

Assigning Random Seating Using Excel

- In a new Excel spreadsheet, enter the names of the students who will be taking the AP® Exam for which you are assigning random seating. Enter students' first names into Column A and last names into Column B.

	A	B
1	Jill	Aiken
2	Rachel	Brown
3	Jeremy	Cho
4	Austin	Donahue
5	Katie	Edwards
6	Lauren	Fein
7	Meredith	George
8	Walter	Hogan
9	Dana	Isley
10	Billy	Jenkins

- In cell C1, enter the formula `=RAND()`. This generates a random number between 0 and 1.

	A	B	C
1	Jill	Aiken	0.300275
2	Rachel	Brown	
3	Jeremy	Cho	
4	Austin	Donahue	
5	Katie	Edwards	
6	Lauren	Fein	
7	Meredith	George	
8	Walter	Hogan	
9	Dana	Isley	
10	Billy	Jenkins	

- Apply the Random function across all of your students by placing your cursor over the little square at the bottom right of cell C1. Drag down until you've reached the end of your list (in this example, row 10).

	A	B	C
1	Jill	Aiken	0.438727
2	Rachel	Brown	0.903072
3	Jeremy	Cho	0.632001
4	Austin	Donahue	0.9663
5	Katie	Edwards	0.323971
6	Lauren	Fein	0.053845
7	Meredith	George	0.248747
8	Walter	Hogan	0.291879
9	Dana	Isley	0.358676
10	Billy	Jenkins	0.47026

- Select the entire worksheet by clicking the triangle on top of Row 1 and to the left of Column A.

	A	B	C
1	Jill	Aiken	0.438727
2	Rachel	Brown	0.903072
3	Jeremy	Cho	0.632001
4	Austin	Donahue	0.9663
5	Katie	Edwards	0.323971
6	Lauren	Fein	0.053845
7	Meredith	George	0.248747
8	Walter	Hogan	0.291879
9	Dana	Isley	0.358676
10	Billy	Jenkins	0.47026

- Select the **DATA** menu tab, and then select .

- The Sort table will pop up.
 - For **Column**, select **Sort by Column C**.
 - For **Sort On**, select **Values**.
 - For **Order**, select **Smallest to Largest**.
 - Before clicking **OK**, make sure your table looks like the one below.



- The students are now in random order. Delete Column C, as you no longer need these random values. Using the row numbers to the left of the student names, assign seats according to the random order dictated by Excel. For example, Lauren Fein will occupy Seat 1, and Austin Donahue will occupy Seat 10.

	A	B	C
1	Lauren	Fein	0.907398
2	Meredith	George	0.542186
3	Walter	Hogan	0.997257
4	Katie	Edwards	0.654514
5	Dana	Isley	0.194271
6	Jill	Aiken	0.217904
7	Billy	Jenkins	0.695948
8	Jeremy	Cho	0.179084
9	Rachel	Brown	0.254998
10	Austin	Donahue	0.876042