

Random Sample

Excel has a simple formula we can utilize to obtain a random sample (cases, citations, city, etc.)

At the Sheriff's Department, we are able to run a case management report that generates the following information: case #, report date, Assigned Investigator, Crime Category, City and Case Status)

If we want to obtain a random sample of cases, we will do the following:

Left click on column A and either select Copy, or press Ctrl + C (shortcut for copy option).

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3	18100002	2/2/2018		JONES, JESSICA		Bu	rglary/Breal	king & E	Intering		1	Vista	
4	18100003	2/2/2018	HERN	NANDEZ, REYNALI	00		Counterfeit	ing/For	rgery		1	Vista	
5	18100004	2/2/2018	:	SMITH, KIRSTIN		Credit	Card/Auto	matic T	eller Frauc	ł	Impe	rial B	
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7	18100006	2/2/2018		JONES, JESSICA			Disorderl	y Condu	uct		San	Mare	
8	18100007	2/2/2018	HERM	NANDEZ, REYNALI	00	[Drug/narcot	ic Viola	ations		Impe	rial B	
9	18100008	2/3/2018	:	SMITH, KIRSTIN		False Pret	enses/Swin	dle/Cor	nfidence G	ame	San	Mare	
10	18100009	2/3/2018	Y	OUNG, MICHAEL			Forcib	e Rape			1	Vista	
11	18100010	2/3/2018		JONES, JESSICA			Motor Ve	hicle Th	neft		San	Mare	
12	18100011	2/3/2018	HERM	HERNANDEZ, REYNALDO			Rob	bery			1	Vista	
13	18100012	2/3/2018	SMITH, KIRSTIN			Shoplifting						Imperial B	
14	18100013	2/3/2018	Y	YOUNG, MICHAEL			Simple Assault					Mare	
15	18100014	2/3/2018		IONES JESSICA		Т	respass of F	Real Pro	perty		San	Mar	

Left Click on Random Sample Tab (located on the bottom of the screen) and paste the data by Clicking on the paste option or by pressing Ctrl+V (shortcut to paste data).

Type the word Random (or any title you like) on column B1.

If you want the same cell color and type of text, you can click on cell A1 and select Format Painter. Then Left Click on cell B1. (this action copies the format from cell A1 to cell B1)





The function to create a Random sample is **=RAND()**

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Type **=Rand()** on cell B2 and press enter (this action will generate a random number).

Left Click twice on the right hand side of cell B2. (this action will copy the RAND formula to the rest of the column).

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One of the problems with random sample is that every time we refresh the screen or type anything, the computer will generate a new random value. Since we want to store the initial random value, we select the random value column and copy and paste values.

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7	18100006	0.929859777									
8	18100007	0.233875817									



Now, highlight the entire data set.

Click on the Data Tab

Click Sort

Sort your data according to the random sample.

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14	18100013	0.62697600	5										

Now that your case numbers are randomly selected, you can pick the cases according to the percentage of cases you want to review. If your data set has 100 cases and you want to review 10%, then you will pick the first 10 cases on your data set:

	А	В
1	Case #	Random
2	18100021	0.000593306
3	18100298	0.001698196
4	18100426	0.003148474
5	18100331	0.005750771
6	18100439	0.009865847
7	18100133	0.009988418
8	18100432	0.01170124
9	18100317	0.013594619
10	18100117	0.019383069
11	18100154	0.022973595



Stratified Random Sample

So now you want to do something more complicated and include more than one category, this is where you can utilize an Excel **Stratified Random Sample**.

The difference between a random sample and a stratified random sample is that with a stratified random sample we want to select a certain number or records from more than one category (example: type of case, Assigned Investigator, findings, etc.)

For this exercise, I am going to select 3 different categories (Case #, Assigned Investigator and City) from the main data set and paste them into the Stratified Random Sample Tab.

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4	1810	0003	HE	RNANDEZ,	REYNA	LDO		Vist	a				
5	1810	0004		SMITH, K	IRSTIN		Imp	erial	Beach	1			
6	1810	0005		YOUNG, N	/ICHAEL	1		Vist	a				
7	1810	0006		JONES, J	ESSICA		Sa	n Ma	arcos				
8	1810	0007	HE	RNANDEZ,	REYNA	LDO	Imp	erial	Beach	1			
9	1810	0008		SMITH, K			Sa	n Ma	arcos				
10	1810	0009		YOUNG, N	/ICHAEL	1		Vist	a				

Type **=Rand()** on cell D2 and press enter (this action will generate a random number).

