

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.

Microsoft Excel - RANDOM NAMES.30.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

D3 =RAND()

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|-----------------|------------------|---------------------------|-----------------|---|---|---|---|---|---|---|---|
| 1 | 1st name | last name | email | random # | | | | | | | | |
| 2 | Sterling | Faye | Sterling.Faye@mail.com | 0.9735207781 | | | | | | | | |
| 3 | Dimple | Marci | Dimple.Marci@mail.com | 0.3479278258 | | | | | | | | |
| 4 | Selina | Lavinia | Selina.Lavinia@mail.com | 0.5146544198 | | | | | | | | |
| 5 | Diego | Kirby | Diego.Kirby@mail.com | 0.4290558972 | | | | | | | | |
| 6 | Jessie | Scot | Jessie.Scot@mail.com | 0.9854094488 | | | | | | | | |
| 7 | Ramona | Santiago | Ramona.Santiago@mail.com | 0.3259903727 | | | | | | | | |
| 8 | Montserrat | Ricky | Montserrat.Ricky@mail.com | 0.3977031591 | | | | | | | | |
| 9 | Jazmin | Dawn | Jazmin.Dawn@mail.com | 0.6826223991 | | | | | | | | |
| 10 | Adella | Luis | Adella.Luis@mail.com | 0.8267380339 | | | | | | | | |
| 11 | Antonia | Alison | Antonia.Alison@mail.com | 0.7997136077 | | | | | | | | |
| 12 | Melissa | Hosie | Melissa.Hosie@mail.com | 0.7534079810 | | | | | | | | |
| 13 | Paul | Yvette | Paul.Yvette@mail.com | 0.9732964173 | | | | | | | | |
| 14 | Tonya | Nick | Tonya.Nick@mail.com | 0.9278002128 | | | | | | | | |
| 15 | Kai | Talia | Kai.Talia@mail.com | 0.1380970257 | | | | | | | | |
| 16 | Merna | Baron | Merna.Baron@mail.com | 0.6005409980 | | | | | | | | |
| 17 | Lorena | Norman | Lorena.Norman@mail.com | 0.5159282829 | | | | | | | | |
| 18 | Fleta | Johanna | Fleta.Johanna@mail.com | 0.0743017494 | | | | | | | | |
| 19 | Clare | Jill | Clare.Jill@mail.com | 0.3635714519 | | | | | | | | |
| 20 | Gracie | Payten | Gracie.Payten@mail.com | 0.7523457592 | | | | | | | | |
| 21 | Horace | Burley | Horace.Burley@mail.com | 0.2015144806 | | | | | | | | |
| 22 | Tracy | Ann | Tracy.Ann@mail.com | 0.1612512218 | | | | | | | | |
| 23 | Diamond | James | Diamond.James@mail.com | 0.9969338757 | | | | | | | | |
| 24 | Leroy | Gustav | Leroy.Gustav@mail.com | 0.8563909537 | | | | | | | | |
| 25 | Sade | Elton | Sade.Elton@mail.com | 0.7447487207 | | | | | | | | |
| 26 | Troy | Carolina | Troy.Carolina@mail.com | 0.3217837906 | | | | | | | | |
| 27 | Werner | Ezekiel | Werner.Ezekiel@mail.com | 0.0048664958 | | | | | | | | |
| 28 | Georgia | Pamela | Georgia.Pamela@mail.com | 0.1263685769 | | | | | | | | |
| 29 | Art | Roland | Art.Roland@mail.com | 0.7610938310 | | | | | | | | |
| 30 | Zachary | Booker | Zachary.Booker@mail.com | 0.2122099279 | | | | | | | | |
| 31 | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | |

start | step 1 | **step 2** | step 3 | step 4 | step 5 | step 6 | step 7 | step 8

Ready Sum=14.7962669168 NUM

start | chosing a random sa... | Microsoft Excel - RAN... | 3:31 PM

Step 3

Now, highlight column D with the random numbers in it and go to "Edit" and copy the column.

