

CONNECT TECH CONFERENCE

EXCEL AS A MARKBOOK

12:35 - 1:20





| GRAB THE RESOURCE AT:

R E S O U R C E S

MrStav.ca/connect

MY RECOMMENDATION

- **During the session:**
 - TRY the skills LIVE on a blank excel document to learn the concept
- **After the session:**
 - Enjoy that the work has been done for you on the downloadable file at MrStav.ca/connect

In this session...

SLIDE #

SLIDE # 7

- **Freeze** Names column

SLIDE # 10

- Multiple **subjects**

SLIDE # 15

- **Filters**
 - to quickly sort your class lists by first names, last names, or even by assessment results

SLIDE # 27

- Automatic class **averages**

SLIDE # 27

- Automatic student **averages**
 - (This is helpful to show students what their mark COULD be if they "bump up" their work)

* = expert level skill

Bonus slides...

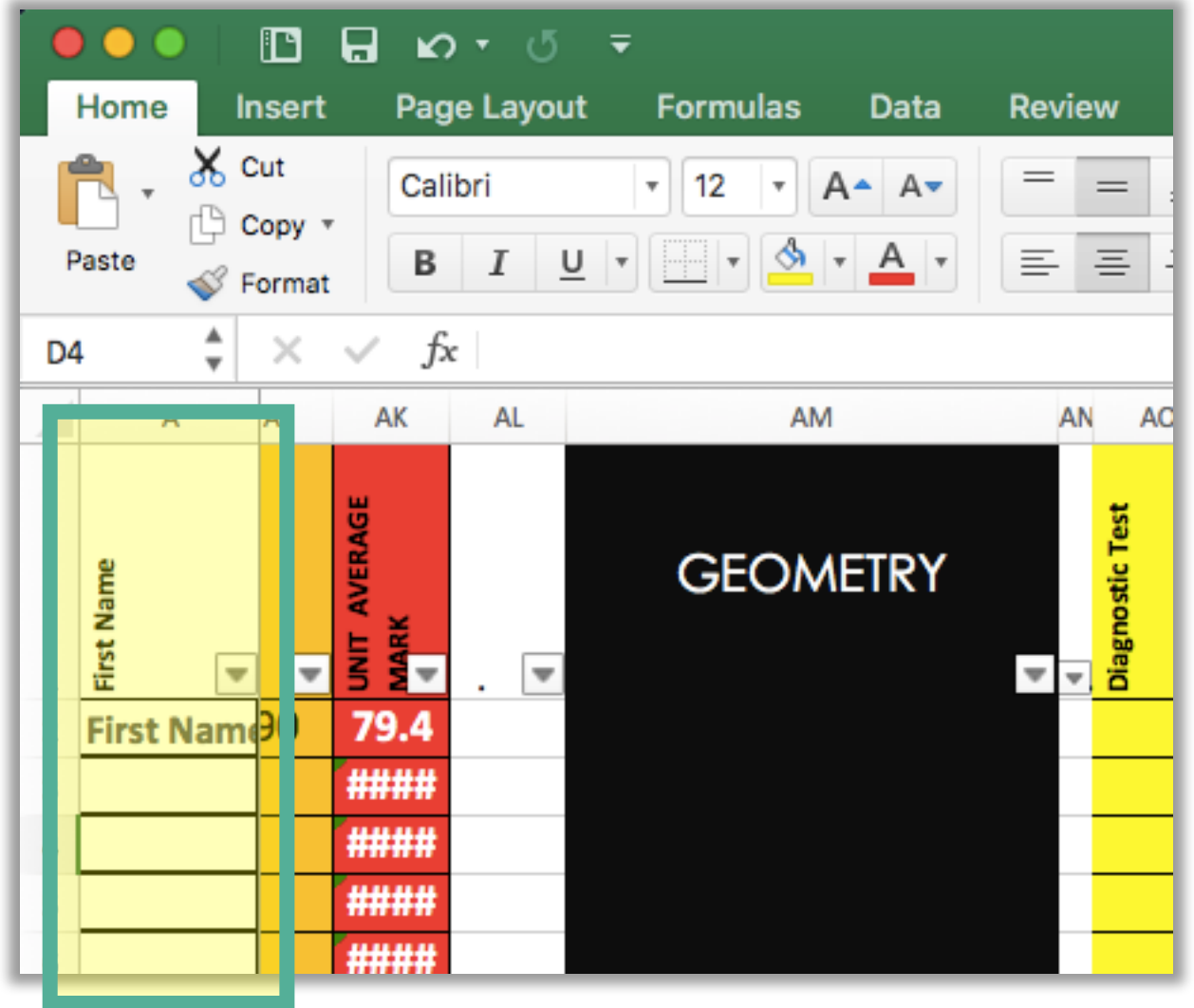
- SLIDE # 39 • Add a column
- SLIDE # 41 • Colour a column
- SLIDE # 43 • Delete 1 or multiple columns
- SLIDE # 45 • Change text direction
- SLIDE # 47 • Clear Contents
- SLIDE # 50 • *Weighted Average Formulas
- SLIDE # 54 • *If/Then Formulas



FREEZE

how to...

