Sheet Summary activity

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By the end of this activity, you will be able to:



Follow these steps to get the course activity assets

• Create summary fields

- 1. Go to the Get the Courses Activity Assets lesson on the left
- 2. Click the appropriate link for your region
- Open the following sheet: 02_Gather
 Data and Report Course Assets >
 07_Sheet Summary Activity >
 07_Marketing Request Tracker Sheet
 Summary

Create additional summary fields

In the interactive lesson you started your sheet summary. Here are several additional summary fields you want to create.

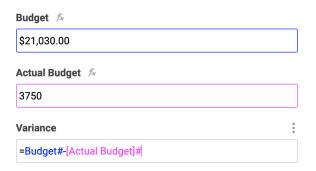
Field Name: Requested Count	This field should count the number of times Requested appears in the Status column. Hint: use the COUNTIF function
Field Name: Average Duration	This field should average the duration of all of your requests. Hint: use the AVG function
Field Name: HR Request Count	This field should count the number of requests from the HR department Hint: use the COUNTIF function
Field Name: Sales Request Count	This field should count the number of requests from the Sales department Hint: use the COUNTIF function
Field Name: Operations Request Count	This field should count the number of requests from the Operations department Hint: use the COUNTIF function
Field Name: Marketing Request Count	This field should count the number of requests from the Marketing department Hint: use the COUNTIF function

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Field Name: Legal Request Count	This field should count the number of requests from the Legal department
	Hint: use the COUNTIF function

Reference other summary fields

You can reference other sheet summary fields in your formulas. All you need to do is use this syntax: [Field Name]#. For example, you want to create a variance field in your sheet summary that subtracts the actual budget from the budget column. Your formula would look like this:



The Variance field is referencing the Budget summary field and the Actual Budget summary field to calculate the variance. You can click on the summary fields to create the references just like a regular formula.

Let's try it out in your sheet summary. Create one more summary field.

Field Name: Total Number of Requests	This field should add together all of the department count summary fields.

Great job! You reached the end of the activity!