

LESSON 13 HLOOKUP GRADES FOR SCHOOL WORK



You are looking at a method of keeping grades in a computer system allowing for easy retrieval. This would be done individually by a school counselor or some administrator. This is but one example of what may be performed. We are making this easy, to allow for you to grasp the complete concept.

The table has 7 rows all of designated by a discipline of learning. You must specify in your lookup what the area (**ROW**) is by indicating the number. The equation for

English: =HLOOKUP(B10,A1:G4,**2**,FALSE) B10 is the name being read in, Table = A1:G7, the **2** represents row **2**, the false makes sure you spell the name correctly. You will see this located in rows 10 – 16. You will type in the student's name in B10 and the Hlookup table will present the grade for that student. The value of B10 will change when you type in the name of the student. How many students you are looking for 200-500-1000 etc.

Math: HLOOKUP(B10,A1:G7,**3**,FALSE) B10 is the name being read in, Table = A1:G7, the **3** represents row **3** the false makes sure you spell the name correctly. EACH Subject has its own Definite Row.

Phys Ed: =HLOOKUP(B10,A1:G7,**7**,FALSE)

You will discover that we have placed all the fields in the spreadsheet except the last three (3). You must write the equation for Science, Computers and Phys. Ed. and place your name in column B at the top. You may change your grades if you wish.

	A	B	C	D	E	F	G
1	STUDENT	Your name	BETTY	PENNY	DAVID	LAURA	AUTUMN
2	ENGLISH	C-	B	A	C	A	C
3	MATH	C+	C+	A	B	B	B
4	SOCIAL STUDIES	B+	A	A	C+	C	A
5	SCIENCE	B+	A	A	A	A	B
6	COMPUTERS	A	A	A	A	B	A
7	PHY ED	A	A	A	A	A	A
8							
9							
10	NAME:	your name					
11	ENGLISH	C-					
12	MATH	C+					
13	SOCIAL STUDIES	B+					
14	SCIENCE	B+					
15	COMPUTER	A					
16	PHY ED	A					