So we are going to start by calculating our response rate in Excel.

Before we do that, I want to set my view to include the formula bar so that I can more easily edit my formulas as I am working with them. You can do this by selecting VIEW tab from the ribbon, and then checking the box next to “Formula Bar”.

This area here is the formula bar where you can see and edit the contents of the individual cells.

Now let’s calculate our response rate.

I have 15 youth listed in my worksheet – those were all the youth who were supposed to complete my pretest. In Column C “Pretest” I enter a “1” for everyone that completed a pretest and a “0” for those who did not.

To calculate the response rate I want to count the total number who completed the pre-test, divided by 15. To do this – I place my cursor 2 rows down from the last entry and then returning to the home tab on the ribbon, next to the AutoSum symbol here - I select the down arrow and choose the sum function. Once I do this, it automatically highlights all the rows that I need – but don’t hit enter just yet.

I go back up to my formula bar and put my cursor next to the outside the parentheses, and type in the symbol for divide -- the slash / -- and enter the number 15. Now hit enter.

This gives me a proportion – which we can easily convert to a percent. To do this, after you make sure your cursor is on the cell that you want to change, and from the Home tab on the ribbon, there is a box of formatting short cuts, select the percent button.

Your response rate is 87%.