

Randomize List



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This article teaches you how to randomize (shuffle) a list in Excel. For example, we want to randomize the list in column A below.

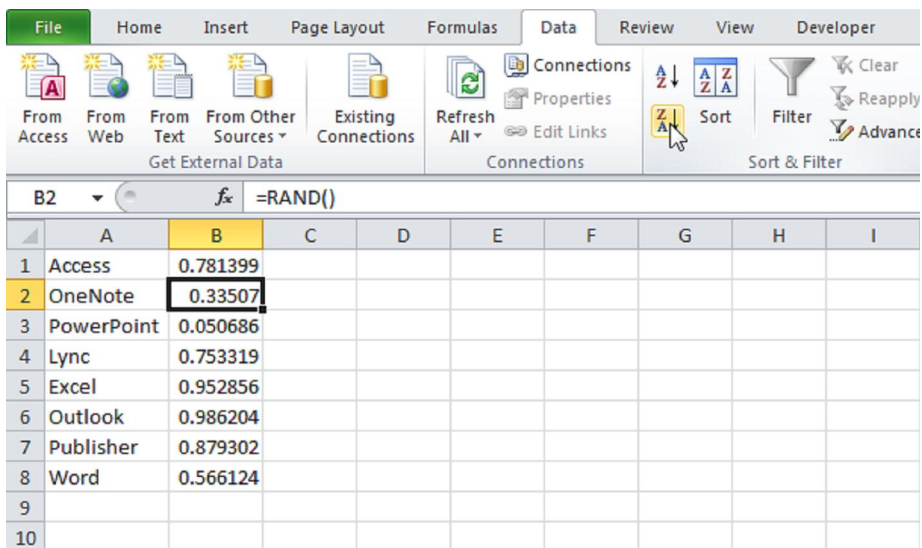
1. Select cell B1 and insert the RAND() function.
2. Click on the lower right corner of cell B1 and drag it down to cell B8.

	A	B	C	D	E	F	G	H	I
1	Excel	0.609921							
2	Word	0.073256							
3	Access	0.979793							
4	Outlook	0.389858							
5	PowerPoint	0.782813							
6	OneNote	0.906147							
7	Publisher	0.24269							
8	Lync	0.681033							
9									
10									

3. Click any number in the list in column B.

4. On the Data tab, click ZA.

Result. A random list in column A (sorted on the random numbers above).



The screenshot shows the Microsoft Excel interface with the Data tab selected. The ribbon includes options for Connections, Refresh, Sort, and Filter. The spreadsheet below shows a list of applications in column A and their corresponding random numbers in column B, generated by the =RAND() formula.

	A	B	C	D	E	F	G	H	I
1	Access	0.781399							
2	OneNote	0.33507							
3	PowerPoint	0.050686							
4	Lync	0.753319							
5	Excel	0.952856							
6	Outlook	0.986204							
7	Publisher	0.879302							
8	Word	0.566124							
9									
10									

Note: [random numbers](#) change every time a cell on the sheet is calculated. If you don't want this, simply copy the random numbers and paste them as values.

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