0.1 Introduction

- The first hands-on step in any data analysis is to run a frequency table for all variables to be used.

- This is to both:
  1. Examine the distribution of categories/values
  2. Check for errors in coding

This is a guide for constructing frequency tables in a spreadsheet. In order to do this you must follow a series of steps. The end result will be a new sheet with a frequency table. To be more useful, in addition to counts, instructions for how to make a column of percentages is also included.

0.2 Step-by-Step Instructions

0.2.1 Create a Frequency Table

Highlight the column of interest In a spreadsheet, each column represents a variable. This is the column on which you want to run a frequency table.
Next select Data from the Menu Bar.
Then select Pivot table.
Then click Create.
You want to keep the current selection.

Press OK.

Next we have to set the table layout.
Also, drag the column name from the Available Fields box and drop it Row Field section.

![Pivot Table Layout](image)

Also, drag the column name from the Available Fields box and drop it in the Data Field section.

![Pivot Table Layout](image)
Double click in the Data Field where it reads “Sum - “. This will pop up a dialog box.

Change “Sum” to “Count”.

![Data Field dialog box](image)
Click OK.

The new frequency table will be in a new sheet.

0.2.2 Add a Percentage Column to the Frequency Table

To add a percentage column next to the counts column, follow the following steps:

1. Label the column.

2. Identify the cell with the total count of cases.

3. Click into the first cell of the column adjacent to the frequency column.

4. Type the formula to calculate the percentage for that cell. (This will be copied to the other cells of the column.)

   (a) Type =
   (b) Click on the cell to the left to insert the cell name or type the cell name.
   (c) Type /
   (d) Type the name of the cell with the total frequency with a “$” before the column name, and a “$” before the row name. (This tells the computer to keep this the same even if the formula is copied to a different cell.)
   (e) Type )*100
   (f) For example, a finished formula should look like: =(B2/$B$27)*100
   (g) Note: because of the order of operations, the () are unnecessary, but it is sometimes useful to explicitly indicate the order to the computer.

5. Format the cells to your specifications. (Right click and change the number of decimal places to two.)
6. Copy the cell with the formula.

7. Highlight the next cell below and to the last cell adjacent to a frequency count and paste in the formula.