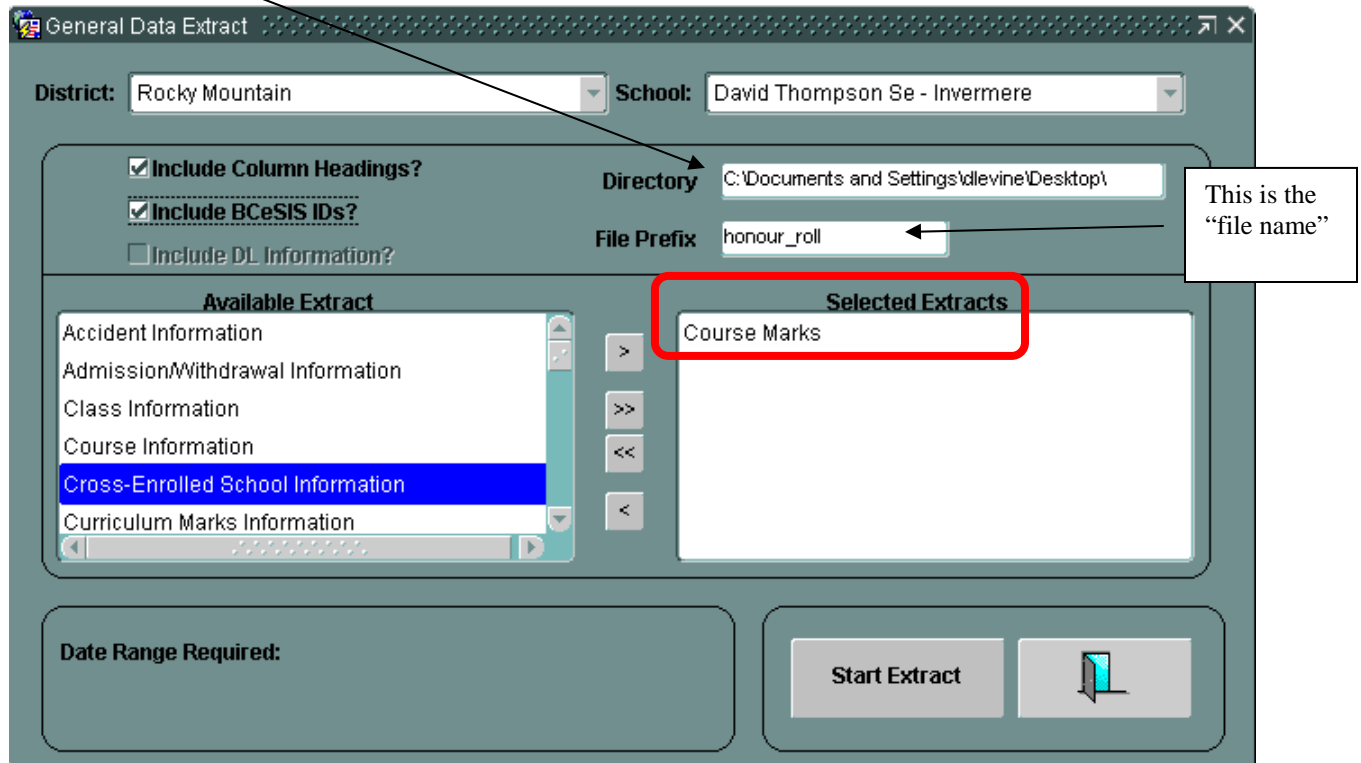


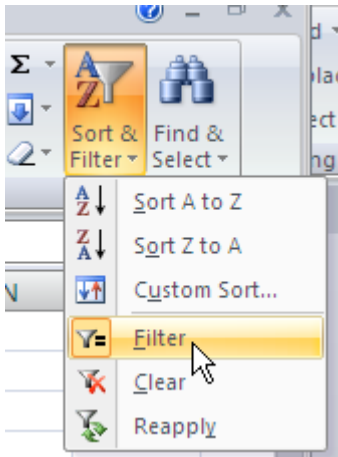
## Creating an honour roll using pivot tables

- First step is to produce a GDE extract for Course Marks. I tend to place the file on my desktop as shown below.

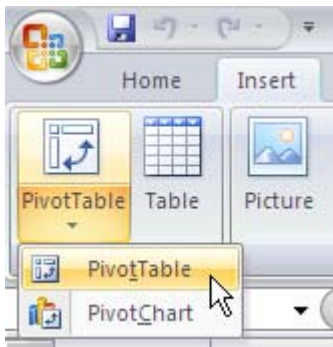


- Once created, open Excel, set Type of file to All Files  
Files of type: All Files (\*.\*)
- From the Import Wizard select Delimited. In the next screen choose Tab and Comma.
- Once opened in Excel, select unwanted data columns, right click and choose Delete.

