



- The widths of the columns may be adjusted by dragging the column separators at the tops of the columns.

	A	B	C	D	E
1	Survey Name				
2	Survey Description				
3					
4	Respondent #	Submit Date	E-mail	Pick one of the following answers	
5					
6					
7	1	10/5/2007 8:02	Answer1		1
8	2	10/5/2007 8:02	Answer2		2
9	3	10/5/2007 8:02	Answer3		3
10	4	10/5/2007 8:02	Answer4		4
11	5	10/5/2007 8:03	Answer2		2
12	6	10/5/2007 8:03	Answer1		1
13					
14					

- Next, you will need to type in the cells you that you are looking to calculate totals for, and create cells where totals are calculated with the following expression: =COUNTIF(range, criteria). In the example below, we decided to calculate the number of fields for which the value in the D column was equal to the "DSLR", "Compact", "Other" or "I do not have a digital camera". For each of the desired totals you would create an expression such as "=COUNTIF(D9:D15, "=DSLR")"



ExportToExcel1458.xls					
	A	B	C	D	E
1	Survey Name				
2	Survey Description				
3					
4	Respondent #	Submit Date	E-mail	Pick one of the following answers	
5					
6					
7	1	10/5/2007 8:02	Answer1		1
8	2	10/5/2007 8:02	Answer2		2
9	3	10/5/2007 8:02	Answer3		3
10	4	10/5/2007 8:02	Answer4		4
11	5	10/5/2007 8:03	Answer2		2
12	6	10/5/2007 8:03	Answer1		1
13					
14					
15					
16		Totals:			
17		Answer1	2		
18		Answer2	2		
19		Answer3	1		
20		Answer4	=COUNTIF(D7:D12, "=Answer4")		
21			COUNTIF(range, criteria)		
22					

Here, "D7:D12" is the range selected with a blue border, and the other parameter for "COUNTIF" is the expression that starts with the "=" sign and the value the cell should be equal to be counted. In the above example the expression means "Count all values in range D7:D12 where the value in the cell is equal to 'Answer4'".



5. Next we will need to calculate the sum of these totals. For this, the “=SUM(range)” expression is used. In our case it would be “=SUM(C17:C20)”:

Export To Excel1458.xls						
	A	B	C	D	E	F
1	Survey Name					
2	Survey Description					
3						
4	Respondent #	Submit Date	E-mail	Pick one of the following answers		
5						
6						
7		1	10/5/2007 8:02	Answer1		1
8		2	10/5/2007 8:02	Answer2		2
9		3	10/5/2007 8:02	Answer3		3
10		4	10/5/2007 8:02	Answer4		4
11		5	10/5/2007 8:03	Answer2		2
12		6	10/5/2007 8:03	Answer1		1
13						
14						
15						
16		Totals:				
17		Answer1		2		
18		Answer2		2		
19		Answer3		1		
20		Answer4		1		
21				=SUM(C17:C20)		
22						



6. To calculate percents in this instance, we will need to divide the value in the C column by the total sum which is in the C21 cell. So into the D17:D21 cells we put the expression “=Cx/C21 * 100”, where Cx is C17, C18, C19 or C20 respectively:

ExportToExcel1458.xls					
	A	B	C	D	E
1	Survey Name				
2	Survey Description				
3					
4	Respondent #	Submit Date	E-mail	Pick one of the following answers	
5					
6					
7	1	10/5/2007 8:02		Answer1	1
8	2	10/5/2007 8:02		Answer2	2
9	3	10/5/2007 8:02		Answer3	3
10	4	10/5/2007 8:02		Answer4	4
11	5	10/5/2007 8:03		Answer2	2
12	6	10/5/2007 8:03		Answer1	1
13					
14					
15					
16		Totals:			
17		Answer1	2	0.333333333	
18		Answer2	2	0.333333333	
19		Answer3	1	0.166666667	
20		Answer4	1	=C20/C21	
21			6		1
22					



7. We will then need to format the cells so as to make them display as percents instead of as fractions. To do so, select the cells, right-click them and select Format Cells...

