I now want to calculate the number of youth who report they have not used any drug, smoked or used smokeless tobacco, or drank alcohol at all in the last year.

The first thing I’m going to do is insert a column between my two types of alcohol tobacco and other drugs (often referred to as ATOD) year and month questions.

Go to column “T” and click my Right mouse button to highlight where I want my new column to go, and then select “INSERT”. The information that was in Column T is now in the adjacent column. I label that new column “VarietySum”.

I then sum up the responses for each youth by selecting from our ribbon the SUM button and sweeping across the ROW in columns N to S and hit enter. Be careful here – you don’t want to include the other questions in your sum – you just want the variety of drugs. After I do the first row, I can copy and paste my formula into the subsequent rows. CTRL C, CTRL V for paste.

Then I want to SORT my data to put those who had no drug use at all - all those who score 0- in the top rows.

To do this, I’m going to select the top 14 rows of data by putting my cursor on the far left section of the worksheet that is grayed out and then holding down my mouse, I’m going sweep down to Row 14.

Then I go to the DATA tab on the ribbon, select SORT and I can choose what columns I want to sort and what order I want them sorted. (A to Z or smallest to largest). I select column T and I want to go smallest to largest – and Hit OK.

I then insert another column, and I enter a “1” next to all the youth who reported not having tried anything over the past year. I then sum up all the ones. Go to Sum, it captures the whole column, and hit enter.

Now we know there are 13 youth in our sample of people who completed the pretest. So if we want simply a percentage of this, we just divide 2 divided by 13 and we know that 15% of our youth used no drugs in the prior year. Conversely, that means that 85% of our youth used 1 or more drugs.