FREEZE FIRST COLUMN



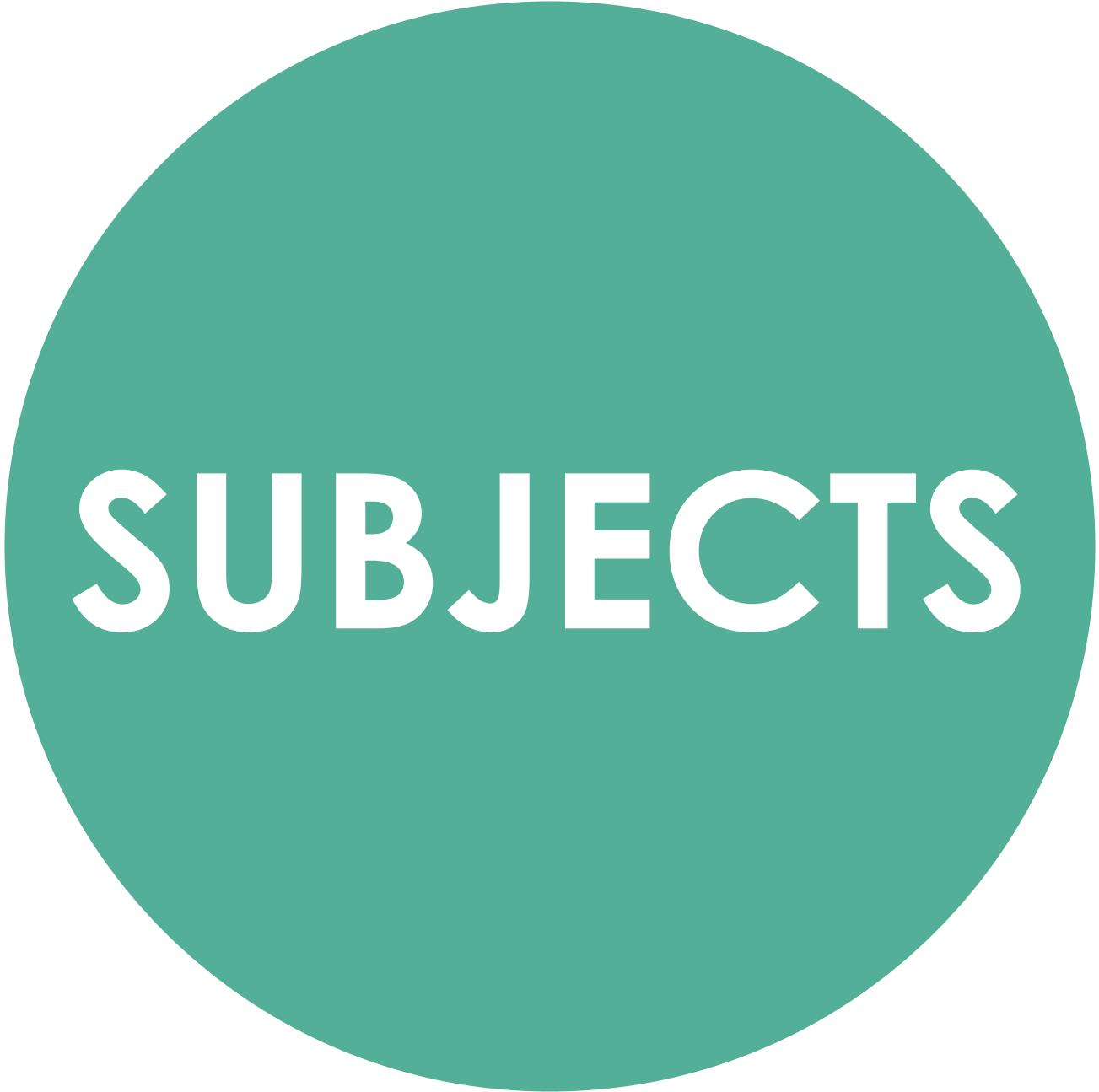
Markbook - BLANK

Home Insert Page Layout Formulas Data Review View

Normal Page Break Preview Page Layout Custom Views Ruler Formula Bar Zoom 100% Zoom to 100% Unfreeze Panes Freeze Top Row Freeze First Column Split View Macros Record Macro

AS1

	A	AI	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY
1	First Name		UNIT AVERAGE MARK		GEOMETRY		Diagnostic Test	Assessment Piece									
2	First Name	90	79.4							75				80			
3			####														
4			####														
5			####														
6			####														
7			####														
8			####														
9			####														
10			####														
11			####														
12			####														