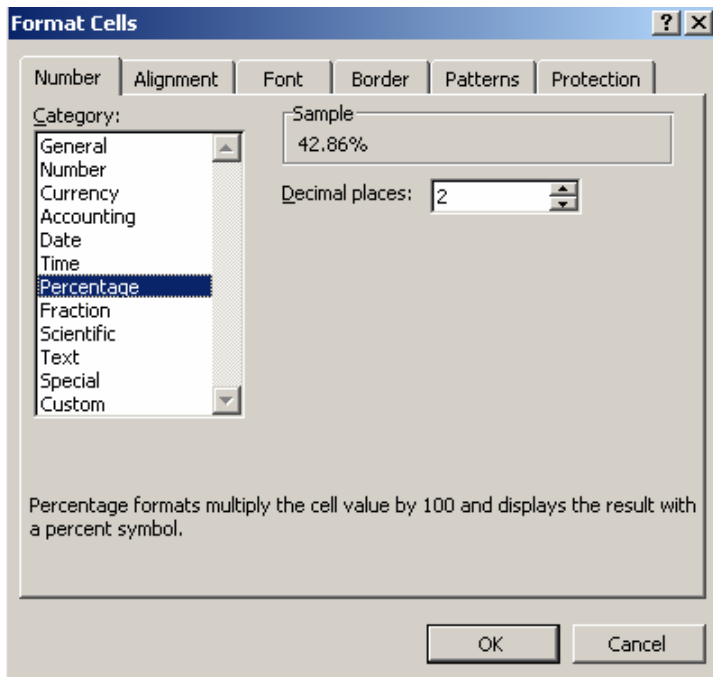
The screenshot shows an Excel spreadsheet titled "ExportToExcel1458.xls" with columns A through G. The data is organized as follows:

	A	B	C	D	E	F	G
1	Survey Name						
2	Survey Description						
3							
4	Respondent #	Submit Date	E-mail	Pick one of the following answers			
5							
6							
7		1	10/5/2007 8:02	Answer1		1	
8		2	10/5/2007 8:02	Answer2		2	
9		3	10/5/2007 8:02	Answer3		3	
10		4	10/5/2007 8:02	Answer4		4	
11		5	10/5/2007 8:03	Answer2		2	
12		6	10/5/2007 8:03	Answer1		1	
13							
14							
15							
16		Totals:					
17		Answer1	2	0.3333333333			
18		Answer2	2	0.3333333333			
19		Answer3	1	0.1666666667			
20		Answer4	1	0.1666666667			
21			6				
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							

A context menu is open over the cells D17-D21, with the "Format Cells..." option highlighted. The menu includes options like Cut, Copy, Paste, Insert..., Delete..., Clear Contents, Insert Comment, Format Cells..., Pick From Drop-down List..., Create List..., Hyperlink..., and Look Up...



In the dialog that opens select Percentage and then click Ok.





8. The result will look like this:

Export To Excel1458.xls						
	A	B	C	D	E	F
1	Survey Name					
2	Survey Description					
3						
4	Respondent #	Submit Date	E-mail	Pick one of the following answers		
5						
6						
7	1	10/5/2007 8:02		Answer1		1
8	2	10/5/2007 8:02		Answer2		2
9	3	10/5/2007 8:02		Answer3		3
10	4	10/5/2007 8:02		Answer4		4
11	5	10/5/2007 8:03		Answer2		2
12	6	10/5/2007 8:03		Answer1		1
13						
14						
15						
16		Totals:				
17		Answer1	2		33.33%	
18		Answer2	2		33.33%	
19		Answer3	1		16.67%	
20		Answer4	1		16.67%	
21			6		100.00%	
22						
23						
24						



- The widths of the columns may be adjusted by dragging the column separators at the tops of the columns.

	A	B	C	D	E
1	Survey Name				
2	Survey Description				
3					
4	Respondent #	Submit Date	E-mail	Pick one of the following answers	
5					
6					
7	1	10/5/2007 8:02	Answer1		1
8	2	10/5/2007 8:02	Answer2		2
9	3	10/5/2007 8:02	Answer3		3
10	4	10/5/2007 8:02	Answer4		4
11	5	10/5/2007 8:03	Answer2		2
12	6	10/5/2007 8:03	Answer1		1
13					
14					