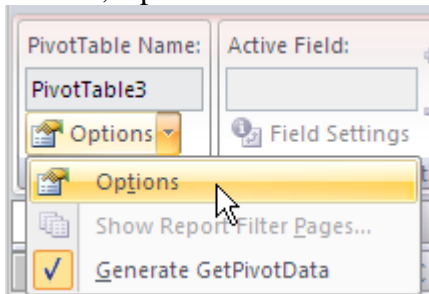
- Filter data and sort it before going to the Pivot Table. Specifically, filter for the appropriate reporting date.



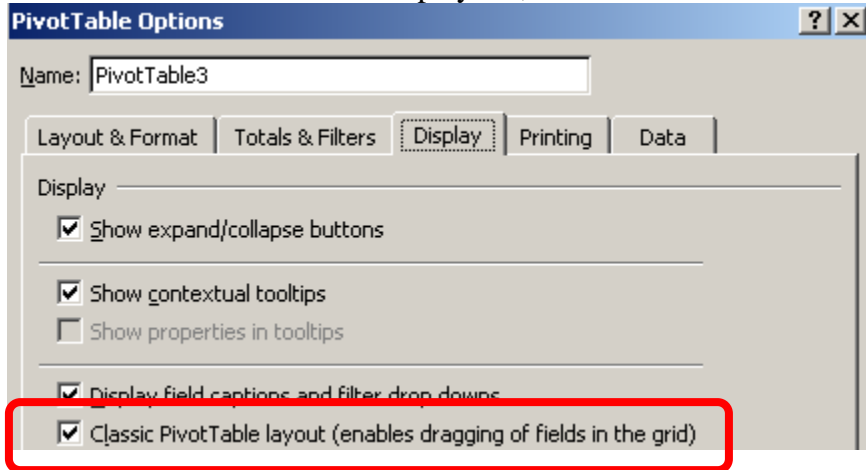
- Copy the Filtered data to a new “sheet” from which to create the pivot table.
- From the Insert tab, select Pivot Table. The marching ants should outline your data, click OK.



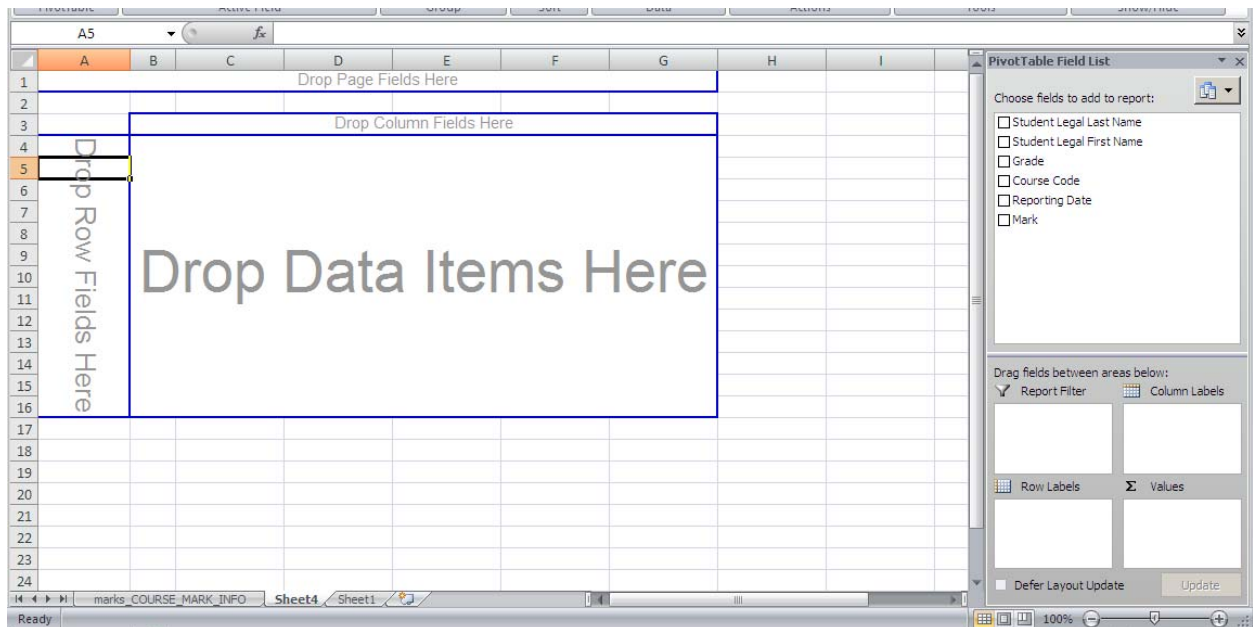
- Choose, Options from the Pivot Table Options.



