

Reading Class Attendance Report

Student Name	ID	Counselor	Monday	Tuesday	Weds.	Thurs.	Friday	
Phillips, A.	123	Smith, A.	120	90	0	120	120	450
Anderson, T.	234	Brown,P	120	120	120	120	120	600
Garcia,N.	345	Garcia, N.	0	120	120	120	60	420
Lewis,B.	456	Lewis,B.	120	120	0	105	120	465
Tipton,L.	567	Sanchez,M.	0	120	120	120	120	480
			360	570	360	585	540	40.25

Double clicking on the "sides" of the column i.e., the right side of cell A will allow a resizing (autofit) to occur. The column will become as large in width as the largest entry in that column.

Once you have a formula you can copy and paste the formula to apply to the other examples instead of doing each one seperately.

Notice the formula for cell I7 to =40.25 =SUM(I3:I7)/60

to get this text box --

click on the "text box tool" usually at the bottom

make it the size you want by pulling on the active squares surrounding the box

type want you want inside--you can change font type, size etc.. just like in word

right click on the box -> Format Text Box-> choose the borders and shading option-> for Fill choose a color

