* Open page layout view (It is less intimidating and resembles a word document.)
* Title of the document can be in the Header or Row #1
* A column and row one is usually reserved for labeling purposes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Grade | Age | Mark | Attendance  Pre | Att Post |
| John | 7 | 13 | 3 | 12 | 7 |
| Steve | 7 | 14 | 2 | 8 | 3 |
| Juan | 8 | 14 | 2 | 9 | 3 |
| Average | =Average(B2:B3) | =Average(C2:C3) |  |  |  |

1. How to build a formula
   1. =Math problem using cells as a reference
   2. =XX(data set)
2. Basic Arithmetic

Add the number of attendance issues between john & Steve

* 1. **Adding/subtracting**
     1. Cell + or – Cell
     2. =A2+A3
  2. **Multiplying/Dividing**
     1. Cell \* or / Cell

Subtract Pre from post from att.

* + 1. =A2/A3
  1. **Sum of a data set**
     1. =Sum(data set)
     2. =Sum(A2:A40)

Find the Sum of the ages

* + - 1. Adds a1+a2+a3…a50

1. Crunching Numbers
   1. **Averages**
      1. =Average(data set)
      2. =Average(A2:B7)
   2. **% of change** (David effect)
      1. (Post test – Pre test)/Pre Test
   3. **Counting data calculated** (Counting formula)
      1. =countif(Data set, criteria)
      2. =countif(A2:A40,1)
      3. =countif(A2:A40,“a”)
      4. =countif(A2:A40,“stongly agree”)
2. Duplicating Formulas
   1. Put Curser on the bottom right hand corner of a cell with a formula until you see a crosshair. Drag the formula to the desired spot. (Helps not having to do extra data work
3. Auto Red Flagging (Conditional Formatting)
   1. Within a specific data set, you can add rules that help red flag students who data stands out.
   2. Rules can be put inputted by Percentile, grater than a certain number, black cell, filled cell, cell containing specific data
4. Ordering and Sorting
   1. Select the area go to DATA🡪Filter
      1. You cannot filter by field.
      2. Data🡪Sort (Sort by field)

|  |  |  |  |
| --- | --- | --- | --- |
| Formula/Function | What is does | What it looks like | Notes |
| Addition | Adds two or more cells | =A1+B1+C1… |  |
| Multiplication/div | Multiply or divide cells | =A1\*B2  =A1/B2 |  |
| Finding Percentage Change  (David Effect) | % change from pre to post | =(Pre-Post)/Pre  =(E2-F2)/E2 |  |
| Counting Formula | Counts occurrence of numbers or text | =countif(A2:B3,1) | If you are counting text, it has to be exact and use ““ in the formula |
| Time Stamp | Automatically inputs time | PC: Control + :  Mac: Command + ; | Great for documentation |
| Date Stamp | Automatically inputs date | PC: Control + ;  Mac: Command + - | Great for documentation |
| Locking data sets | When formulas are duplicated it looks at the exact same data set | PC: Select data set + F4  Mac Select data set  Command + t | This can be helpful if you are repeating formulas |