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2	18100001	YOUNG, MICHAEL	San Marcos	=RAND()	>				
3	18100002	JONES, JESSICA	Vista						
4	18100003	HERNANDEZ, REYNALDO	Vista						
5	18100004	SMITH, KIRSTIN	Imperial Beach	1					
6	18100005	YOUNG, MICHAEL	Vista						
7	18100006	JONES, JESSICA	San Marcos						
8	18100007	HERNANDEZ, REYNALDO	Imperial Beach	1					
9	18100008	SMITH, KIRSTIN	San Marcos						
10	18100009	YOUNG, MICHAEL	Vista						



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9	181	00008	3		SMIT	'H, KIRS	TIN		S	an Ma	arcos		0.78	357514	42
10	181	00009	Э		YOUN	G, MICI	HAEL			Vist	a		0.58	334139	54

Now, highlight the entire data set.

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9	181000	208		SMITH,	KIRSTIN		Sar	n Ma	rcos		0.785751442	2			
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Click on the Data Tab

Click Sort

Sort your data according to the random sample.



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4	18100003	HERNAND	EZ, REYNALDO	V	'ista	0.72	9329976	
5	18100004	SMITH	I, KIRSTIN	Imper	ial Beach	0.98	5911163	
6	18100005	YOUNG	, MICHAEL	V	'ista	0.03	9939994	
7	18100006	JONES	S, JESSICA	San I	Marcos	0.	0388633	
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Just remember to always have Random or Stratified as your last column!

Note that you don't have to include the case number; your stratified random sample will automatically provide you with random case numbers.

You now use the stratified random sample to pick a certain amount of cases per Investigator and City:

Case #	Assigned Investigator	City
18100404	HERNANDEZ, REYNALDO	Imperial Beach
18100167	HERNANDEZ, REYNALDO	Imperial Beach
18100207	HERNANDEZ, REYNALDO	North Coastal
18100363	HERNANDEZ, REYNALDO	North Coastal
. 18100054	JONES, JESSICA	Imperial Beach
18100090	JONES, JESSICA	Imperial Beach
18100198	JONES, JESSICA	North Coastal
18100138	JONES, JESSICA	North Coastal



Filtering Data

Another useful Excel option is the Filter option. With this option you select data according to specific text, text color or highlighted data.

In the sample provided, most of the text is black. However, all the Aggravated Assault cases are highlighted in yellow, and the Forcible Rape cases are in red text. (we do this to mark or easily identify specific data that we may want to easily find it a later time)

To filter data:

Highlight your data set and click the Sort and Filter option, then select Filter

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1	Case #	Assigned Date	Assigned Investigator	Crime Category	City	Case Status	
2	18100001	2/2/2018	YOUNG, MICHAEL	Aggravated Assault	San Marcos	Suspended	
3	18100002	2/2/2018	JONES, JESSICA	Burglary/Breaking & Entering	Vista	DA Reject	1. Contraction (1. Contraction)
4	18100003	2/2/2018	HERNANDEZ, REYNALDO	Counterfeiting/Forgery	Vista	Arrest	
5	18100004	2/2/2018	SMITH, KIRSTIN	Credit Card/Automatic Teller Fraud	Imperial Beach	Dept Closure	
6	18100005	2/2/2018	YOUNG, MICHAEL	Destruction/Damage/Vandalism of Property	Vista	Dept Closure	
7	18100006	2/2/2018	JONES, JESSICA	Disorderly Conduct	San Marcos	Arrest	
8	18100007	2/2/2018	HERNANDEZ, REYNALDO	Drug/narcotic Violations	Imperial Beach	Arrest	
9	18100008	2/3/2018	SMITH, KIRSTIN	False Pretenses/Swindle/Confidence Game	San Marcos	Exception	
10	18100009	2/3/2018	YOUNG, MICHAEL	Forcible Rape	Vista	Arrest	
11	18100010	2/3/2018	JONES, JESSICA	Motor Vehicle Theft	San Marcos	Arrest	
12	18100011	2/3/2018	HERNANDEZ, REYNALDO	Robbery	Vista	Arrest	
13	18100012	2/3/2018	SMITH, KIRSTIN	Shoplifting	Imperial Beach	Arrest	
14	18100013	2/3/2018	YOUNG, MICHAEL	Simple Assault	San Marcos	Suspended	
15	18100014	2/3/2018	JONES, JESSICA	Trespass of Real Property	San Marcos	Suspended	
16	18100015	2/3/2018	HERNANDEZ, REYNALDO	Weapon Law Violations	Vista	Arrest	
17	18100016	2/3/2018	SMITH, KIRSTIN	Aggravated Assault	Imperial Beach	Arrest	
18	18100017	2/3/2018	YOUNG, MICHAEL	Burglary/Breaking & Entering	Vista	Arrest	
19	18100018	2/3/2018	JONES, JESSICA	Counterfeiting/Forgery	San Marcos	DA Reject	
20	18100019	2/4/2018	HERNANDEZ, REYNALDO	Credit Card/Automatic Teller Fraud	North Coastal	Dept Closure	
21	18100020	2/4/2018	SMITH, KIRSTIN	Destruction/Damage/Vandalism of Property	North Coastal	Dept Closure	
22	18100021	2/4/2018	YOUNG, MICHAEL	Disorderly Conduct	San Marcos	Arrest	
72	18100022	2/4/2018 Random Sample	Startified Random Sample	Filter Subtotal Data for Pivot Table Graph Data	North Coastal	Located Missing Person	
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After you activate the Filter, you will see the following drop down option appear on your column titles. Click on the desired filter.

