

Excel Help - Fill Down Student Name

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

B2	$z_{z} \neq z_{z}$									
	A	В	С	D	E	F				
1	Student Name	Enrollments	Grades and Credits			Risk				
2	Ra	Gra de	Gra de nt	Clas s Ma me	Tea cher Na me	Risk Valu e	Risk Lev			
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	В	С	D	E	F	
1	Student Name 💼	Enrollments	Grades and Credits			Risk	
2	o Nam	Grad e	Grad e Cou nt	Clas s Nam e	Teac her Nam e	Risk Valu e	Risk Leve
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

1. Select the student name column

	A	В	С	D
1	Student Name	Enrollments	Grades and Credits	
2	Re	Gra de	Gra de Cou nt	Clas s Ma me
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

•	Excel File Edit View Inse	rt Format	Tools Data Win	dow Help		₩ L_ ,		📰 Thu 4	1:09 PM Jennifer 🔍 🐼 🖃
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Ho	me Insert Draw Page Layout	Formulas	Data Review	View Developer					🖻 Share 🗘 Comments
P	$ \begin{array}{c c} & & & \\ & & \\ & & \\ & \\ aste \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ $	2 • A A	 三三三歳、 三三三歳、 三三二次、 	Custom \$ • % 9 ⊕0	Conditional Format as Tab	ormatting v ole v	Insert × Insert × Image: Delete × Image: Delete × <td< td=""><td>∑ × A Z ✓ × × Sort & Filter</td><td>✓ ✓ ✓ ○ Find</td></td<>	∑ × A Z ✓ × × Sort & Filter	✓ ✓ ✓ ○ Find
A1	🌲 🗙 🗸 $f_{\!X}$ Student Name								sac Replace ▼
	A	В	С	D	E	F	G	н	→ Go To
1	Student Name	Enrollments	Grades and Credits			Risk			Go To Special
2	де	Gra de	Gra de nt u	Clas s Ma me	Teac her Na me	Risk Valu e	Risk Lev el		Formulas
3	itudent A	9	5	Algebra I O/L		5	Informational		Comments
4				Chinese 100 O/L					
5				English 9 O/L					Conditional Formatting
6				Life Fitness O/L					Constants
8	itudent B	9	4	Biology	Hanna Christian	4	Informational		Data Validation
9		<u>,</u>	7	Health	Stanich, Kealey	-	intornacional		
10				Ms Office Certification	Cottle, Hailey				Select Objects
11				Nsd Pre-Ib English 9					
12	itudent C	9	3	Algebra I	Cutler, Bryan	3	Informational		Ex Selection Pane
13				Intro To Marketing	Bailey, Maiya				
14				Photography	Flye, Robert				



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

Go To	Go To Special						
Select							
Notes	Precedents						
Constants	Dependents						
Eormulas	C Last cell						
Blanks	Visible cells only						
Current region	Objects						
Current array	Conditional formats						
Row differences	Obata validation						
Column differences	-						
Options							
There are no options for	this selection.						
Cancel 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.

	Α	В	С	D
1	Student Name	Enrollments	Grades and Credits	
2	Na	Gra de	Gra de nt 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				



- 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 \rightarrow 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

Paste Special						
Paste						
	All using Source theme					
Eormulas	All except borders					
O Values	Column widths					
Formats	Formula and number formats					
Comments	OValues and number formats					
Validation	All, merge conditional formats					
Operation						
 None 	Multiply					
Add	Divide					
Subtract						
Skip Blanks	Transpose					
Paste Link	Cancel OK					

The spreadsheet now has student names associated with each line.

	А	В	С	D	E	F				
1	Student Name 👘	Enrollments	Grades and Credits			Risk				
2	а У У	Grad e	Grad e Cou nt	Clas s Ram e	Teac her Nam e	Risk Valu e	Risk Leve			
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										