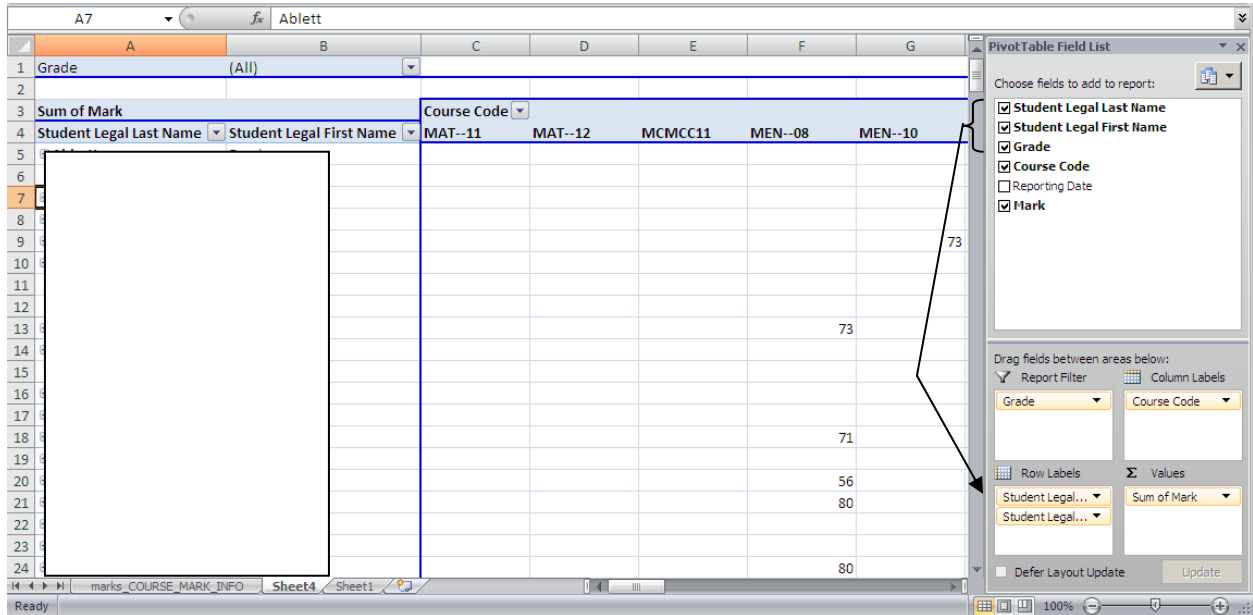
- Make sure under the Display tab, that Classic Pivot Table Layout is checked as below:



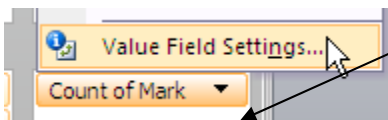
- You should now be looking at a screen like the one below:



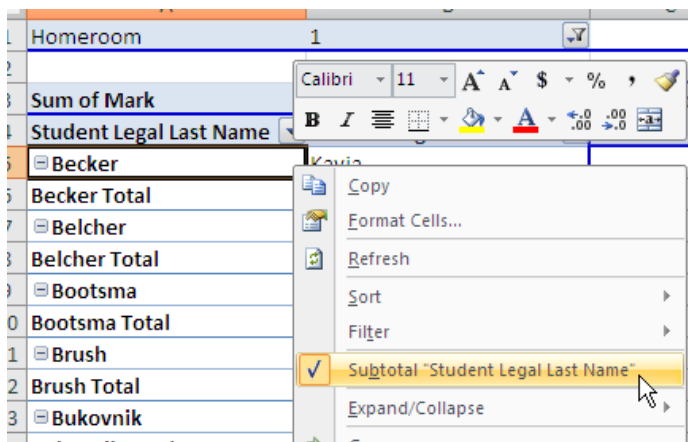
- Click and drag the appropriate fields in the upper right to the “boxes” at bottom right as shown below:



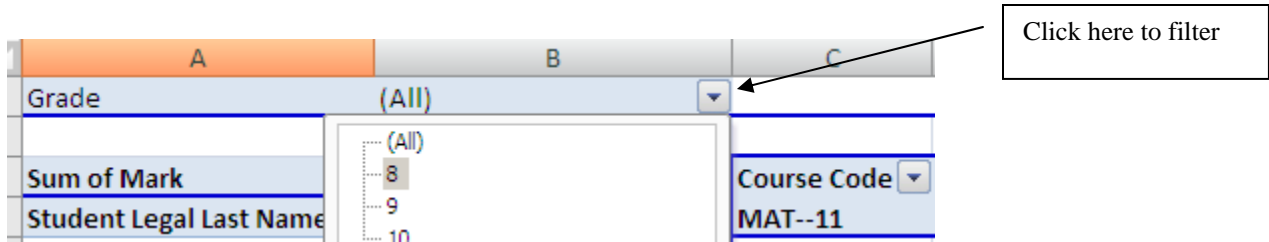
If Marks show as “Count of Mark”, click on this and select Value Field Settings, choose Sum.



