

Excel Help - Fill Down Student Name

Sometimes when downloading Risk Indicators, the file will download with blocks of information for one student.

1	Student Name	Enrollments	Grades and Credits			Risk	
2	Name	Grade	Grade Count	Class Name	Teacher Name	Risk Value	Risk Level
3	Student A	9	5	Algebra I O/L		5	Inform
4				Chinese 100 O/L			
5				English 9 O/L			
6				Life Fitness O/L			
7				World History O/L			
8	Student B	9	4	Biology	Hanna, Christian	4	Inform
9				Health	Stanich, Kealey		
10				Ms Office Certification	Cottle, Hailey		
11				Nsd Pre-Ib English 9			
12	Student C	9	3	Algebra I	Cutler, Bryan	3	Inform
13				Intro To Marketing	Bailey, Maiya		
14				Photography	Flye, Robert		
15							
16							

But the user would like to “fill down” the student name so each line is associated with the student and can then be fully sorted/filtered.

1	Student Name	Enrollments	Grades and Credits			Risk	
2	Name	Grade	Grade Count	Class Name	Teacher Name	Risk Value	Risk Level
3	Student A	9	5	Algebra I O/L		5	Inform
4	Student A			Chinese 100 O/L			
5	Student A			English 9 O/L			
6	Student A			Life Fitness O/L			
7	Student A			World History O/L			
8	Student B	9	4	Biology	Hanna, Christian	4	Inform
9	Student B			Health	Stanich, Kealey		
10	Student B			Ms Office Certification	Cottle, Hailey		
11	Student B			Nsd Pre-Ib English 9			
12	Student C	9	3	Algebra I	Cutler, Bryan	3	Inform
13	Student C			Intro To Marketing	Bailey, Maiya		
14	Student C			Photography	Flye, Robert		
15							
16							

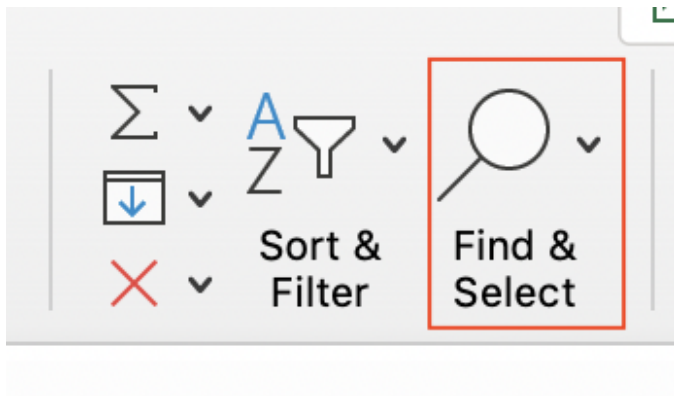
The following instructions are presented from the Mac version of Office but should work equally as well with the Windows version of Office.

Instructions for “Fill Down” with Student Names

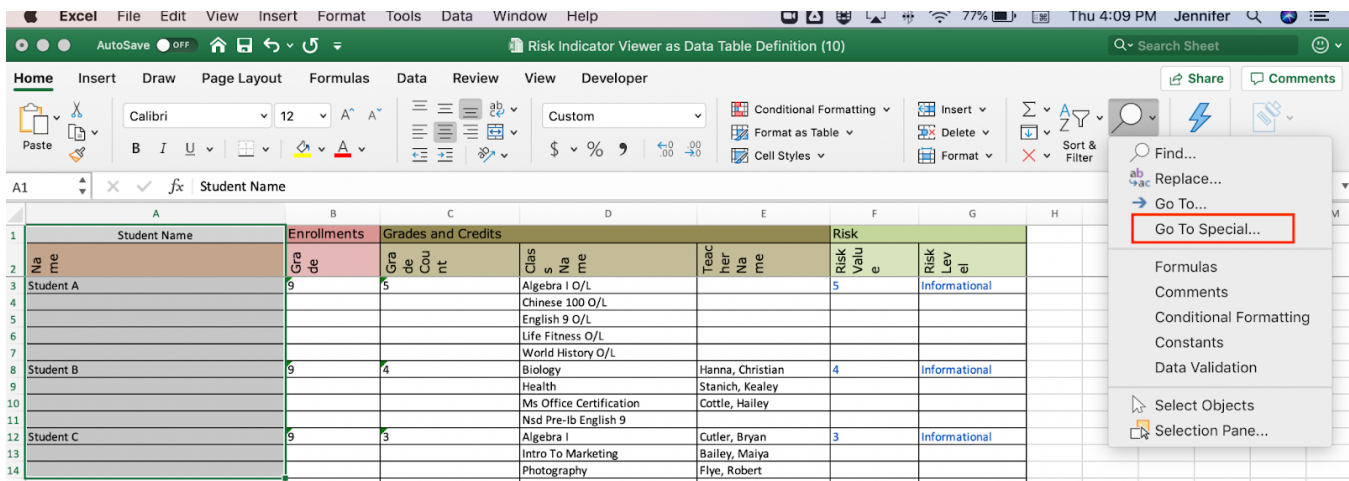
Select the student name column.

	A	B	C	D
1	Student Name	Enrollments	Grades and Credits	
2	Name	Grade	Grade Count	Class Name
3	Student A	9	5	Algebra I O/L
4				Chinese 100 O/L
5				English 9 O/L
6				Life Fitness O/L
7				World History O/L
8	Student B	9	4	Biology
9				Health
10				Ms Office Certification
11				Nsd Pre-Ib English 9
12	Student C	9	3	Algebra I
13				Intro To Marketing
14				Photography
15				

On the Home Ribbon, go to the Find & Select menu.