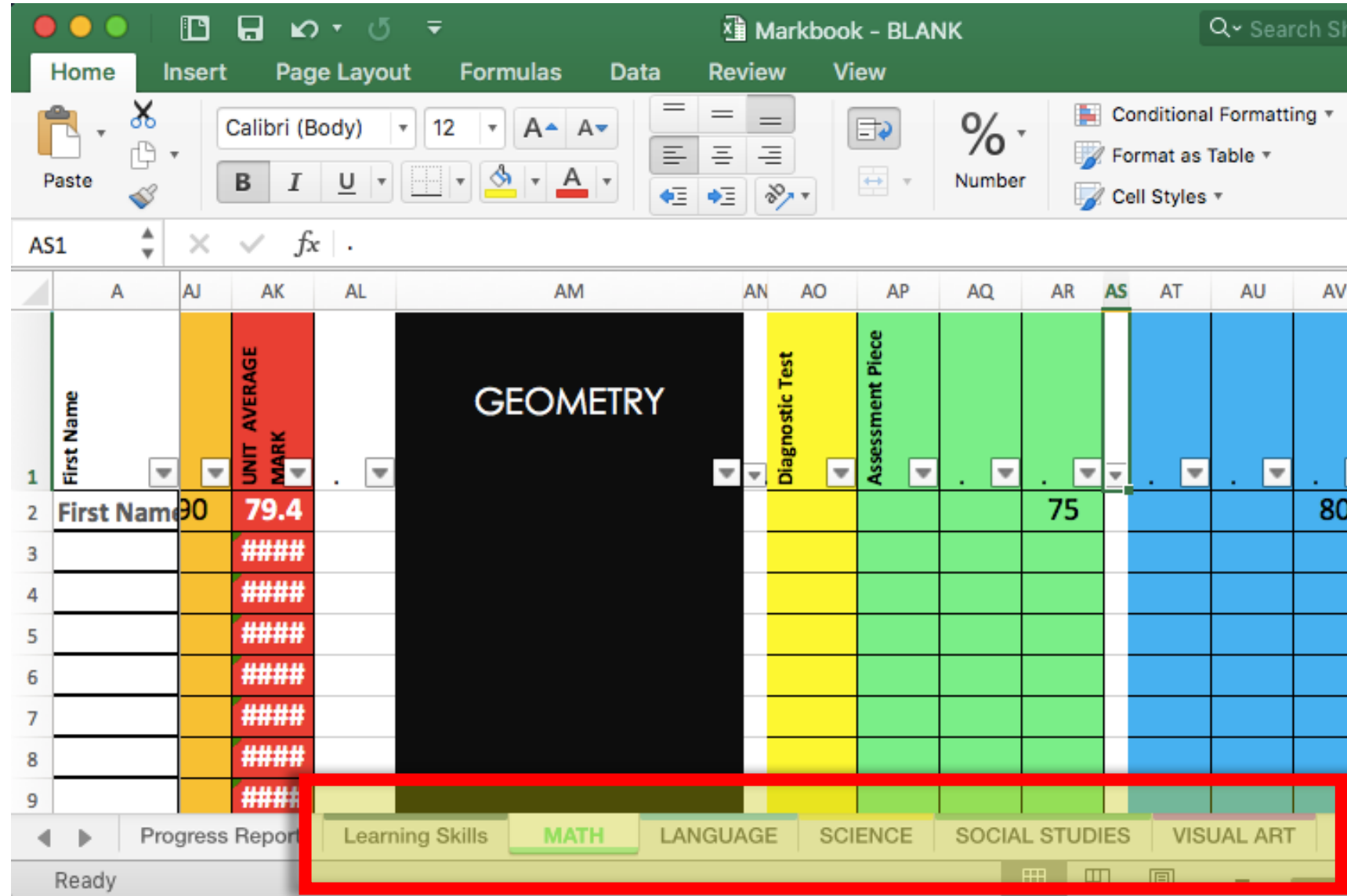


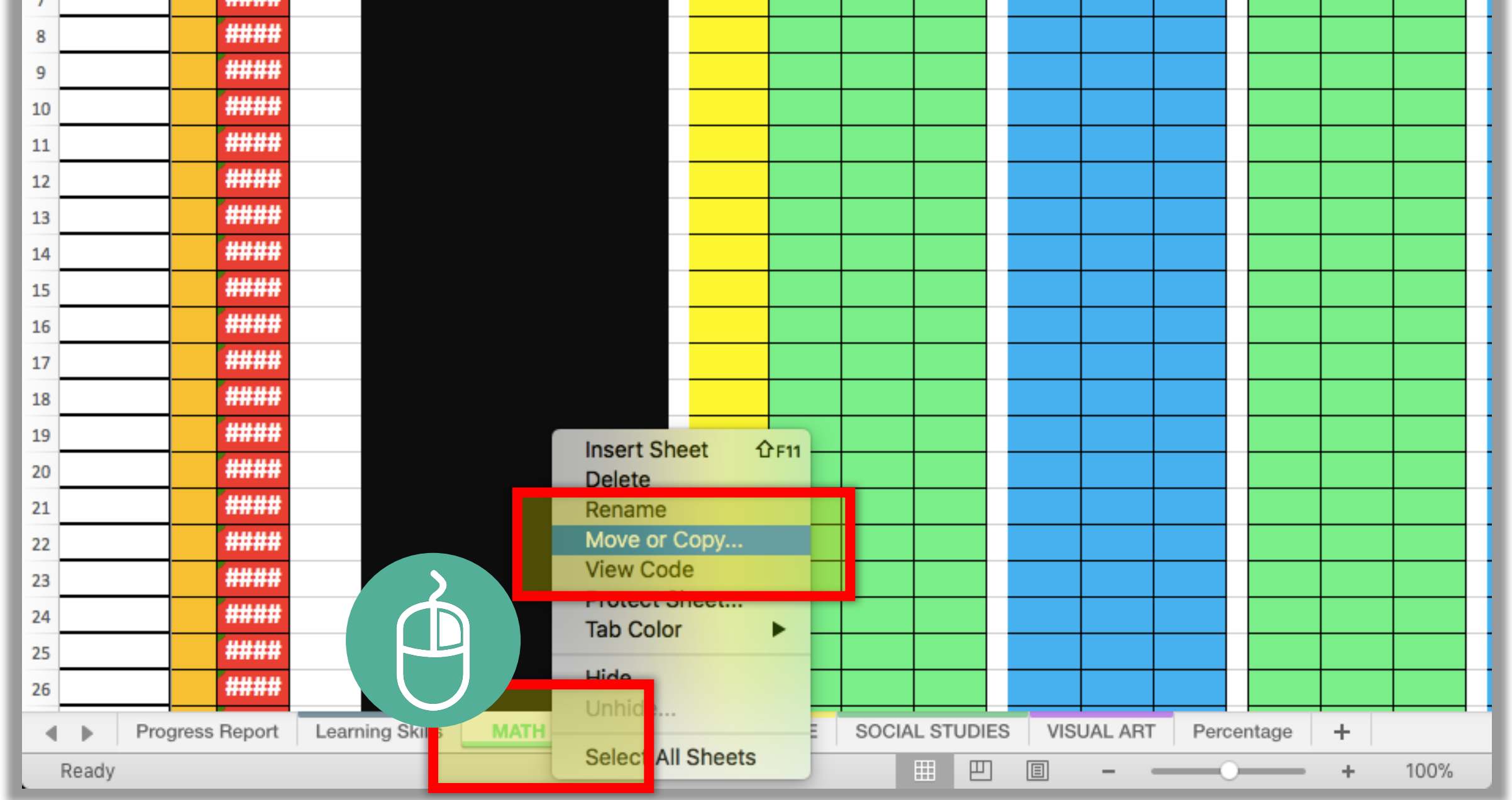
SUBJECTS

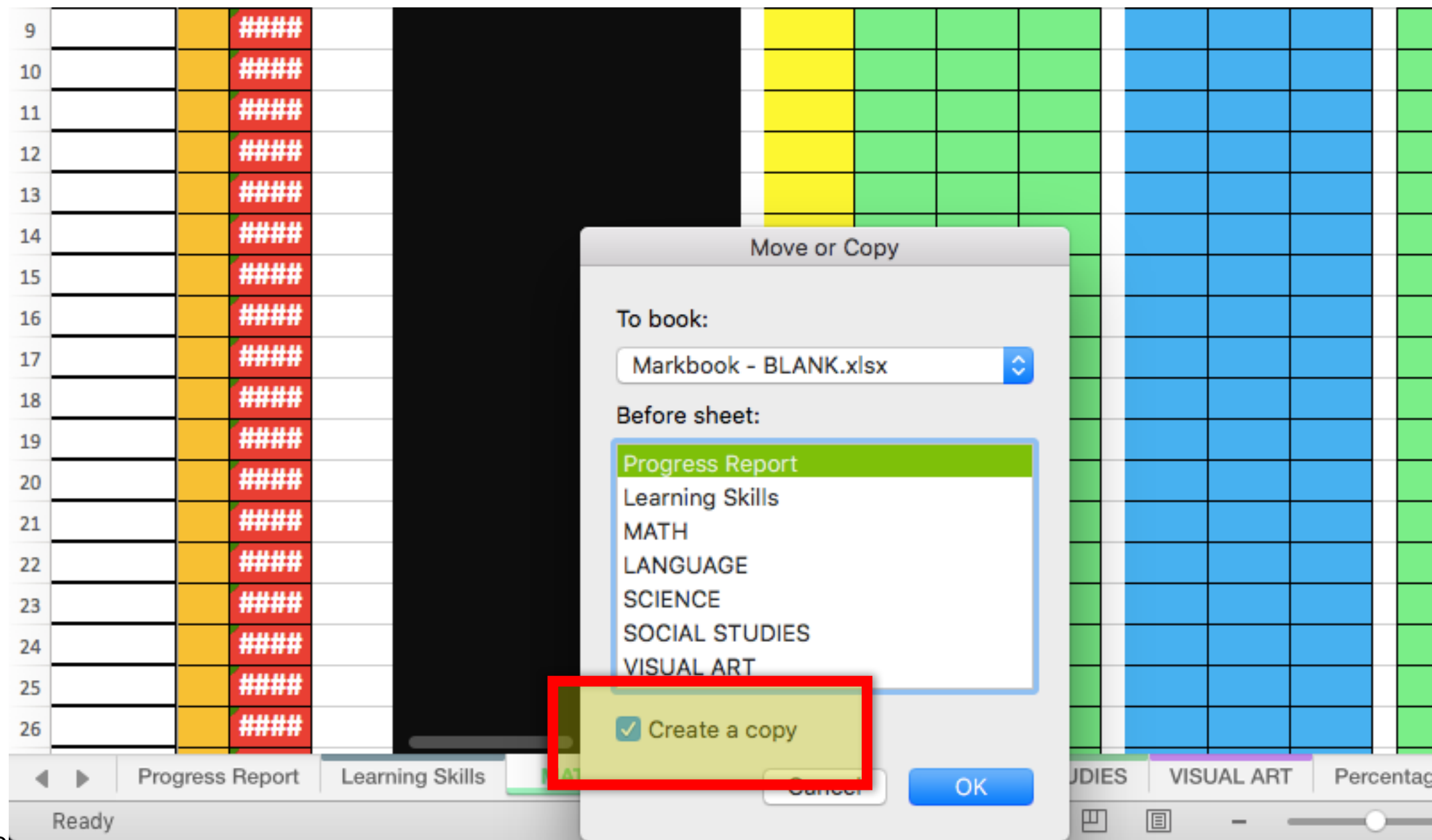
how to...

