Using the FREQUENCY Function
This guide will show how to use the frequency function, which shows how often a value occurs in a range of values.

Step 1
In a new column beside your data, create bins using the upper boundary for the category. For example, a column of bins reading 0, 10, 20, 30, and 40 will separate data in categories from 0, 1-10, 11-20, 21-30, and 31-40.

Step 2
Select all of the blank cells next to the bins. Type an equals sign and then “frequency”.

Step 3
Select the array of data, insert a comma, and then select the array of bins.
Step 4
Press Control, Shift, and Enter to display the information. Pressing only Enter will not yield the desired results.

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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