The Excel FREQUENCY function allows you to summarize a range of values within a set of numeric bins (or “bands”).

In our data spreadsheet, we first create (or define) the bins (or bands) that we want all the frequency counts of the values to fall into. So for our attitudes about alcohol questions, we know that the response set ranges from 4 to 1 – so we set up our bins as 4, 3, 2, and 1.

The next step is to highlight the area that we want the values to fall into.

Then we select from the AUTOSUM bottom, the DOWN ARROW. We go to MORE FUNCTIONS and type in the word FREQUENCY into the search for function box and select GO.

Once you see it comes up, it’s highlighted, select OK.

Now you need to select the data that you want to summarize.

Select this box, and using your mouse, you sweep all the values that you want to be included, Hit Enter

And now you want to define the bins, so you select this box and select the 4,3,2,1 and hit enter.

Now the trick is that you have to actually hold down your CONTROL button, your SHIFT button, and your ENTER button in order to have all the values show up the way they are supposed to.

You can do this – these same steps - to create a frequency count for each question.

Now another way that you can present the information or tabulate the information would be to “collapse” the two top (the sort of agree and strongly agree together) and then collapse the sort of disagree and disagree together.

To do that I usually like to label my rows pretty carefully, it’s going to be agree and disagree, then I’m going to basically average to collapse those two values. So I’m going to go to my AUTOSUM function on the ribbon, I’m going to select SUM but I’m only going to grab the top two values, and then in my formula bar, on the outside of the parenthesis, I’m going to use slash for divide, and 13 because we have 13 youth who did the survey.

I’m going to do the same thing with the disagree. AUTOSUM, SUM, I’m going to grab my bottom two values, go to my formula bar, slash, and 13. And now we have the percentage of youth who sort of disagree and disagree; and the percentage who sort of agree and Strongly agree.