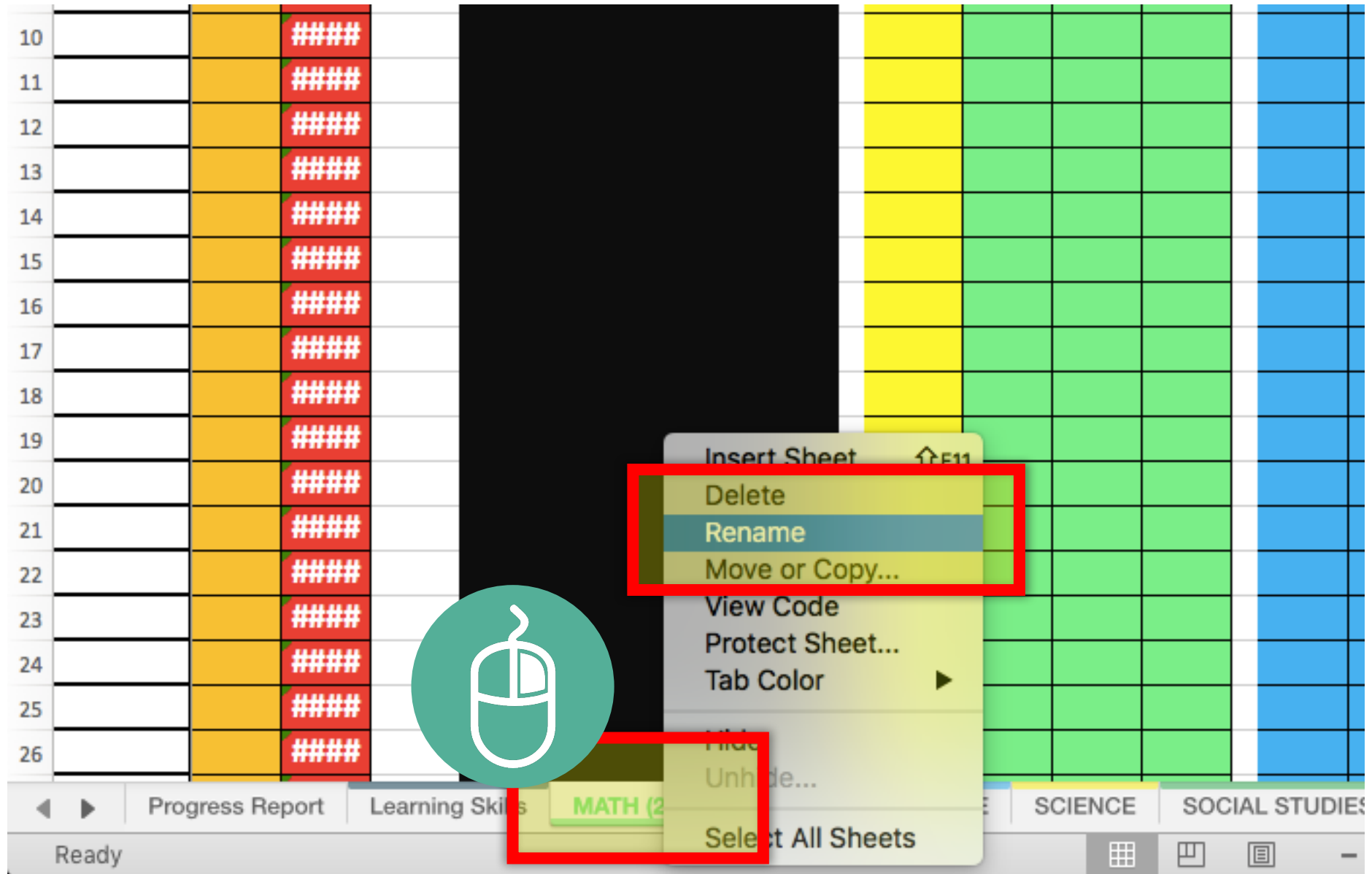
MULTIPLE SUBJECTS

- Excel term:
“worksheets”











FILTER

MRSTAV

MRSTAV

what is...

FILTER?

