



Microsoft Forms Survey Data for Splitter

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Survey Data in Spreadsheet : Microsoft Forms

- Splitter solves key issue for Google Forms survey data format downloaded in spreadsheet : how to handle multiple data in a single cell.
 - Pivot Table will treat content in a single cell as one data therefore not suitable for survey data containing multiple data in a cell.
- Multiple Data in a cell arises for Question with Multiple Answers (or often in Open End Question).
- Multiple data issue is also found on Microsoft Forms survey data.
- For surveys using Microsoft Forms, minor changes need to be made about the data format in multiple answer questions to follow that of Google Forms before it can be analyzed by Splitter.

Multiple Answer Question

- Multiple Answer question is a type of question that allows respondent to have one or more than one answers. An example below in comparison to single answer question from questionnaire using Microsoft Forms

Covid Vaccine Makers

1. From the following Covid vaccine makers, which ones are you aware of?

- Moderna
- Sinovac
- Sanofi/GSK
- Pfizer/BioNTech
- Oxford/AstraZeneca
- Novavax
- Curevax
- Johnson & Johnson
- Sputnik V
- Other

Multiple Answer Question

2. Vaccine from which maker do you use?

- Moderna
- Sinovac
- Sanofi/GSK
- Pfizer/BioNTech
- Oxford/AstraZeneca
- Novavax
- Curevax
- Johnson & Johnson
- Sputnik V
- Other

Single Answer Question

Multiple Answer Format in Spreadsheet

- In Microsoft Forms, in multiple answer question, each answer *is ended with semi-colon “;” sign*
- In Google Forms, each answer *is separated by comma sign “,”*.
- For single answer question, the format in Microsoft and Google Forms is the same as it is written in the forms without any additional sign.

Microsoft Forms

ID	From the following Covid vaccine makers, which ones are you aware of?	Vaccine from which maker do you use?
1	Moderna;Sinovac;Sanofi/GSK; Pfizer/BioNTech;Oxford/Astra	
2	1 Zeneca;Sputnik V;	Pfizer/BioNTech
3	2 Novavax;Johnson & Johnson;	Johnson & Johnson
4	3 Curevax;	Curevax
5		

Multiple Answer Question

Single Answer Question

Google Forms

ID	From the following Covid vaccine makers which ones are you aware of?	Vaccine from which maker do you use?
1	Moderna, Sinovac, Sanofi/GSK, Pfizer/BioNTech,	
2	1 Oxford/AstraZeneca, Sputnik V	Pfizer/BioNTech
3	2 Novavax, Johnson & Johnson	Johnson & Johnson
4	3 Curevax	Curevax
5		

Multiple Answer Question

Single Answer Question

Minor Adjustment in Format

- To be able to use Splitter for survey data analytics, the format in multiple answer question in the spreadsheet for surveys using Microsoft Forms needs to be adjusted first following that of Google Forms.
 - Just replace semicolon sign “;” to comma “,”
 - Then delete comma sign at end of answer that is not used to separate answer

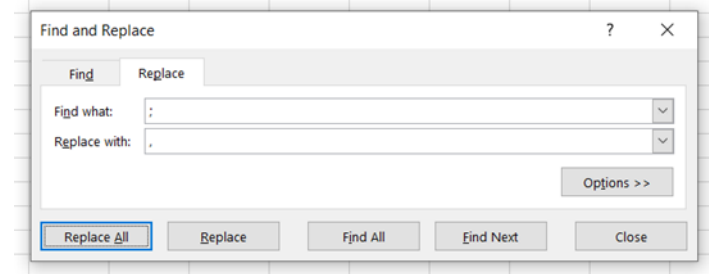
ID	From the following Covid vaccine makers, which ones are you aware of?	Vaccine from which maker do you use?
1	Moderna;Sinovac;Sanofi/GSK; Pfizer/BioNTech;Oxford/Astra	1 Zeneca;Sputnik V;
2	2 Novavax;Johnson & Johnson;	Pfizer/BioNTech
3	3 Curevax;	Johnson & Johnson
4		Curevax
5		

1.First replace all semicolon “;” to comma “,”

2. Then delete now comma “,” at end of answer

Now you have the Google Forms format for multiple answer : each answer is separated by a comma “,” sign

1.To replace all semicolon “;” to comma “,”



2. Function to delete comma at end of answer
=REPLACE(A1,LEN(A1),1,"")
Change A1 to your target cell

Using Splitter in Multiple Answer Question from Survey Using Microsoft Forms

Original Format (semicolon
“;” after each answer)

From the following Covid vaccine makers, which ones are you aware of?

	Total
Resp	3
Moderna;Sinovac;Sanofi/GSK;Pfizer/BioNTech;Oxford/AstraZeneca;Sputnik V;	33.3%
Novavax;Johnson & Johnson;	33.3%
Curevax;	33.3%
Total	100.0%

Data in each cell is not 'splitted' that data in whole cell is considered single data.

Replace All Semicolon “;”
with comma “,”

From the following Covid vaccine makers, which ones are you aware of?

	Total
Resp	3
Moderna	33.3%
Sinovac	33.3%
Sanofi/GSK	33.3%
Pfizer/BioNTech	33.3%
Oxford/AstraZeneca	33.3%
Sputnik V	33.3%
Novavax	33.3%
Johnson & Johnson	33.3%
Curevax	33.3%
Not Established	100.0%
Total	400.0%

Change to comma now data in each cell is splitted to its individual data.

Splitter thinks there are empty data since there is no data after comma sign thus “not established” here.

Delete comma sign at end
of answer in each cell

From the following Covid vaccine makers, which ones are you aware of?

	Total
Resp	3
Moderna	33.3%
Sinovac	33.3%
Sanofi/GSK	33.3%
Pfizer/BioNTech	33.3%
Oxford/AstraZeneca	33.3%
Sputnik V	33.3%
Novavax	33.3%
Johnson & Johnson	33.3%
Curevax	33.3%
Total	300.0%

“Not Established” is gone

Splitter: Excel Add-In for Google Form Survey Data Analytics

- Splitter is Excel Add-In for Google Forms Survey Data Analytics. It is specially designed for Google Forms survey data downloaded as Excel.
 - Splitter makes your Excel a *powerful* survey analytics tool.
- Splitter solves key issue for Google Forms survey data format downloaded in spreadsheet which otherwise Pivot Table would suffice : how to handle multiple data in a single cell.
- We have three Splitter versions:
 1. Student version : For Google Forms Questionnaire with Closed End questions only
 - Closed End : **Multiple Choice** (question with single answer) and **Checkboxes** (question with multiple answers allowed - multiple data in a cell in a cell format)
 - Analysis : Crosstabulations and Filter. [Download Tutorial](#)
 2. Pro version : For Google Forms Questionnaire that has Open End Questions
 - Open End : Instead of choosing available option, respondent write their own answer whether in **Short Answer** (question with answer in short text or numeric) or **Paragraph** (question with answer in long text or essay). Answers for open end question especially **Paragraph** often contains multiple data in a cell.
 - Analysis : Cross tabulations, Filter and Coding for Open End Questions. [Download Tutorial](#)
 3. Pro X version : Data Entry Diagnostic and Editor
 - Mainly for Paper Questionnaire with manual data entry in Excel. Closed End and Open End Questions. [Download Tutorial](#)



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