## Percentages

Calculating percentages will be easier than the frequencies.

- Highlight the cell across from the first scale value, 5, with its associated frequency, 1, which is D24.
- In the row above the column letter labels, next to *fx* type:
  = C24/19 which is: equal sign, space, C24 the first frequency cell that you want a percentage for, / for divided by, the "count" value calculated in step 1 above which is 19 in my case. Then hit enter.
- Highlight the percentage that was just calculated by left clicking and then copy or go to edit and then copy. That cell will have flashing dashes around it. Then highlight the rest of the cells where you want the rest of the percentages placed and copy the flashing cell into the other cell places.
- Decimal values will appear which you can report as percentages.
- In these instructions and in the Excel file, I only calculate frequencies and percentages for one variable.

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