The screenshot shows an Excel spreadsheet with a table of student data. A filter dropdown menu is open over the 'First Name' column. The menu includes options for sorting (Ascending, Descending) and a search box. The table data is as follows:

First Name	IND WO	MATH J	EXIT TIC	IND WO	MATH J	EXIT TIC	IND WO	MATH J	EXIT TIC	IND WO	MATH J	EXIT TIC	Work Co	UNIT TE	UNIT M
Nathan	✓	✓	65	✓	✓	71	✓	✓	81	60	70.5	100	81	77.5	
Damien							✓		81	45	63		40	67.7	
Lexi							✓		75	70	72.5	33	75	62.3	
Kacey									81	50	65.5		60	51.5	
Dalton											#####			#####	
Andre									81	70	75.5		85	79.1	
Kenzie									50	ab	50	0	27	25.2	
Linden									88	70	79	33	79	71.4	
Braylon									50	65	57.5			69.5	
Shaazil							✓	✓	88	100	94	100		95	
Drayden									25	10	17.5		50	59.6	
Tatiana							✓	✓	50	45	47.5	100	56	68.9	
Jayda									56	63	59.5		83	74.6	
Brooklyn							✓				#####		42	#####	
Azia							✓		38	10	24	83	48	58.4	
Breannah							✓		69	75	72			59.7	
Anthony										70	70	10	75	63.2	
Loche											#####			#####	
Kimberlee							✓	✓		70	70	100	92	87.6	
Jordan									1		1			11.7	
Sheren							✓		1	25	13			30	
Candice									25	40	32.5		17	20.9	
Jaylen									88	90	89	33	83	72.2	
Chevonee							✓	✓	69	70	69.5	100	73	79.7	
Kendal							✓		88	80	84		82	71.8	

why **FILTER?**

- Sort by first name
 - Everyday
- Sort by last name
 - Report Cards
- Sort by marks/ levels
 - Levelled grouping
- Isolate only 1 student
 - Privacy during conferencing

isolate for privacy

- No other students' marks can be seen

Markbook 2017 - Glen Street

Home Insert Page Layout Formulas Data Review View

Calibri (Body) 12 A A

Wrap Text Merge & Center

CD1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1																																		
11	First Name																																	
32																																		
33																																		
34																																		
35																																		
36																																		
37																																		
38																																		
39																																		
40																																		
41																																		
42																																		
43																																		
44																																		
45																																		
46																																		
47																																		
49																																		
50																																		
51																																		
52																																		
53																																		
54																																		
55																																		
56																																		
57																																		
58																																		
59																																		
60																																		

FILTER

- Row 2 or lower

The screenshot shows an Excel spreadsheet with the following data table:

	First Name	Geometry	Math Journal - Quads & Diags	Math Journal - Triangles & Diags	Math Journal - Circles & Diags	Math Journal - Comp & Sup	Math Journal - Comp & Sup	Math Journal - Comp & Sup	Math Journal - Ransversals	Math Journal - Ransversals	Exit Ticket Front Side	Exit Ticket Back Side
2	Nathan		✓	✓	65	✓	✓	71	✓	✓	81	60
3	Damien		✓		100	✓		ab	✓		81	45
4	Lexi		✓		60			71	✓		75	70
5	Kacey				-			29			81	50
6	Dalton											
7	Andre		✓		70	✓		86			81	70
8	Kenzie				20			29			50	ab
9	Linden				80	✓	✓	86			88	70
10	Braylon				80			71			50	65
11	Shaazil		✓	✓	100	✓	✓	86	✓	✓	88	100

A red box highlights the cell in the 'Lexi' row, column 5 (the cell containing '60').

Markbook - BLANK										
Advanced Insert Page Layout Formulas Data Review View										
From FileMaker From HTML From Text New Database Query Refresh All Connections Properties Edit Links A Z Z A Sort Filter Advanced Clear Text to Columns Remove Duplicates Data Validation										
CL3										
	A	EB	EC	ED	EE	EF	EG	EH	EI	EJ
1	First Name	.	.	.	.	.	.	.	.	.
2	First Name	68	55	82	90					
3										
4										

MR.

Markbook - BLANK

Home Insert Page Layout Formulas **Data** Review View

From FileMaker From HTML From Text New Database Query Refresh All Connections Properties Edit Links Sort Advanced Clear Text to Columns Remove Duplicates Data Validation

CL3

	A	EB	EC	ED	EE	EF	EG	EH	EI
1	First Name	.	.	.	.	.	.	.	.
2	First Name	68			55	82		90	
3									
4									

MR.



- It will only filter from **LEFT to RIGHT**
- It will **STOP** when it gets to an empty cell

The screenshot shows a spreadsheet application with a table. The table has columns labeled A, K, EL, EN, EO, EP, EQ, and ER. The first column (A) is labeled 'First Name'. The second column (K) is highlighted in green. The third column (EL) is highlighted in blue. The fourth column (EN) is labeled 'UNIT TEST' and contains the value '90'. The fifth column (EO) is labeled 'UNIT AVERAGE MARK' and contains the value '79.4'. The sixth column (EP) is highlighted in yellow. The seventh column (EQ) is highlighted in yellow. The eighth column (ER) is highlighted in yellow. A red box highlights the area containing the 'UNIT TEST' and 'UNIT AVERAGE MARK' columns, specifically the cells containing '90' and '79.4'. Two red squares are also present in the highlighted area, one over the '90' cell and one over the '79.4' cell.

	A	K	EL	EN	EO	EP	EQ	ER
1	First Name			UNIT TEST	UNIT AVERAGE MARK			
2	First Name	5		90	79.4			
3								

WARNING!



