

# Sheet Summary activity



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

- Create summary fields



Follow these steps to get the course activity assets

1. Go to the Get the Courses Activity Assets lesson on the left
2. Click the appropriate link for your region
3. 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.

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

<b>Field Name: Legal Request Count</b>	This field should count the number of requests from the Legal department <i>Hint: use the COUNTIF function</i>
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## 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:

Budget fx

\$21,030.00

Actual Budget fx

3750

Variance ⋮

=Budget#-[Actual Budget]#

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.

<b>Field Name: Total Number of Requests</b>	This field should add together all of the department count summary fields.
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*Great job! You reached the end of the activity!*