

## Excel Help - Fill Down Student Name

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

	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	Informa
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	Informa
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	Informa
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 be then fully sorted/filtered.

	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	Informa
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	Informa
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	Informa
13	Student C			Intro To Marketing	Bailey, Maiya		
14	Student C			Photography	Flye, Robert		
15							
16							

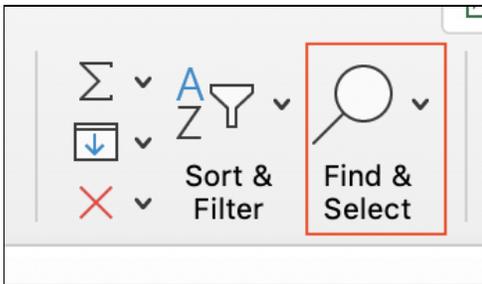
The following instructions are presented from the Mac version of Office, but should work equally as well with the Windows version of Office.

## Instructions for "Fill Down" with Student Names

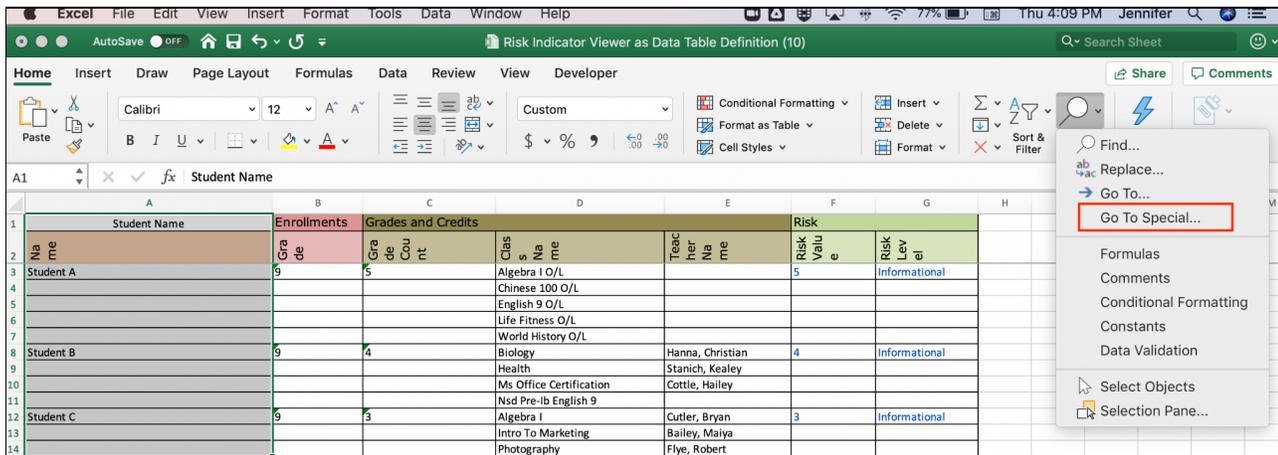
1. Select the student name column

	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				

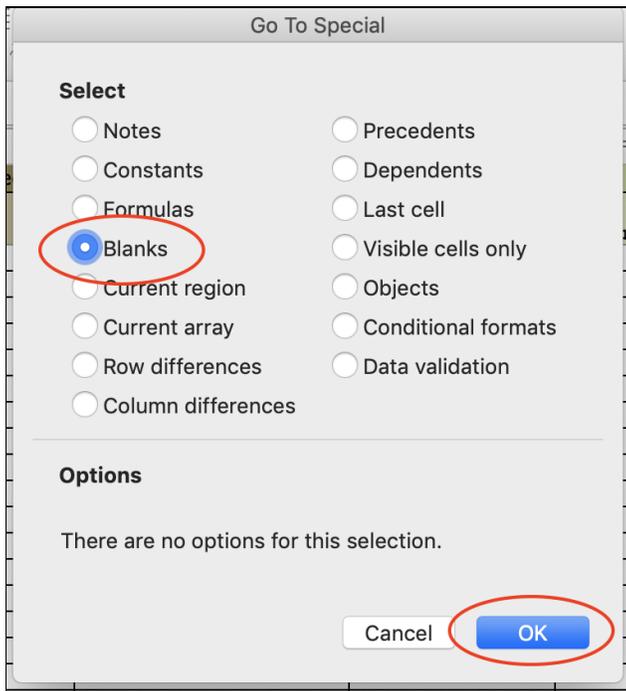
2. On the Home Ribbon go to the Find & Select menu



3. And select Go to Special



4. On the Go To Special Menu, choose the Blanks Option and OK



5. Now all the blank cells are selected, we are going to create a formula so that the cells will be filled with the information above. While the blanks are still selected, in the first cell available (in this example A4), enter the formula:

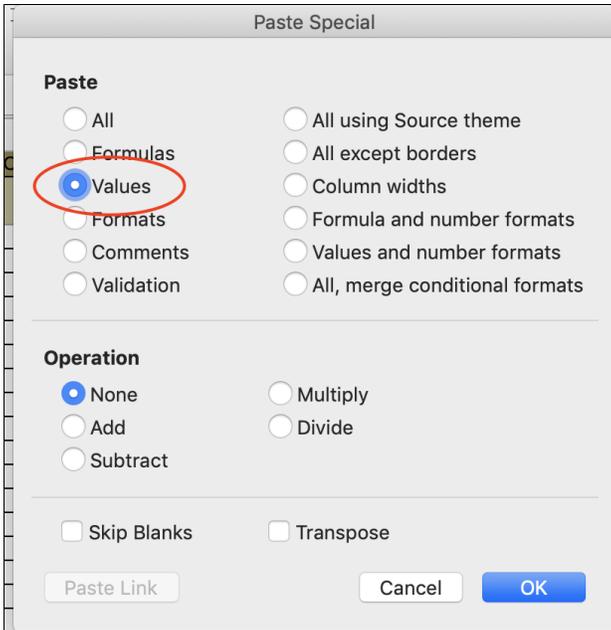
=(up arrow key)

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

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

	A	B	C	D
	Student Name	Enrollments	Grades and Credits	
2	Name	Grade	Grade Count	Class Name
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				

6. The final step is to turn the highlighted entries that were just created into actual values instead of formula entries by:
  - a. selecting the column
  - b. Copy the column (control C or Edit → Copy)
  - c. And while still highlighting the column use Paste Special so the cells will only be Values with Edit → Paste Special and choosing Values and 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		
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