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3	18100002	2/2/2018	JONES, JESSICA	Bur	rglary/Break	ing & E	intering	Vista		DA Reject
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This is what you see when you click on the filter.

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5	18100004	2/2/2018	SMITH, KIRSTIN	Cw	Clear Filter From "Crime Ca	tegor/"			re
6	18100005	2/2/2018	YOUNG, MICHAEL	Destru	Filter by Color			10.00	re
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12	18100011	2/3/2018	HERNANDEZ, REYNALDO		Counterfeiting/Forge	ry			Arrest
13	18100012	2/3/2018	SMITH, KIRSTIN		Credit Card/Automat	ic Teller Fraud Wandalism of Property		h	Arrest
14	18100013	2/3/2018	YOUNG, MICHAEL		Disorderly Conduct	randalisin or resperty			Suspended
15	18100014	2/3/2018	JONES, JESSICA		Drug/narcotic Violati Ealco Protopsos/Swip	ons die/Confidence Came			Suspended
16	18100015	2/3/2018	HERNANDEZ, REYNALDO		- Forcible Rape	die/confidence Game		1	Arrest
17	18100016	2/3/2018	SMITH, KIRSTIN		Motor Vehicle Theft			h	Arrest
18	18100017	2/3/2018	YOUNG, MICHAEL		Shoplifting				Arrest
19	18100018	2/3/2018	JONES, JESSICA		Simple Assault				DA Reject
20	18100019	2/4/2018	HERNANDEZ, REYNALDO	C	Veapon Law Violatio	perty		1 1	Dept Closure
21	18100020	2/4/2018	SMITH, KIRSTIN	Destru	- weapon can violado			1 1	Dept Closure
22	18100021	2/4/2018	YOUNG, MICHAEL			OF	Cancel		Arrest
22	18100022 Main Data S	2/4/2018 Random Sample	Startified Random Sample	Filter			Cantel	Locat	A Missing Person

You can now filter by specific text, cell color and/or font color.

Excel Subtotal Option

The Excel Subtotal option can be used to total specific rows of data. Let's say that we want to know how many cases per City we have on our data set, we can do that by using the Subtotal function.

First, select the column with the data you want to subtotal. Next, click on the Data Tab and click Subtotal. In the subtotal box, you need to make sure the function is set to "count" and that **Replace current subtotals** and **Summary below data** are selected". Click **Ok**



ile	Home D	▼ nsert Page Layout F	ormulas Data Review View	Phoenix-Excel Class - Microsoft Exc	cel		
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	E1	• _ f_x (City				
	A	В	С	D	E	F	G
	Case #	Assigned Date	Assigned Investigator	Crime Category	City	Subtotal	2 X
	18100004	2/2/2018	SMITH, KIRSTIN	Credit Card/Automatic Teller Fraud	Imperial Beach		
	18100007	2/2/2018	HERNANDEZ, REYNALDO	Drug/narcotic Violations	Imperial Beach	At each change in:	
	18100012	2/3/2018	SMITH, KIRSTIN	Shoplifting	Imperial Beach	City	K
	18100016	2/3/2018	SMITH, KIRSTIN	Aggravated Assault	Imperial Beach	Use function:	
	18100026	2/4/2018	JONES, JESSICA	Robbery	Imperial Beach	Count	
2	18100033	2/5/2018	YOUNG, MICHAEL	Counterfeiting/Forgery	Imperial Beach	Aud subtotal to:	
8	18100034	2/5/2018	JONES, JESSICA	Credit Card/Automatic Teller Fraud	Imperial Beach		
1	18100052	2/6/2018	SMITH, KIRSTIN	Drug/narcotic Violations	Imperial Beach		
0	18100053	2/6/2018	YOUNG, MICHAEL	False Pretenses/Swindle/Confidence Game	Imperial Beach		
1	18100054	2/6/2018	JONES, JESSICA	Forcible Rape	Imperial Beach		•
2	18100063	2/6/2018	HERNANDEZ, REYNALDO	Counterfeiting/Forgery	Imperial Beach	ach	
3	18100066	2/7/2018	JONES, JESSICA	Disorderly Conduct	Imperial Beach	Page break between groups	
4	18100070	2/7/2018	JONES, JESSICA	Motor Vehicle Theft	Imperial Beach	Summary below data	
5	18100071	2/7/2018	HERNANDEZ, REYNALDO	Robbery	Imperial Beach	Remove All OK	Cancel
5	18100075	2/7/2018	HERNANDEZ, REYNALDO	Weapon Law Violations	Imperial Beach		
7	18100082	2/8/2018	JONES, JESSICA	Drug/narcotic Violations	Imperial Beach	Arrest	
8	18100088	2/8/2018	SMITH, KIRSTIN	Simple Assault	Imperial Beach	Located Missing Person	
9	18100090	2/8/2018	JONES, JESSICA	Weapon Law Violations	Imperial Beach	Arrest	
0	18100093	2/8/2018	YOUNG, MICHAEL	Counterfeiting/Forgery	Imperial Beach	Suspended	
1	18100094	2/8/2018	JONES, JESSICA	Credit Card/Automatic Teller Fraud	Imperial Beach	Arrest	
2	18100095	2/9/2018	HERNANDEZ, REYNALDO	Destruction/Damage/Vandalism of Property	Imperial Beach	Suspended	
2	18100100	2/9/2018	SMITH KIRSTIN	Motor Vehicle Theft	Imperial Beach	Dent Closure	