- **MY SOLUTION:** put a period in each cell of Row 1 as a placeholder

	First Name	Assessment Place	UNIT TEST
1		.	
2	First Name	75	80
3			
4			
5			
6			
7			
8			
9			

why **FILTER?**

- Sort by first name
 - Everyday
- Sort by last name
 - Report Cards
- Sort by marks/ levels
 - Levelled grouping
- Isolate only 1 student
 - Privacy during conferencing

isolate for privacy

- No other students' marks can be seen

Markbook 2017 - Glen Street

Home Insert Page Layout Formulas Data Review View

Calibri (Body) 12 A A

Wrap Text Merge & Center

General \$ %

CD1

First Name

SHAZIL

IND WORK - Quads

MATH JOURNAL -

EXIT TICKET -

IND WORK

MATH JOURNAL

EXIT TICKET

IND WORK -

MATH JOURNAL -

EXIT TICKET -

EXIT TICKET -

EXIT TICKET -

EXIT TICKET -

Work Completion

UNIT TEST

UNIT MARK

11 Shaazil

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

Sort

A Z Ascending Z A Descending

By color: None

Filter

By color: None

Equals Shaazil

Choose One

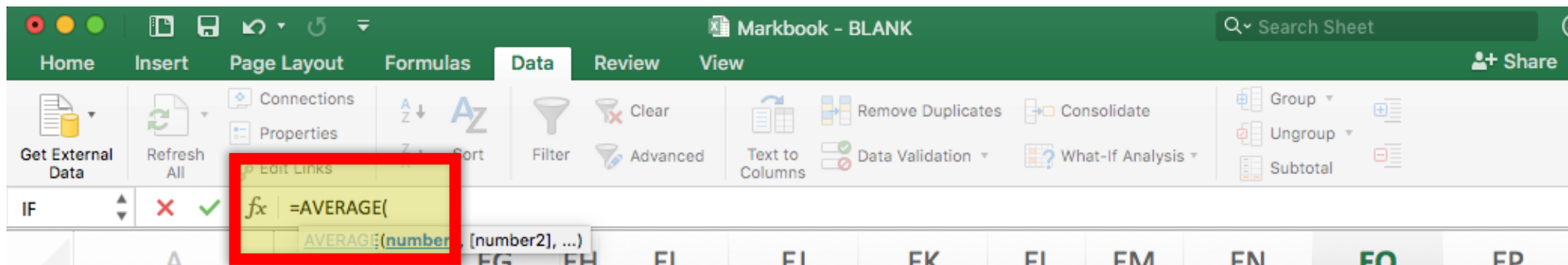
Q Shaa

(Select All Search Results)

Shaazil



AVERAGES



TYPE INTO
FORMULA BOX

- =AVERAGE(

MRSTAV



**HOLD CTRL
AND CLICK THE
MARKS YOU
WANT TO
AVERAGE**

**These coloured
borders will tell
you what you
have selected.**



Markbook - BLANK

Search Sheet

Home

Insert

Page Layout

Formulas

Data

Review

View

Get External Data

Refresh All

Connections

Properties

Edit Links

A Z

A Z

Sort

Filter

Clear

Advanced

Text to Columns

Remove Duplicates

Data Validation

What-If Analysis

Group

Ungroup

Subtotal

AVERAGE

✖

✔

fx

=AVERAGE(EF2,EG2,EK2)

	A	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP
1	First Name											
2	First Name	55	82		90		95					
3												
4												
5												
6												
7												
8												

UNIT TEST

=AVERAGE(EF2,EG2,EK2)

AVERAGE(number1, [number2], [number3])

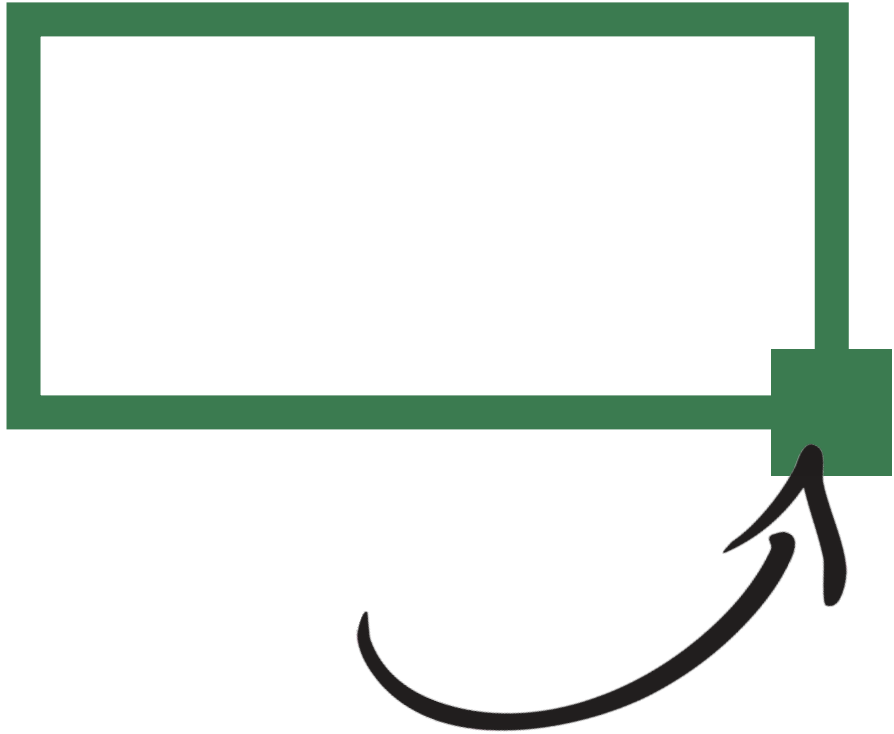
MRSTAV —

Markbook - BLANK												
Q Search Sheet												
Home Insert Page Layout Formulas Data Review View												
Get External Data Refresh All Connections Properties Edit Links Sort Filter Advanced Text to Columns Remove Duplicates Consolidate Data Validation What-If Analysis Group Ungroup Subtotal												
EO3												
EF EG EH EI EJ EK EL EM EN EO EP												
NOW MATICALLY GET THE IF YOUR CHANGES												
students see impact "Up" their can have on mark.												
UNIT TEST UNIT AVERAGE MARK												
90 80.5												

IT WILL NOW
AUTOMATICALLY
CHANGE THE
MARK IF YOUR
DATA CHANGES

- TIP: let students see the impact “Bumping Up” their work can have on their mark.

NOW YOU CAN **APPLY**
THAT FORMULA TO ALL
THE STUDENTS IN JUST
ONE CLICK.



