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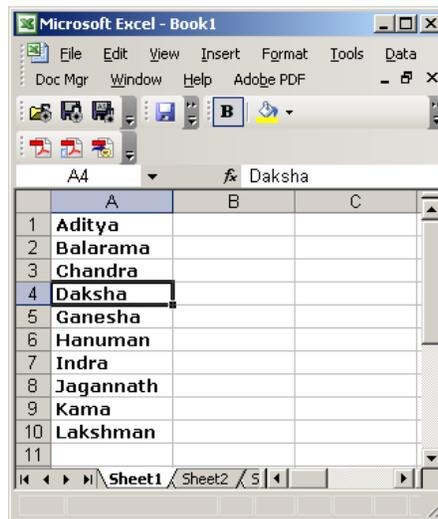
Abdul Latif Jameel Poverty Action Lab Executive Training: Evaluating Social Programs
Spring 2009

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Exercise 2A: The mechanics of simple random assignment using MS Excel ®

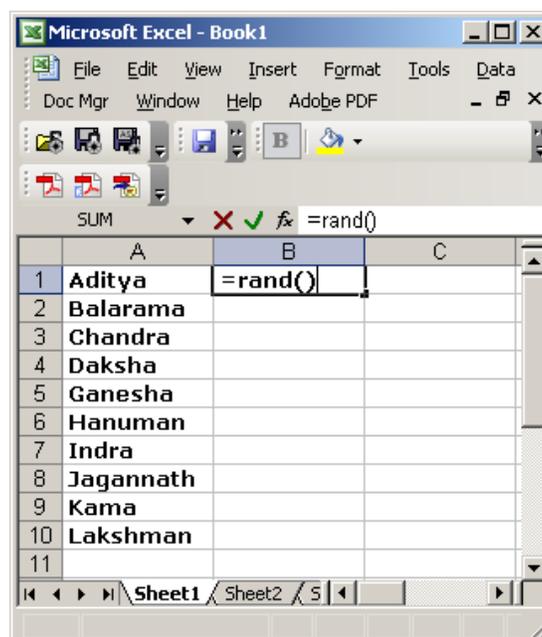
Like most spreadsheet programs MS Excel has a random number generator function. Say wanted to assign half the following 10 schools: Aditya, Balarama, Chandra, Daksha, Ganesha, Hanuman, Indra, Jagannath, Kama, and Lakshman.

(1) Enter all the names of the applicants in a column, say Column A.



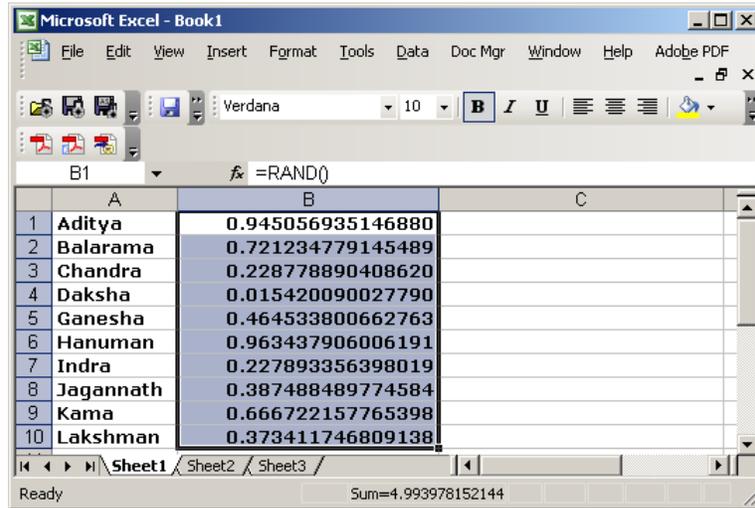
(2) Assign a random number to each school:

In Column B, type in the following = RAND() in each cell adjacent to every name. Or you can just copy and paste or click and drag. The function RAND () is Excel's random number generator.



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Typing = RAND() puts a 15-digit random number between 0 and 1 in the cell.