The screenshot shows the Microsoft Excel interface with the 'Edit' menu open. The 'Copy' option is highlighted, and a red circle is drawn around the 'Copy' and 'Paste' options. The spreadsheet data is as follows:

| | C | D | E | F | G | H | I | J | K | L |
|----|------------|-----------------------|--------------------------|--------------|---|---|---|---|---|---|
| 1 | 1st n | mail | random # | | | | | | | |
| 2 | Sterli | ling.Faye@mail.com | 0.2451768471 | | | | | | | |
| 3 | Dimp | ple.Marci@mail.com | 0.4013639901 | | | | | | | |
| 4 | Selin | na.Lavinia@mail.com | 0.4926877297 | | | | | | | |
| 5 | Diego | go.Kirby@mail.com | 0.1443715665 | | | | | | | |
| 6 | Jessi | sie.Scot@mail.com | 0.5946578371 | | | | | | | |
| 7 | Ram | ona.Santiago@mail.com | 0.2484582580 | | | | | | | |
| 8 | Montserrat | Ricky | Monserrat.Ricky@mail.com | 0.8130411579 | | | | | | |
| 9 | Jazmin | Dawn | Jazmin.Dawn@mail.com | 0.4063864725 | | | | | | |
| 10 | Adella | Luis | Adella.Luis@mail.com | 0.6599777035 | | | | | | |
| 11 | Antonia | Alison | Antonia.Alison@mail.com | 0.0880564503 | | | | | | |
| 12 | Melissa | Hosie | Melissa.Hosie@mail.com | 0.8781989544 | | | | | | |
| 13 | Paul | Yvette | Paul.Yvette@mail.com | 0.4982346101 | | | | | | |
| 14 | Tonya | Nick | Tonya.Nick@mail.com | 0.5170151526 | | | | | | |
| 15 | Kai | Talia | Kai.Talia@mail.com | 0.4102595950 | | | | | | |
| 16 | Merna | Baron | Merna.Baron@mail.com | 0.2479472698 | | | | | | |
| 17 | Lorena | Norman | Lorena.Norman@mail.com | 0.7567312192 | | | | | | |
| 18 | Fleta | Johanna | Fleta.Johanna@mail.com | 0.1368422603 | | | | | | |
| 19 | Clare | Jill | Clare.Jill@mail.com | 0.7033126615 | | | | | | |
| 20 | Gracie | Payten | Gracie.Payten@mail.com | 0.6006647677 | | | | | | |
| 21 | Horace | Burley | Horace.Burley@mail.com | 0.7024839780 | | | | | | |
| 22 | Tracy | Ann | Tracy.Ann@mail.com | 0.6248743084 | | | | | | |
| 23 | Diamond | James | Diamond.James@mail.com | 0.0538829932 | | | | | | |
| 24 | Leroy | Gustav | Leroy.Gustav@mail.com | 0.1448868228 | | | | | | |
| 25 | Sade | Elton | Sade.Elton@mail.com | 0.5213934128 | | | | | | |
| 26 | Troy | Carolina | Troy.Carolina@mail.com | 0.8222156349 | | | | | | |
| 27 | Werner | Ezekiel | Werner.Ezekiel@mail.com | 0.5509271161 | | | | | | |
| 28 | Georgia | Pamela | Georgia.Pamela@mail.com | 0.0791313141 | | | | | | |
| 29 | Art | Roland | Art.Roland@mail.com | 0.0341439405 | | | | | | |
| 30 | Zachary | Booker | Zachary.Booker@mail.com | 0.0124273186 | | | | | | |
| 31 | | | | | | | | | | |
| 32 | | | | | | | | | | |
| 33 | | | | | | | | | | |

Step 4

Column E will contain numbers, not a formula. Column D will continue to generate random numbers.

The screenshot shows a Microsoft Excel window titled "RANDOM NAMES.30.xls". The spreadsheet contains a table with the following columns: "1st name", "last name", "email", "random #", and "random #". The data is as follows:

| | A | B | C | D | E | F | G | H | I | J | K |
|----|-----------|-----------|---------------------------|--------------|-------------|---|---|---|---|---|---|
| 1 | 1st name | last name | email | random # | random # | | | | | | |
| 2 | Sterling | Faye | Sterling.Faye@mail.com | 0.0932479671 | 0.201641918 | | | | | | |
| 3 | Dimple | Marci | Dimple.Marci@mail.com | 0.0727108284 | 0.971294805 | | | | | | |
| 4 | Selina | Lavinia | Selina.Lavinia@mail.com | 0.2931556432 | 0.483891821 | | | | | | |
| 5 | Diego | Kirby | Diego.Kirby@mail.com | 0.9020649308 | 0.188780068 | | | | | | |
| 6 | Jessie | Scot | Jessie.Scot@mail.com | 0.0820296843 | 0.934739815 | | | | | | |
| 7 | Ramona | Santiago | Ramona.Santiago@mail.com | 0.5714511012 | 0.679718618 | | | | | | |
| 8 | Monserrat | Ricky | Montserrat.Ricky@mail.com | 0.5711953820 | 0.815878306 | | | | | | |
| 9 | Jazmin | Dawn | Jazmin.Dawn@mail.com | 0.9978117125 | 0.441504115 | | | | | | |
| 10 | Adella | Luis | Adella.Luis@mail.com | 0.7846060537 | 0.724640018 | | | | | | |
| 11 | Antonia | Alison | Antonia.Alison@mail.com | 0.3159036923 | 0.049976609 | | | | | | |
| 12 | Melissa | Hosie | Melissa.Hosie@mail.com | 0.9149222114 | 0.785875376 | | | | | | |
| 13 | Paul | Yvette | Paul.Yvette@mail.com | 0.4494832156 | 0.138548821 | | | | | | |
| 14 | Tonya | Nick | Tonya.Nick@mail.com | 0.5652831512 | 0.033460277 | | | | | | |
| 15 | Kai | Talia | Kai.Talia@mail.com | 0.5901431109 | 0.452413588 | | | | | | |
| 16 | Merna | Baron | Merna.Baron@mail.com | 0.0700405262 | 0.302079504 | | | | | | |
| 17 | Lorena | Norman | Lorena.Norman@mail.com | 0.3269606074 | 0.239877893 | | | | | | |
| 18 | Fleta | Johanna | Fleta.Johanna@mail.com | 0.5331674199 | 0.313746485 | | | | | | |
| 19 | Clare | Jill | Clare.Jill@mail.com | 0.3617349877 | 0.11709121 | | | | | | |
| 20 | Gracie | Payten | Gracie.Payten@mail.com | 0.3665064418 | 0.870271123 | | | | | | |
| 21 | Horace | Burley | Horace.Burley@mail.com | 0.1872683414 | 0.118116002 | | | | | | |
| 22 | Tracy | Ann | Tracy.Ann@mail.com | 0.7327821911 | 0.079263568 | | | | | | |
| 23 | Diamond | James | Diamond.James@mail.com | 0.0453212305 | 0.211198019 | | | | | | |
| 24 | Leroy | Gustav | Leroy.Gustav@mail.com | 0.0478224908 | 0.876973875 | | | | | | |
| 25 | Sade | Elton | Sade.Elton@mail.com | 0.8179116881 | 0.304596156 | | | | | | |
| 26 | Troy | Carolina | Troy.Carolina@mail.com | 0.7062572163 | 0.96724472 | | | | | | |
| 27 | Werner | Ezekiel | Werner.Ezekiel@mail.com | 0.5900460848 | 0.658539501 | | | | | | |
| 28 | Georgia | Pamela | Georgia.Pamela@mail.com | 0.3744834530 | 0.538183744 | | | | | | |
| 29 | Art | Roland | Art.Roland@mail.com | 0.0853311490 | 0.160794243 | | | | | | |
| 30 | Zachary | Booker | Zachary.Booker@mail.com | 0.1244123781 | 0.524201642 | | | | | | |
| 31 | | | | | | | | | | | |
| 32 | | | | | | | | | | | |
| 33 | | | | | | | | | | | |

The formula bar at the top shows the value "0.201641918248285" for cell E2, which is circled in red. The status bar at the bottom indicates "Ready" and "NUM".