Markbook - BLANK

Home Insert Page Layout Formulas Data Review View

Calibri (Body) 18 A A

Paste B I U

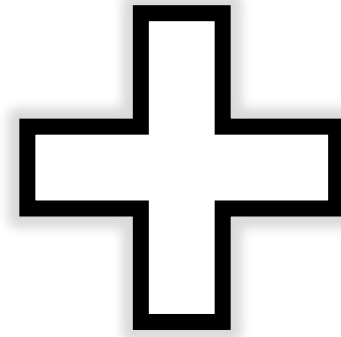
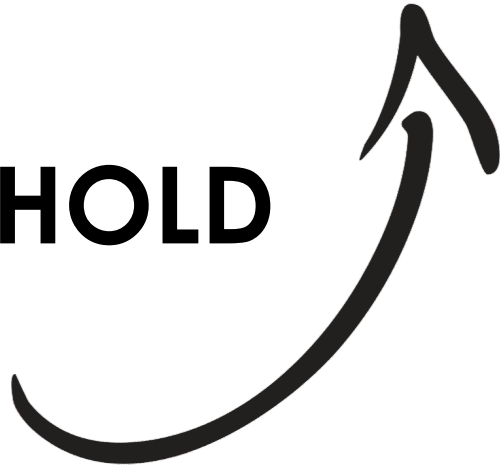
Conditional Formatting Format as Table Cell Styles

CM2 x ✓ fx =AVERAGE(BQ2:CL2)

	A	CL	CM	CN
1	First Na		UNIT A MARK	.
2	First Name	0	79.4	
3				
4				



1. **CLICK + HOLD**
2. **DRAG**



REGULAR
EXCEL MOUSE



AUTO FILL MOUSE

Skills		MATH (2)			MATH		LANGUAGE		SCIENCE		SOCIAL STUDIES		VISUAL ART		Percentage		+	
5	82	90		95														

“####” is a placeholder as there is not data for it to average

why **AVERAGE?**

- Teacher
 - Makes report cards instant
- Students
 - Students can see their mark
 - Students can see how their mark would **change**



**ADD A
COLUMN**

Microsoft Excel ribbon: Home, Insert, Page Layout, Formulas, Data, Review, View.

Insert ribbon options: PivotTable, Recommended PivotTables, Table, Pictures, Shapes, SmartArt, Store, My Add-ins, Bing Maps, People Graph, Recommended Charts.

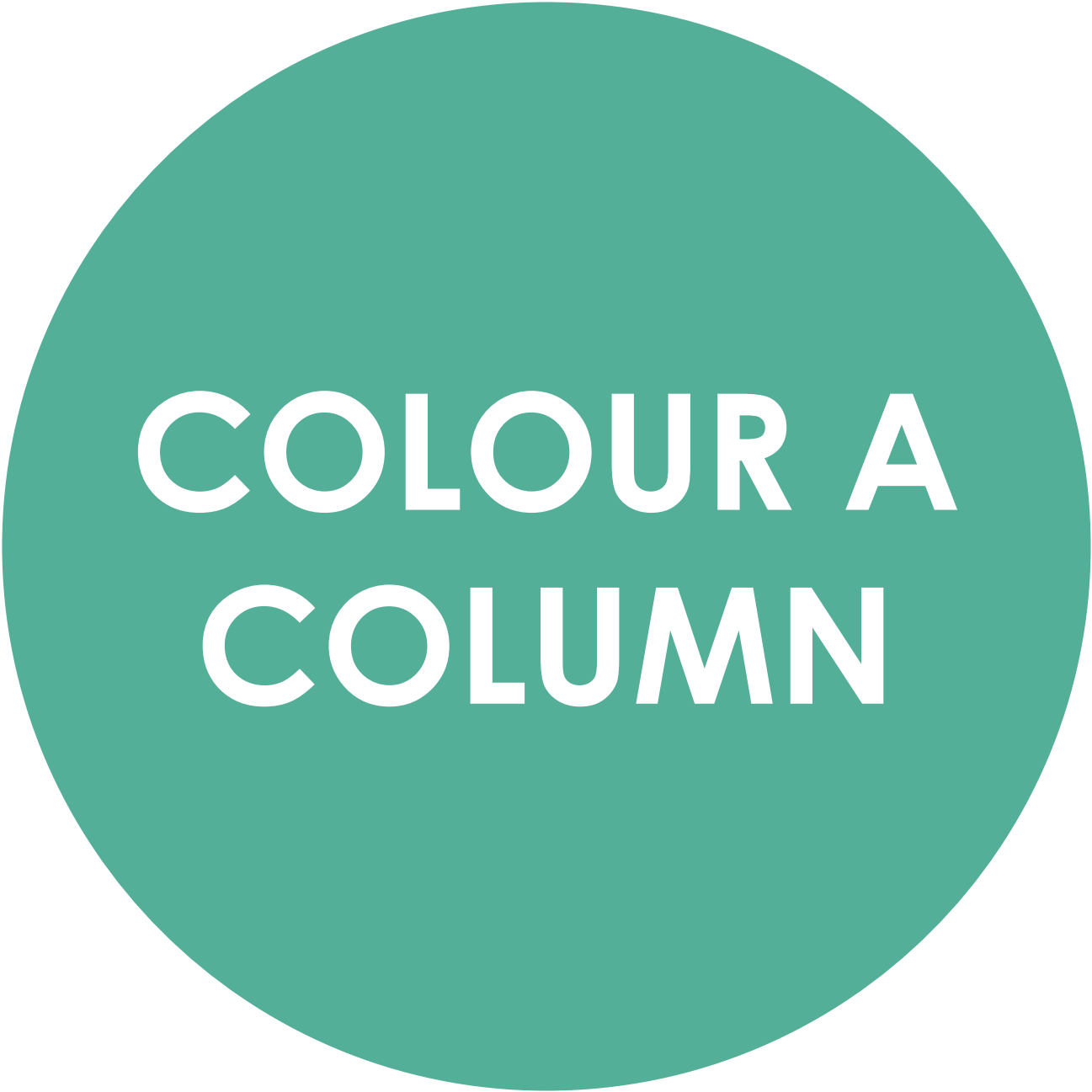
Formula bar: CL1, UNIT TEST

Worksheet grid (Columns A through CO, Rows 1 through 13):

	A	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO
1	First Name	.	.	.	.	.	.	.	.	.	.	.	.
2	First Name	55	82	.	90	.	95	.	.	.	.	.	.
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

Context menu (right-click) options:

- Cut (⌘X)
- Copy (⌘C)
- Paste (⌘V)
- Paste Special (⇧⌘V)
- Insert
- Delete
- Clear Contents
- Format Cells... (⌘1)
- Column Width...
- Hide
- Unhide



**COLOUR A
COLUMN**

Home Insert Page Layout Formulas Data Review View

Calibri (Body) 12 A A

Paste Copy Format

CK1

No Fill

Theme Colors

Standard Colors

Recent Colors

More Colors...