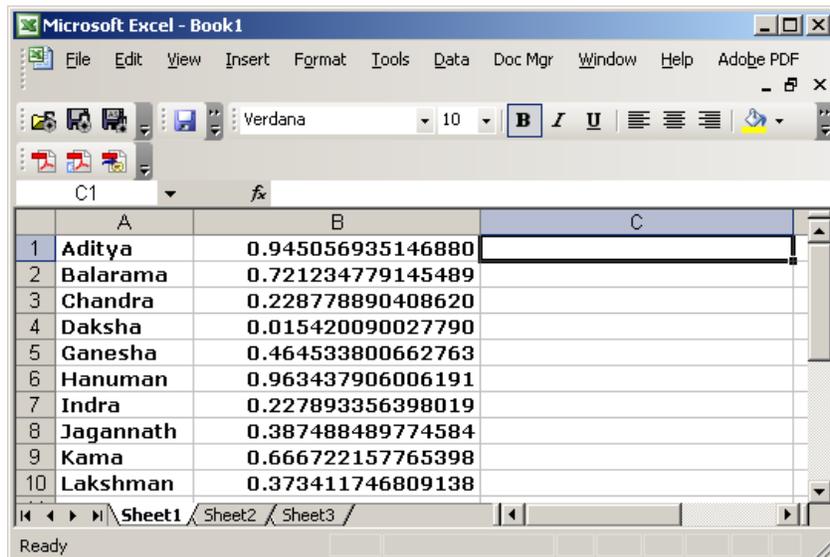
The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The spreadsheet has three columns: A, B, and C. Column A contains names, Column B contains random numbers generated by the RAND() function, and Column C is empty. The names in Column A are: Aditya, Balarama, Chandra, Daksha, Ganesha, Hanuman, Indra, Jagannath, Kama, and Lakshman. The corresponding random numbers in Column B are: 0.945056935146880, 0.721234779145489, 0.228778890408620, 0.015420090027790, 0.464533800662763, 0.963437906006191, 0.227893356398019, 0.387488489774584, 0.666722157765398, and 0.373411746809138. The status bar at the bottom shows "Ready" and "Sum=4.993978152144".

	A	B	C
1	Aditya	0.945056935146880	
2	Balarama	0.721234779145489	
3	Chandra	0.228778890408620	
4	Daksha	0.015420090027790	
5	Ganesha	0.464533800662763	
6	Hanuman	0.963437906006191	
7	Indra	0.227893356398019	
8	Jagannath	0.387488489774584	
9	Kama	0.666722157765398	
10	Lakshman	0.373411746809138	

(3) Copy the values in Column B into Column C

You have to copy values only because if you try to sort by Column B without copying these values Excel will assign new random values

Highlight Column B. Then in Edit menu choose Copy. Then place the cursor in Cell C1.



The screenshot shows the same Microsoft Excel window as before. The data in the spreadsheet is identical. However, the entire Column B is now highlighted in blue, indicating it has been selected for copying. The status bar at the bottom still shows "Ready" and "Sum=4.993978152144".

	A	B	C
1	Aditya	0.945056935146880	
2	Balarama	0.721234779145489	
3	Chandra	0.228778890408620	
4	Daksha	0.015420090027790	
5	Ganesha	0.464533800662763	
6	Hanuman	0.963437906006191	
7	Indra	0.227893356398019	
8	Jagannath	0.387488489774584	
9	Kama	0.666722157765398	
10	Lakshman	0.373411746809138	