The following options will appear on your screen, click on number "2".

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1	2		А	В	
		1	Case #	Assigned	d Date
١ſ	[·	2	18100004	2/2/2	018
	•	3	18100007	2/2/2	018
	•	4	18100012	2/3/2	018
	•	5	18100016	2/3/2	018
	•	6	18100026	2/4/2	018



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	1	Case #	Assigned Date	Assigned Investigator	Crime Category			City
[+	128					1	Imperial Beach Count	126
+	247						North Coastal Count	118
+	385						San Marcos Count	137
+	505						Vista Count	119
	506						Grand Count	500
	507							
	508							
	509							
	510							
	511							
	512							

Please note: 1 gives you the grand count, and 3 will give you all the data including the subtotal.

Pivot Tables

If you want to arrange, summarize data, and drill down on details; you can do so by using **Excel Pivot Tables**.

By using the previous data sample we can create a **Pivot Table** that will give us a total amount of cases per investigator, as well as the case status.

Start by selecting all your data. Next, click on the Insert Tab and select Pivot Table.

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12	PivotTable	Illustrations	Charts S	Sparklines Filter	Links	Text
	PivotChart					
	A	В	С	D	E	F
4	18100003	HERNANDEZ, REYNALDO	Counterfeiting/Forgery	Vista	Arrest	
5	18100004	SMITH, KIRSTIN	Credit Card/Automatic Teller Fraud	Imperial Beach	Dept Closure	
6	18100005	YOUNG, MICHAEL	Destruction/Damage/Vandalism of Prop	erty Vista	Dept Closure	
7	18100006	JONES, JESSICA	Disorderly Conduct	San Marcos	Arrest	
8	18100007	HERNANDEZ, REYNALDO	Drug/narcotic Violations	Imperial Beach	Arrest	
9	18100008	SMITH, KIRSTIN	False Pretenses/Swindle/Confidence Ga	me San Marcos	Exception	
10	18100009	YOUNG, MICHAEL	Forcible Rape	Vista	Arrest	
11	18100010	JONES, JESSICA	Motor Vehicle Theft	San Marcos	Arrest	
17	18100011	HERNANDEZ. REYNALDO	Robberv	Vista	Arrest	



After you select Pivot Table, the following window will appear. Since you already selected the data, all you have to do is click OK.



Drag the Assigned Investigator and Case Status to the Row Labels Option.

Drag the Case Status to the column Labels Option.

Choose fields to a	dd to report:				i -
	estigator				
Crime Categor	V				
City	,				
Case Status					
Drag fields betwee	en areas belo	w:			
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The pivot table will give you more than a simple subtotal (as to how many cases per Investigator), but it will also provide details according to case findings.

Bow Labels	• Count of Case	Statue
		169
Arrest		56
DA Beject		
Dent Closure		2
Exception		
Located Missing Person		2,
No Pros		
		14
Submitted DA		
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JUNES, JESSICA		
		ال
		R
Exception		
Located Missing Person		1
No Pros		:
Upen		
Submitted DA		-
Suspended		25
Unfounded		-
SMITH, KIRSTIN		93
Arrest		3
DA Reject		
Dept Closure		9
Exception		
Located Missing Person		1:
No Pros		
Submitted DA		
Suspended		21
YOUNG, MICHAEL		137
Arrest		67
DA Reject		
Dept Closure		16
Exception		
Located Missing Person		12
No Pros		
Submitted DA		3
Suspended		4
🗉 (blank)		
(blank)		
Grand Total		500