	A	CI	CK	CL	CM	CP	CQ	C
1	First Name	.	.	.	UNIT TEST	UNIT AVERAGE MARK		
2	First Name	95			90	79	Diagnostic Test	Assessment Piece
3					###			
4					###			
5					###			
6					###			
7					###			
8					###			
9					###			
10					###			
11					###			
12					###			
13					###			



**DELETE ONE
OR MULTIPLE
COLUMNS**

Home

Insert

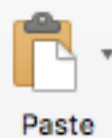
Page Layout

Formulas

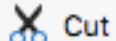
Data

Review

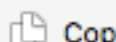
View



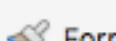
Paste



Cut



Copy



Format

Calibri (Body)

12

A

A

B

I

U



Wrap Text

General

\$

%

0.00

CC1



fx

.

A

BV

BW

BX

BY

BZ

CA

CC

CD

CE

CF

CG

CH

CN

1
2
3
4
5
6
7
8
9
10
11
12

First Name

80

68

55

82

90

95

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Cut

Copy

Paste

Paste Special...

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide



**CHANGE
TEXT
DIRECTION**

Home

Insert

Page Layout

Formulas

Data

Review

View



Calibri (Body)

12

A A

=

=

Wrap Text

General

\$

%

)

.0

.00

.00

Conditional
FormattingFormat
as TableCell
Styles

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

=

Angle Counterclockwise

Angle Clockwise

Vertical Text

Rotate Text Up

Rotate Text Down

Format Cell Alignment

A1

x

✓

fx

First Name

A

B

C

D

1

First Name

Last Name

BAS Reading Level

2

3

4

5

6

7



**CLEAR
CONTENTS**

SCARY ADVANCED FORMULAS

AKA: THE
NOT-SO
BASIC

SCARY
WEIGHTED
AVERAGE
FORMULAS

“WEIGHTED AVERAGE” FORMULAS

You can write a scary looking formula to have excel **make one mark worth more than another.**

FOR EXAMPLE:

Exit tickets worth – 5% of the mark

Unit Tests worth – 30% of the mark

“WEIGHTED AVERAGE” FORMULAS

Here is the formula...

=SUM(H6*1+L6*0.5+S6*4+X6*1+AC6*2+AH6*1.5)



These change
based on what cell
your marks are in

“WEIGHTED AVERAGE” FORMULAS

Here is the formula explained as a Phys-Ed example...

$$=\text{SUM}(\text{H6}*1+\text{L6}*0.5+\text{S6}*4+\text{X6}*1+\text{AC6}*2+\text{AH6}*1.5)$$

10% - LIVING SKILL:

5% - SAFETY:

40% - PARTICIPATION:

10% - MOVE SKILL:

20% - MOVE STRATEGY:

15% - FITNESS:

A large teal circle is centered on a white background. Inside the circle, the text "SCARY" is written in yellow, and "“IF / THEN”" and "FORMULAS" are written in white.

SCARY
“IF / THEN”
FORMULAS

“IF / THEN” FORMULAS

You can write a scary looking
formula to have excel
interpret a percentage mark
into a **letter grade**

“IF / THEN” FORMULAS

Here is the formula...

```
=IF(AJ2>89.9,"A+",IF(AJ2>84.9,"A",IF(AJ2>79.9,"A-",IF(AJ2>76.9,"B+",IF(AJ2>72.9,"B",IF(AJ2>69.9,"B-",IF(AJ2>66.9,"C+",IF(AJ2>62.9,"C",IF(AJ2>59.9,"C-",IF(AJ2>56.9,"D+",IF(AJ2>52.9,"D",IF(AJ2>49.9,"D-"))))))))))))
```

“IF / THEN” FORMULAS

Here is the formula...

```
=IF(AL2>89.9,"A+",IF(AL2>84.9,"A",IF(AL2>79.9,"A-",IF(AL
```

“IF / THEN”

Here is the

```
=IF(AJ2>89.9,"A+",IF(AJ2>79.9,"A-",IF(AJ2>76.9,"B+",IF(AJ2>73.9,"B-",IF(AJ2>70.9,"C+",IF(AJ2>67.9,"C-",IF(AJ2>64.9,"D+",IF(AJ2>61.9,"D-",IF(AJ2>58.9,"F+",IF(AJ2>55.9,"F-",IF(AJ2>52.9,"G+",IF(AJ2>49.9,"G-",IF(AJ2>46.9,"H+",IF(AJ2>43.9,"H-",IF(AJ2>40.9,"I+",IF(AJ2>37.9,"I-",IF(AJ2>34.9,"J+",IF(AJ2>31.9,"J-",IF(AJ2>28.9,"K+",IF(AJ2>25.9,"K-",IF(AJ2>22.9,"L+",IF(AJ2>19.9,"L-",IF(AJ2>16.9,"M+",IF(AJ2>13.9,"M-",IF(AJ2>10.9,"N+",IF(AJ2>7.9,"N-",IF(AJ2>4.9,"O+",IF(AJ2>1.9,"O-"))))))))))))))))
```

The screenshot shows the Microsoft Excel interface. The ribbon at the top includes Home, Insert, Page Layout, Formulas, Data, and Review. The Data ribbon is active, showing options like Get External Data, Refresh All, Connections, Properties, Edit Links, Sort, Filter, and Advanced. Below the ribbon, the formula bar shows the value 90. The spreadsheet contains a table with the following data:

	A	AI	AJ	AK
1	First Name		UNIT TEST	UNIT AVERAGE MARK
2	First Name		90	79.4
3				####
4				####

Annotations in the image include a red box around the cell reference AJ2 in the formula, and green boxes highlighting the 'First Name' cell in row 2, column A, and the '90' value in row 2, column AJ.

“IF / THEN” FORMULAS

Here is the

```
=IF(AJ2>89.9,"A+",IF(AJ2>76.9,"B+",IF(AJ2>66.9,"C+",IF(AJ2>56.9,"D+",IF(AJ2>46.9,"F+",IF(AJ2>36.9,"F-",IF(AJ2>26.9,"F-",IF(AJ2>16.9,"F-",IF(AJ2>6.9,"F-"))))))))
```

BASICALLY IT SAYS:

“**IF**” a mark in cell AJ2 is greater than 89.9%,
“**THEN**” make this cell an **A+**