

How Did You Hear? Data Entry Spreadsheet

Participant # or ID	Main Question: How did you hear about this class?											Response 4a Followup: Name of Practice	Targeted/ Not Targeted			Response 4b Followup: Who told you about the class?					
	1	2	3	4	5	6	7	8	9	10	10 Specify	Type name of practice from questionnaire, if provided.	T	NT	UNK	1	2	3	4	5	6
	Friend, family, co-worker	Someone who took class	Someone who teaches class	Doctor's office	Community leader or spokesperson	Brochure, flyer, poster	Radio, TV, newspaper	Web site	Don't know/remember	Other source	Type answer from questionnaire, if provided		Targeted practice	Not a targeted practice	Unknown	Doctor	Other clinical staff	Front desk, admin staff	Someone in waiting room	Other staff	Brochure, flyer, poster
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					

TOTALS											ALL RESPONSES										
	1	2	3	4	5	6	7	8	9	10		T	NT	UNK	1	2	3	4	5	6	

See Instructions tab for tips on filling out this spreadsheet and inserting formulas to calculate sums.

Tips for Completing the How Did You Hear? Data Entry Spreadsheet

Use this spreadsheet to compile class participant answers to the How Did You Hear? questions.

1. Assign each participant an identification number. Enter it into the "Participant # or ID" column. The cells are prefilled with the numbers 1 through 10 as examples. You can add rows as needed to the data entry table using the Microsoft Excel Insert function.
2. Record participant answers to each How Did You Hear? question in the corresponding cells on the data entry spreadsheet.
 - a. To record answers to the Main Question and Response 4b Followup, enter an "X" in the column that represents each answer given on the participant's How Did You Hear? Form. NOTE: Participants may answer the Main Question by checking multiple responses; however, they should check only one response to Response 4b Followup.
 - b. For Response 10 to the Main Question and for Response 4a Followup, participants are asked to write in answers. Type the answer written on the participant's How Did You Hear? Form. If no answer was given, leave the cell blank.
 - c. For each answer to Response 4a Followup, note whether it is a targeted practice (i.e. one that received contact to market this intervention), if you know.
3. When you have entered all participant data, tally the totals for each of the Main Question, Targeted/Not Targeted, and Response 4b columns. One way to do this is to use the COUNTA function. This function counts up all the cells within a specified range that are filled with any character. Let's say you have recorded answers for 10 participants. To count the total number of times participants checked "friend, family, co-worker" as a response, you would:
 - a. Place your cursor in the empty cell in the "TOTALS" row (Column B, Row 16, in this example).
 - b. Enter "=COUNTA(B4:B13)" into the function box to cover the range of entries you want to count by column and row. NOTE: In this example, that range is "B4:B13" because responses to "friend, family, co-worker" are marked in Column B. The first participant's data was entered in Column B, Row 4, and the last participant's data was entered in Column B, Row 13. As you add participants, the row number will get larger.
 - c. Press the Enter key to see the calculation.
 - d. Repeat this process to count up the responses in Columns C through K, Columns N through P, and Columns Q through Z.
4. When answering the Main Question, participants are allowed to check off more than one response. One way to tally the total number of responses checked is to use the SUM function. To do this, you would:
 - a. Place your cursor in the "TOTALS" cell above "All Responses" (Column L, Row 16, in this example).
 - b. Enter "=SUM(B16:K16)" into the function box to add up the totals for Responses 1 through 10. NOTE: In this example, that range is "B16:K16" because your totals for each response are recorded in Row 16, starting in Column B and ending in Column K. As you add participants, the row number will get larger.
 - c. Press the Enter key to see the calculation.