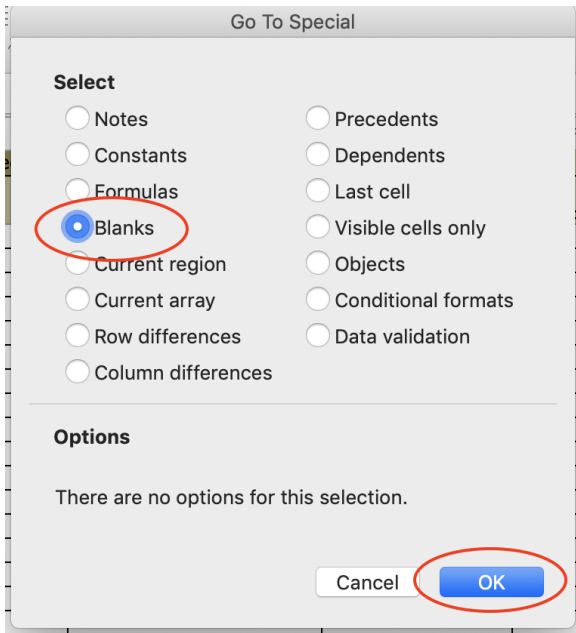


Select **Go to Special**.



The screenshot shows the Excel interface with the 'Find & Select' dropdown menu open. The 'Go To Special...' option is highlighted with a red box. The spreadsheet data is visible in the background, including columns for Student Name, Enrollments, Grades and Credits, Teacher Name, Risk Value, and Risk Level.

Next, choose the **Blanks** option and click **OK** on the **Go To Special** Menu.



Now create a formula to fill the cells with the information above. While the blanks are still selected, in the first cell available (in this example, A4), enter the formula:

=(up arrow key)

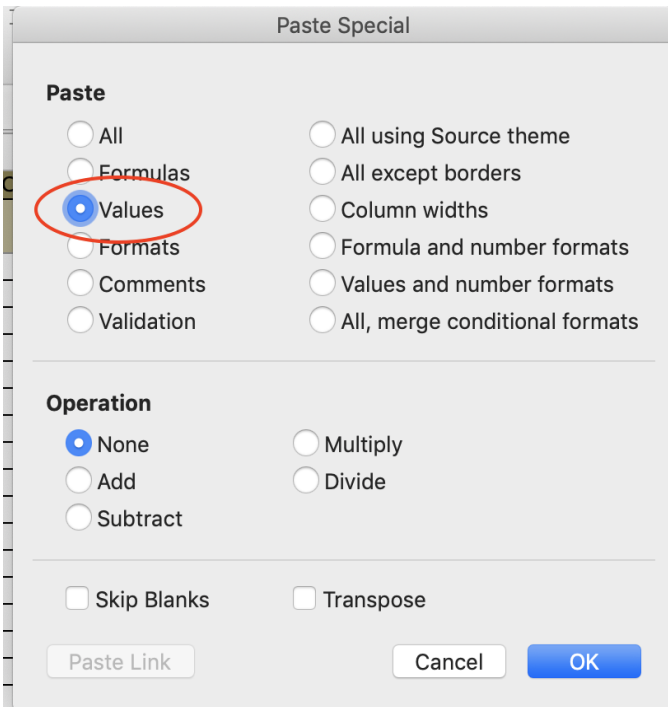
and then command+enter keys together to fill all the blank cells with the formula

This will fill in the blanks with the information from above, putting a student name on each row.

	A	B	C	D
1	Student Name	Enrollments	Grades and Credits	
2	Na me	Gra de	Gra de Cou nt	Clas s Na me
3	Student A	9	5	Algebra I O/L
4	Student A			Chinese 100 O/L
5	Student A			English 9 O/L
6	Student A			Life Fitness O/L
7	Student A			World History O/L
8	Student B	9	4	Biology
9	Student B			Health
0	Student B			Ms Office Certification
1	Student B			Nsd Pre-Ib English 9
2	Student C	9	3	Algebra I
3	Student C			Intro To Marketing
4	Student C			Photography
5				

The final step is to turn the highlighted entries that were just created into actual values instead of formula entries by:

- Selecting the column
- Copy the column (control C or Edit → Copy)
- And while still highlighting the column use Paste Special so the cells will only be Values with Edit → Paste Special and choose **Values** and click **OK**.



The spreadsheet now has student names associated with each line.

	A	B	C	D	E	F	
1	Student Name	Enrollments	Grades and Credits			Risk	
2	Name	Grade	Grade Count	Class Name	Teacher Name	Risk Value	Risk Level
3	Student A	9	5	Algebra I O/L		5	Inform
4	Student A			Chinese 100 O/L			
5	Student A			English 9 O/L			
6	Student A			Life Fitness O/L			
7	Student A			World History O/L			
8	Student B	9	4	Biology	Hanna, Christian	4	Inform
9	Student B			Health	Stanich, Kealey		
10	Student B			Ms Office Certification	Cottle, Hailey		
11	Student B			Nsd Pre-Ib English 9			
12	Student C	9	3	Algebra I	Cutler, Bryan	3	Inform
13	Student C			Intro To Marketing	Bailey, Maiya		
14	Student C			Photography	Flye, Robert		
15							
16							