 10...	
7.	Replace 10 with 500 Click OK	
8.	500 records are displayed based on the random number generated just before you clicked OK	
9.	Note the blue row numbers and that they are not sequential	

10.	This indicates that your list is filtered	 <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ID_NUM</td> <td>Random</td> <td>last_name</td> </tr> <tr> <td>10</td> <td>3132629</td> <td>0.310896000</td> <td>Corrado</td> </tr> <tr> <td>25</td> <td>3099434</td> <td>0.470564538</td> <td>Akpan</td> </tr> <tr> <td>51</td> <td>3024353</td> <td>0.226731750</td> <td>Winnerling</td> </tr> <tr> <td>55</td> <td>3096896</td> <td>0.141404837</td> <td>Sargent</td> </tr> <tr> <td>63</td> <td>3042746</td> <td>0.585469848</td> <td>Banerjee</td> </tr> <tr> <td>66</td> <td>3126767</td> <td>0.280697846</td> <td>Goldsmith</td> </tr> <tr> <td>80</td> <td>3083655</td> <td>0.239614316</td> <td>Moore</td> </tr> </tbody> </table>		A	B	C	1	ID_NUM	Random	last_name	10	3132629	0.310896000	Corrado	25	3099434	0.470564538	Akpan	51	3024353	0.226731750	Winnerling	55	3096896	0.141404837	Sargent	63	3042746	0.585469848	Banerjee	66	3126767	0.280697846	Goldsmith	80	3083655	0.239614316	Moore
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11.	To un-filter the list and display every row, click the Filter button on the ribbon again																																					
12.	If you want the random numbers to be frozen before you generate the top 500 Select the Random column and copy it																																					
13.	Don't click on anything – leave the selection with the marching ants alone Now RIGHT Mouse click Click Paste Special...																																					
14.	Select Values Click OK																																					
15.	=rand() changes to a number If you want to sort the list again randomly, you must not do this however.																																					