- If under the Student Legal Last Name it has a totals line, then right click on a last name and uncheck the Subtotal.



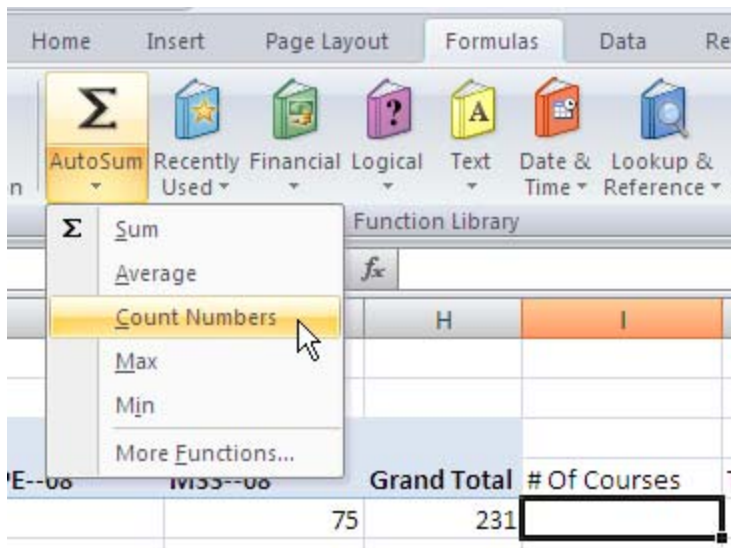
- Filter your grades (these could have also been homerooms) choosing one. I have Grade 8 selected below.



- Scroll to the right and add the cell headings, # of courses & term ave.

MPE--08	MSS--08	Grand Total	# Of Courses	Term Ave
	75	231		

- Click in the cell below # of courses. Under the Formulas tab, click Auto Sum > Count Numbers.



- Change the “count” to the appropriate cell range. In the example below, the fx window should read: =COUNT(C5:G5)

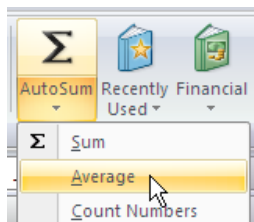


Function Library		Defined Names		Formula Auditing				
✓ fx =COUNT(G5:H5)								
	C	D	E	F	G	H	I	J
	Course Code ▾							
	MEN--08	MFR--08	MMU--08BA	MPE--08	MSS--08	Grand Total	# Of Courses	Term Ave
		73	83			75	231	=COUNT(G5:H5)
		71			78	74	223	COUNT(value1, [value2], ...)

- Place the cursor in the bottom right corner of the cell under # of courses until you get a bold cross. Drag this down to the bottom of the column.

Course Code ▾							
MEN--08	MFR--08	MMU--08BA	MPE--08	MSS--08	Grand Total	# Of Courses	
	73	83			75	231	3
	71			78	74	223	

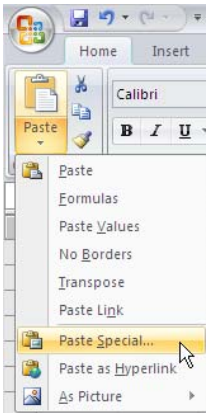
- Go through the same process for the term ave column choosing the Auto Sum > Average.



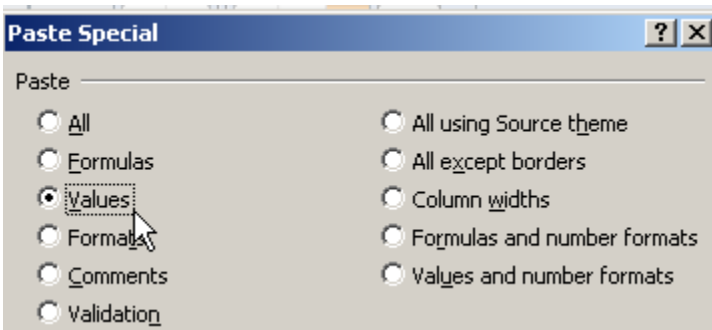
- Adjust the range as you did in the previous example

fx =AVERAGE(C5:G5)

- Click on the cell below term ave, bottom right and drag the bold cross to the bottom of the column.
- From here, click in the table > select all Ctrl A, Copy. Either create a new spreadsheet or a new sheet within the same document. In the new page, top right click Paste > Paste Special.



- From the options screen, select Values.



- From here you can now Filter and sort your data as needed.