Step 6. Highlight the column with the formula (column D)

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

| | A | B | C | D | E | F | G | H | I | J | K |
|----|-----------------|------------------|---------------------------|-----------------|-----------------|---|---|---|---|---|---|
| 1 | 1st name | last name | email | random # | random # | | | | | | |
| 2 | Sterling | Faye | Sterling.Faye@mail.com | 0.0387288003 | 0.201641918 | | | | | | |
| 3 | Dimple | Marci | Dimple.Marci@mail.com | 0.0616885758 | 0.971294805 | | | | | | |
| 4 | Selina | Lavinia | Selina.Lavinia@mail.com | 0.1241402266 | 0.483891821 | | | | | | |
| 5 | Diego | Kirby | Diego.Kirby@mail.com | 0.3134423646 | 0.188780068 | | | | | | |
| 6 | Jessie | Scot | Jessie.Scot@mail.com | 0.9770370415 | 0.934739815 | | | | | | |
| 7 | Ramona | Santiago | Ramona.Santiago@mail.com | 0.8947360544 | 0.679718618 | | | | | | |
| 8 | Montserrat | Ricky | Montserrat.Ricky@mail.com | 0.6282610775 | 0.815878306 | | | | | | |
| 9 | Jazmin | Dawn | Jazmin.Dawn@mail.com | 0.5774026934 | 0.441504115 | | | | | | |
| 10 | Adella | Luis | Adella.Luis@mail.com | 0.6753932584 | 0.724640018 | | | | | | |
| 11 | Antonia | Alison | Antonia.Alison@mail.com | 0.3309047687 | 0.049976609 | | | | | | |
| 12 | Melissa | Hosie | Melissa.Hosie@mail.com | 0.1091899400 | 0.785875376 | | | | | | |
| 13 | Paul | Yvette | Paul.Yvette@mail.com | 0.5085582016 | 0.138548821 | | | | | | |
| 14 | Tonya | Nick | Tonya.Nick@mail.com | 0.7837107163 | 0.033460277 | | | | | | |
| 15 | Kai | Talia | Kai.Talia@mail.com | 0.5196130142 | 0.452413588 | | | | | | |
| 16 | Merna | Baron | Merna.Baron@mail.com | 0.8183325331 | 0.302079504 | | | | | | |
| 17 | Lorena | Norman | Lorena.Norman@mail.com | 0.9672667906 | 0.239877893 | | | | | | |
| 18 | Fleta | Johanna | Fleta.Johanna@mail.com | 0.7513127043 | 0.313746485 | | | | | | |
| 19 | Clare | Jill | Clare.Jill@mail.com | 0.5011709470 | 0.11709121 | | | | | | |
| 20 | Gracie | Payten | Gracie.Payten@mail.com | 0.6584333601 | 0.870271123 | | | | | | |
| 21 | Horace | Burley | Horace.Burley@mail.com | 0.8517304547 | 0.118116002 | | | | | | |
| 22 | Tracy | Ann | Tracy.Ann@mail.com | 0.3109392142 | 0.079263568 | | | | | | |
| 23 | Diamond | James | Diamond.James@mail.com | 0.7493087995 | 0.211198019 | | | | | | |
| 24 | Leroy | Gustav | Leroy.Gustav@mail.com | 0.0450106473 | 0.876973875 | | | | | | |
| 25 | Sade | Elton | Sade.Elton@mail.com | 0.9702812914 | 0.304596156 | | | | | | |
| 26 | Troy | Carolina | Troy.Carolina@mail.com | 0.1272481119 | 0.96724472 | | | | | | |
| 27 | Werner | Ezekiel | Werner.Ezekiel@mail.com | 0.0557218944 | 0.658539501 | | | | | | |
| 28 | Georgia | Pamela | Georgia.Pamela@mail.com | 0.0043287241 | 0.538183744 | | | | | | |
| 29 | Art | Roland | Art.Roland@mail.com | 0.5778520208 | 0.160794243 | | | | | | |
| 30 | Zachary | Booker | Zachary.Booker@mail.com | 0.7308207097 | 0.524201642 | | | | | | |
| 31 | | | | | | | | | | | |
| 32 | | | | | | | | | | | |
| 33 | | | | | | | | | | | |

The formula bar above the spreadsheet shows the formula `=RAND()` in cell D2. A red arrow points to the formula bar.

Step 7.

Highlight all cells in spreadsheet by clicking the square in the left hand corner of the spreadsheet.