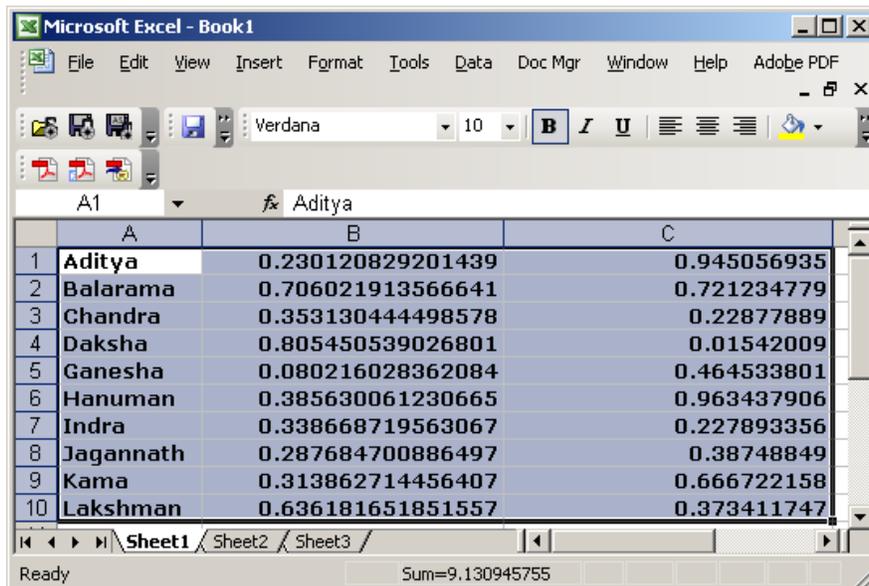
Then in the Edit Menu chose Paste Special. The "Paste Special window will appear. Click on values.

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(4) Sort the columns in either descending or ascending order of column B:

Highlight columns A, B, and C.



	A	B	C
1	Aditya	0.230120829201439	0.945056935
2	Balarama	0.706021913566641	0.721234779
3	Chandra	0.353130444498578	0.22877889
4	Daksha	0.805450539026801	0.01542009
5	Ganesha	0.080216028362084	0.464533801
6	Hanuman	0.385630061230665	0.963437906
7	Indra	0.338668719563067	0.227893356
8	Jagannath	0.287684700886497	0.38748849
9	Kama	0.313862714456407	0.666722158
10	Lakshman	0.636181651851557	0.373411747

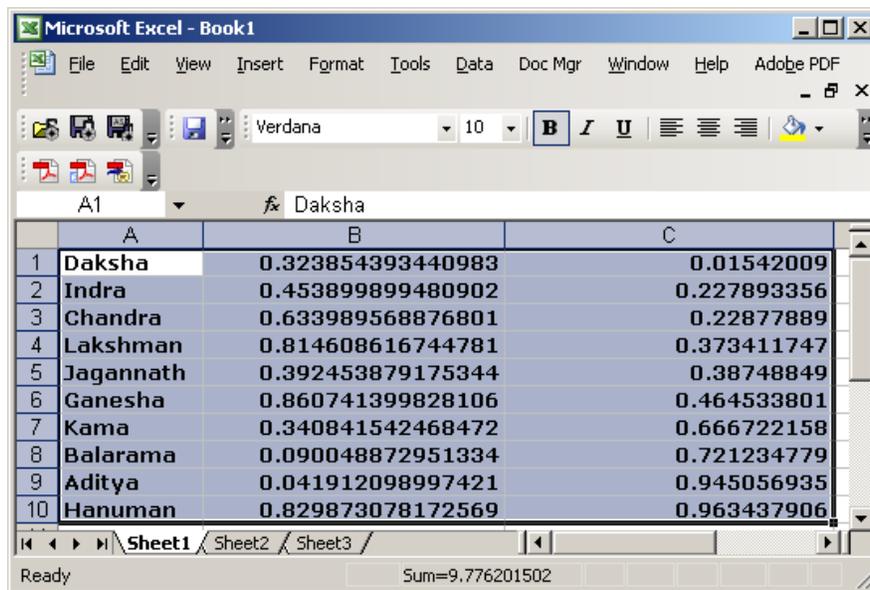
Notice how there are new values in Column B.

In the Data menu, choose Sort. A “Sort” window will appear. Choose Column C and Ascending (or Descending):

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Click OK. Doing this sorts the list by the random number in ascending or descending order, whichever you chose.



	A	B	C
1	Daksha	0.323854393440983	0.01542009
2	Indra	0.453899899480902	0.227893356
3	Chandra	0.633989568876801	0.22877889
4	Lakshman	0.814608616744781	0.373411747
5	Jagannath	0.392453879175344	0.38748849
6	Ganesha	0.860741399828106	0.464533801
7	Kama	0.340841542468472	0.666722158
8	Balarama	0.090048872951334	0.721234779
9	Aditya	0.041912098997421	0.945056935
10	Hanuman	0.829873078172569	0.963437906

There! You have a randomly sorted list.