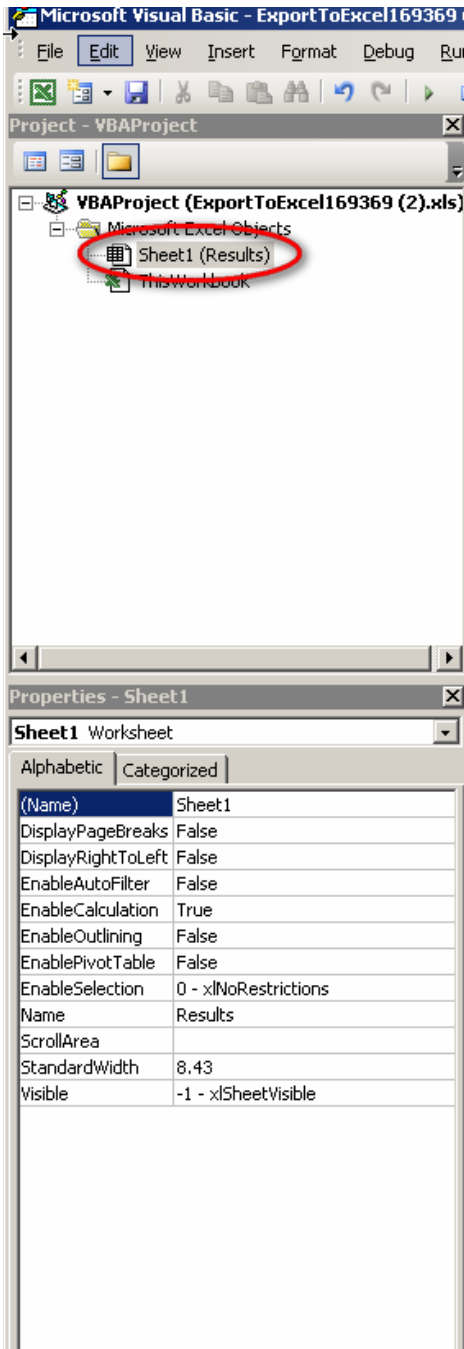
4. Click on the Tools menu and select Macro -> Visual Basic Editor...

The screenshot shows the Microsoft Excel interface with the 'Tools' menu open. The 'Macro' option is selected, and its sub-menu is visible, showing 'Visual Basic Editor' as the chosen option. The spreadsheet in the background contains survey data with columns for 'Respondent #', 'Answer', and percentages.

	A		D	E	F
1	Survey Name				
2	Survey Description				
3					
4	Respondent #	Su			
5					
6					
7		1			
8		2			
9		3			
10		4			
11		5	10/5/2007 8:03		
12		6	10/5/2007 8:03		
13					
14					
15					
16		Totals:			
17		Answer1	2	33.33%	
18		Answer2	2	33.33%	
19		Answer3	1	16.67%	
20		Answer4	1	16.67%	
21			6	100.00%	
22					



5. In the screen that opens double click the Sheet1 (Results) in the tree on the left:





6. Copy and paste the following code to the window that will open:

```
Sub GetTotals()  
    szStart = InputBox("Please enter starting row")  
    szEnd = InputBox("Please enter ending row")  
    szColumn = InputBox("Please enter Column number")  
    CellForTotals = InputBox("Please enter the cell (row, column) where to start writing  
totals")  
    sCellForTotals = Split(CellForTotals, ",")  
  
    nBeginRow = sCellForTotals(0)  
    nBeginColumn = sCellForTotals(1)  
  
    Dim Values As New Collection  
    counter = 0  
    Dim found As Boolean  
    For nRow = szStart To szEnd  
        For Each Value In Values  
            If StrComp(ActiveSheet.Cells(nRow, Val(szColumn)), Value) = 0 Then found = True  
        Next Value  
        If Not found Then Values.Add (ActiveSheet.Cells(nRow, Val(szColumn)))  
    Next nRow  
  
    Dim Totals As New Collection  
    For Each Value In Values  
        Totals.Add Item:=0, key:=Value  
    Next Value  
  
    For nRow = szStart To szEnd  
        Let c = Totals(ActiveSheet.Cells(nRow, Val(szColumn))) + 1  
        Totals.Remove (ActiveSheet.Cells(nRow, Val(szColumn)))  
        Totals.Add Item:=c, key:=ActiveSheet.Cells(nRow, Val(szColumn))  
    Next nRow  
  
    ActiveSheet.Cells(Val(nBeginRow), Val(nBeginColumn)) = "Totals"  
    nTotalsRow = nBeginRow + 1  
    For Each Value In Values  
        ActiveSheet.Cells(Val(nTotalsRow), Val(nBeginColumn)).Value = Value  
        ActiveSheet.Cells(Val(nTotalsRow), Val(nBeginColumn + 1)).Value = Totals(Value)  
        nTotalsRow = nTotalsRow + 1  
    Next Value  
    Sum = 0  
    For Each Total In Totals  
        Sum = Sum + Total  
    Next Total  
    ActiveSheet.Cells(Val(nTotalsRow), Val(nBeginColumn + 1)) = Sum  
  
    nTotalsRow = nBeginRow + 1  
  
    For Each Value In Values  
        Dim div As Double  
        div = Val(ActiveSheet.Cells(Val(nTotalsRow), Val(nBeginColumn + 1))) / Sum  
        ActiveSheet.Cells(Val(nTotalsRow), Val(nBeginColumn + 2)).Value = Format(div, "##.##  
%")  
        nTotalsRow = nTotalsRow + 1  
    Next Value  
  
    ActiveSheet.Cells(Val(nTotalsRow), Val(nBeginColumn + 2)) = Format(1, "# %")  
  
End Sub
```



7. In the main spreadsheet window click the Tools menu, select Macro -> Macros...

The screenshot shows the Microsoft Excel interface with the 'Tools' menu open. The 'Macro' option is selected, and the 'Macros...' sub-menu is open. The spreadsheet contains data for a survey, including columns for 'Survey Name', 'Survey Description', 'Respondent #', and 'Totals'.