The screenshot shows a Microsoft Excel window titled "RANDOM NAMES.30.xls". The spreadsheet contains 30 rows of data. The first cell (A1) is highlighted with a red circle. The data is as follows:

| 1st name | last name | email | random # |
|------------|-----------|---------------------------|----------|
| Sterling | Faye | Sterling.Faye@mail.com | 0.231291 |
| Dimple | Marci | Dimple.Marci@mail.com | 0.41256 |
| Selina | Lavinia | Selina.Lavinia@mail.com | 0.706923 |
| Diego | Kirby | Diego.Kirby@mail.com | 0.693652 |
| Jessie | Scot | Jessie.Scot@mail.com | 0.086447 |
| Ramona | Santiago | Ramona.Santiago@mail.com | 0.998352 |
| Montserrat | Ricky | Montserrat.Ricky@mail.com | 0.302089 |
| Jazmin | Dawn | Jazmin.Dawn@mail.com | 0.502783 |
| Adella | Luis | Adella.Luis@mail.com | 0.530638 |
| Antonia | Alison | Antonia.Alison@mail.com | 0.490617 |
| Melissa | Hosie | Melissa.Hosie@mail.com | 0.270253 |
| Paul | Yvette | Paul.Yvette@mail.com | 0.370738 |
| Tonya | Nick | Tonya.Nick@mail.com | 0.913081 |
| Kai | 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 |

Step 8. Choose Data, then Sort

The screenshot shows the Microsoft Excel interface with the 'Data' menu open. The 'Sort...' option is highlighted with a red circle. The spreadsheet contains a table with columns for '1st name', 'last name', 'email', and a numerical column. The 'step 8' tab is active in the bottom navigation bar.

| | A | B | | |
|----|------------|-----------|---------------------------|----------|
| 1 | 1st name | last name | email | |
| 2 | Lorena | Norman | Lorena.Norr | |
| 3 | Fleta | Johanna | Fleta.Johan | |
| 4 | Tracy | Ann | Tracy.Ann@ | |
| 5 | Merna | Baron | Merna.Bar | |
| 6 | Jessie | Scot | Jessie.Scot | |
| 7 | Horace | Burley | Horace.Bur | |
| 8 | Werner | Ezekiel | Werner.Eze | |
| 9 | Georgia | Pamela | Georgia.Pa | |
| 10 | Troy | Carolina | Troy.Carolin | |
| 11 | Sterling | Faye | Sterling.Faye@mail.com | 0.231291 |
| 12 | Melissa | Hosie | Melissa.Hosie@mail.com | 0.270253 |
| 13 | Montserrat | Ricky | Montserrat.Ricky@mail.com | 0.302089 |
| 14 | Paul | Yvette | Paul.Yvette@mail.com | 0.370738 |
| 15 | Dimple | Marci | Dimple.Marci@mail.com | 0.41256 |
| 16 | Clare | Jill | Clare.Jill@mail.com | 0.462599 |
| 17 | Antonia | Alison | Antonia.Alison@mail.com | 0.490617 |
| 18 | Jazmin | Dawn | Jazmin.Dawn@mail.com | 0.502783 |
| 19 | Adella | Luis | Adella.Luis@mail.com | 0.530638 |
| 20 | Diego | Kirby | Diego.Kirby@mail.com | 0.693652 |
| 21 | Selina | Lavinia | Selina.Lavinia@mail.com | 0.706923 |
| 22 | Art | Roland | Art.Roland@mail.com | 0.721549 |
| 23 | Kai | Talia | Kai.Talia@mail.com | 0.721916 |
| 24 | Zachary | Booker | Zachary.Booker@mail.com | 0.760432 |
| 25 | Diamond | James | Diamond.James@mail.com | 0.786374 |
| 26 | Sade | Elton | Sade.Elton@mail.com | 0.870421 |
| 27 | Gracie | Payten | Gracie.Payten@mail.com | 0.885399 |
| 28 | Tonya | Nick | Tonya.Nick@mail.com | 0.913081 |
| 29 | Leroy | Gustav | Leroy.Gustav@mail.com | 0.983685 |
| 30 | Ramona | Santiago | Ramona.Santiago@mail.com | 0.998352 |
| 31 | | | | |
| 32 | | | | |
| 33 | | | | |

Step 7.

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

The screenshot shows the Microsoft Excel interface with a data table and a Sort dialog box. The data table has the following columns: 1st name, last name, email, and random #. The Sort dialog box is open, and the 'random #' column is selected for sorting. The 'Ascending' radio button is selected.

| 1 | A | B | C | D | E | F | G | H | I | J | K | L |
|----|------------|-----------|---------------------------|----------|---|---|---|---|---|---|---|---|
| | 1st name | last name | email | random # | | | | | | | | |
| 2 | Lorena | Norman | Lorena.Norman@mail.com | 0.013785 | | | | | | | | |
| 3 | Fleta | Johanna | Fleta.Johanna@mail.com | 0.029567 | | | | | | | | |
| 4 | Tracy | Ann | Tracy.Ann@mail.com | 0.045388 | | | | | | | | |
| 5 | Merna | Baron | Merna.Baron@mail.com | | | | | | | | | |
| 6 | Jessie | Scot | Jessie.Scot@mail.com | | | | | | | | | |
| 7 | Horace | Burley | Horace.Burley@mail.com | | | | | | | | | |
| 8 | Werner | Ezekiel | Werner.Ezekiel@mail.com | | | | | | | | | |
| 9 | Georgia | Pamela | Georgia.Pamela@mail.com | | | | | | | | | |
| 10 | Troy | Carolina | Troy.Carolina@mail.com | | | | | | | | | |
| 11 | Sterling | Faye | Sterling.Faye@mail.com | | | | | | | | | |
| 12 | Melissa | Hosie | Melissa.Hosie@mail.com | | | | | | | | | |
| 13 | Montserrat | Ricky | Montserrat.Ricky@mail.com | | | | | | | | | |
| 14 | Paul | Yvette | Paul.Yvette@mail.com | | | | | | | | | |
| 15 | Dimple | Marci | Dimple.Marci@mail.com | | | | | | | | | |
| 16 | Clare | Jill | Clare.Jill@mail.com | | | | | | | | | |
| 17 | Antonia | Alison | Antonia.Alison@mail.com | | | | | | | | | |
| 18 | Jazmin | Dawn | Jazmin.Dawn@mail.com | | | | | | | | | |
| 19 | Adella | Luis | Adella.Luis@mail.com | | | | | | | | | |
| 20 | Diego | Kirby | Diego.Kirby@mail.com | | | | | | | | | |
| 21 | Selina | Lavinia | Selina.Lavinia@mail.com | | | | | | | | | |
| 22 | Art | Roland | Art.Roland@mail.com | 0.721549 | | | | | | | | |
| 23 | Kai | Talia | Kai.Talia@mail.com | 0.721916 | | | | | | | | |
| 24 | Zachary | Booker | Zachary.Booker@mail.com | 0.760432 | | | | | | | | |
| 25 | Diamond | James | Diamond.James@mail.com | 0.786374 | | | | | | | | |
| 26 | Sade | Elton | Sade.Elton@mail.com | 0.870421 | | | | | | | | |
| 27 | Gracie | Payten | Gracie.Payten@mail.com | 0.885399 | | | | | | | | |
| 28 | Tonya | Nick | Tonya.Nick@mail.com | 0.913081 | | | | | | | | |
| 29 | Leroy | Gustav | Leroy.Gustav@mail.com | 0.983685 | | | | | | | | |
| 30 | Ramona | Santiago | Ramona.Santiago@mail.com | 0.998352 | | | | | | | | |
| 31 | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | |

Sort dialog box settings:

- Sort by: random #
- Ascending (selected)
- Descending
- Then by: (empty)
- Ascending
- Descending
- Then by: (empty)
- Ascending
- Descending
- My data range has: Header row (selected)
- No header row
- Options... OK Cancel

Step 8.

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.

The screenshot shows a Microsoft Excel window titled "RANDOM NAMES.30.xls". The spreadsheet has columns A through L and rows 1 through 33. The data is as follows:

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|-----------------|------------------|-------------------------|-----------------|---|---|---|---|---|---|---|---|
| 1 | 1st name | last name | email | random # | | | | | | | | |
| 2 | Lorena | Norman | Lorena.Norman@mail.com | 0.013784759 | | | | | | | | |
| 3 | 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 | | | | | | | | |
| 9 | Georgia | Pamela | Georgia.Pamela@mail.com | 0.175737748 | | | | | | | | |
| 10 | Troy | Carolina | Troy.Carolina@mail.com | 0.211304555 | | | | | | | | |
| 11 | Sterling | Faye | Sterling.Faye@mail.com | 0.231290745 | | | | | | | | |
| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
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| 28 | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | |

The status bar at the bottom shows "Ready" and "NUM". The taskbar at the very bottom shows the Windows start button, several application icons, and the system clock displaying "3:53 PM".