	A		D	E	F
1	Survey Name				
2	Survey Description				
3					
4	Respondent #	Su			
5					
6					
7		1			
8		2			
9		3			
10		4			
11		5	10/5/2007 8:03		
12		6	10/5/2007 8:03		
13					
14					
15					
16		Totals:			
17	Answer1		2	33.33%	
18	Answer2		2	33.33%	
19	Answer3		1	16.67%	
20	Answer4		1	16.67%	
21			6	100.00%	
22					
23					



10. In the next input box input the number of the last row for your calculations. In this tutorial, we will use 'row 12' for our ending row.

The screenshot shows an Excel spreadsheet titled "ExportToExcel1458.xls" with the following data:

	A	B	C	D	E	F	G	H	I
1	Survey Name								
2	Survey Description								
3									
4	Respondent #	Submit Date	E-mail	Pick one of the following answers					
5									
6									
7	1	10/5/2007 8:02		Answer1		1			
8	2	10/5/2007 8:02		Answer2		2			
9	3	10/5/2007 8:02		Answer3		3			
10	4	10/5/2007 8:02		Answer4		4			
11	5	10/5/2007 8:03		Answer2		2			
12	6	10/5/2007 8:03		Answer1		1			
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									

A "Microsoft Excel" dialog box is overlaid on the spreadsheet, containing the text "Please enter ending row", an input field with the value "12", and "OK" and "Cancel" buttons.



11. In the next input box input number of the column where the text values for responses are located. In this tutorial, we have used column D, which is number 4.

The screenshot shows an Excel spreadsheet titled "ExportToExcel1458.xls". The spreadsheet has columns A through H and rows 1 through 23. The data is as follows:

	A	B	C	D	E	F	G	H
1	Survey Name							
2	Survey Description							
3								
4	Respondent #	Submit Date	E-mail	Pick one of the following answers				
5								
6								
7		1	10/5/2007 8:02	Answer1	1			
8		2	10/5/2007 8:02	Answer2	2			
9		3	10/5/2007 8:02	Answer3	3			
10		4	10/5/2007 8:02	Answer4	4			
11		5	10/5/2007 8:03	Answer2	2			
12		6	10/5/2007 8:03	Answer1	1			
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

A dialog box titled "Microsoft Excel" is overlaid on the spreadsheet. It contains the text "Please enter starting row" and a text input field with the number "4" entered. There are "OK" and "Cancel" buttons.



12. In the last input box enter the number of the first where you want to start showing totals. In our example here, we have started the output for our totals in cell C17, and will need to input "17,3" into the input box

The screenshot shows an Excel spreadsheet titled "ExportToExcel1458.xls". The spreadsheet has columns A through H and rows 1 through 25. The data is as follows:

	A	B	C	D	E	F	G	H
1	Survey Name							
2	Survey Description							
3								
4	Respondent #	Submit Date	E-mail	Pick one of the following answers				
5								
6								
7		1	10/5/2007 8:02	Answer1		1		
8		2	10/5/2007 8:02	Answer2		2		
9		3	10/5/2007 8:02	Answer3		3		
10		4	10/5/2007 8:02	Answer4		4		
11		5	10/5/2007 8:03	Answer2		2		
12		6	10/5/2007 8:03	Answer1		1		
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

A dialog box titled "Microsoft Excel" is open, with the text "Please enter the cell (row, column) where to start writing totals". Below the text is an input field containing "17,3". There are "OK" and "Cancel" buttons.



13. Once you click Ok, the totals will be automatically calculated and put into the specified location.

Export To Excel1458.xls						
	A	B	C	D	E	F
1	Survey Name					
2	Survey Description					
3						
4	Respondent #	Submit Date	E-mail	Pick one of the following answers		
5						
6						
7	1	10/5/2007 8:02		Answer1		1
8	2	10/5/2007 8:02		Answer2		2
9	3	10/5/2007 8:02		Answer3		3
10	4	10/5/2007 8:02		Answer4		4
11	5	10/5/2007 8:03		Answer2		2
12	6	10/5/2007 8:03		Answer1		1
13						
14						
15						
16		Totals:				
17		Answer1	2	33.33%		
18		Answer2	2	33.33%		
19		Answer3	1	16.67%		
20		Answer4	1	16.67%		
21			6	100.00%		
22						
23						
24						