

# Results Webinar Common Formulas

# Meet Your Trainer

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Training Specialist

# Learning Objective

Help Report Writers understand best practices for writing charts & graphs in results so that users feel confident when graphing data sets within Results reports.

# Agenda

Common Formulas  
Overview

Types of Formulas

Commonly Used  
Formulas

# Common Formulas Overview

# Parts of a Formula

The parts in **bolded green** below are the **data**:

=If ([**Gender**]) >="!" Then [**Gender**] Else "Not Answered"

The parts in **bolded blue** below are the **functions**:

= **If** ([Gender]) >="!" **Then** [Gender] **Else** "Not Answered"

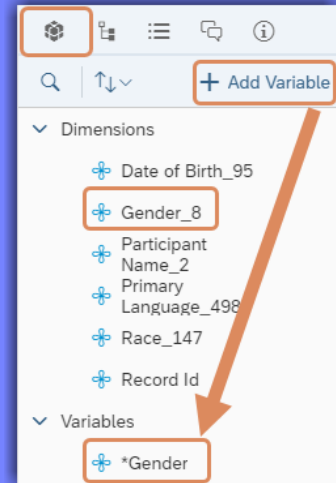
The part in **bolded red** below is an **operator**:

=If ([Gender]) **>="!"** Then [Gender] Else "Not Answered"

The parts in **bolded purple** below is the **syntax**:

=If (**[Gender]**) >="!" Then **[Gender]** Else "Not Answered"

Record Id	Participant Name	Date of Birth	Gender_8	*Gender
801	Sean Morris	4/28/86		Unanswered
805	Michael Stedc	4/8/20		Unanswered
809	a c	1/1/00		Unanswered
409	Vicky Grayson	1/6/79	Female	Female
413	Jaquie Thomp	2/1/85	Female	Female
449	Lizette William	6/12/90	Female	Female
451	Lexie Garcia	12/13/75	Female	Female
453	Lara Crofton	2/5/78	Female	Female



# Best Practice

## Keep in mind:

Formatting, including spacing and character placement is vital to developing formulas that work accurately.

When copying and pasting formulas, be mindful that quotation marks are straight and not curly.

Essentially, if a formula that contains quotation marks does not work, try deleting and re-typing the quotes. This will often fix a formula that is otherwise written correctly.

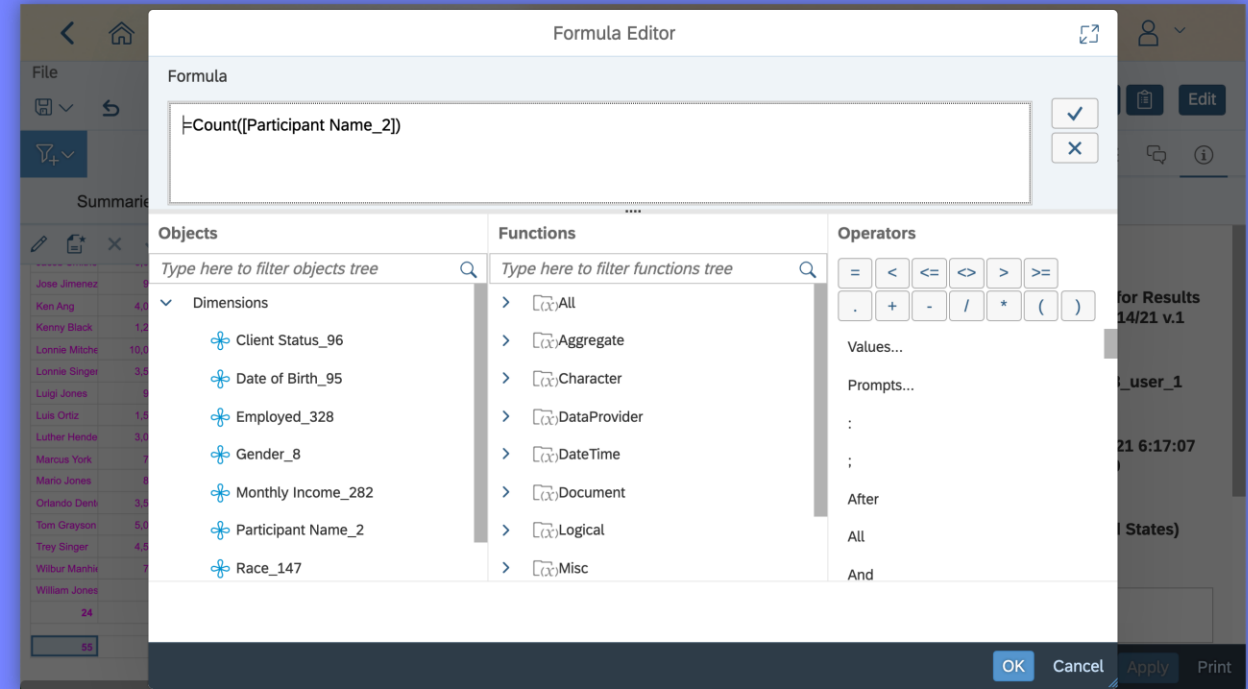


# Types of Formulas



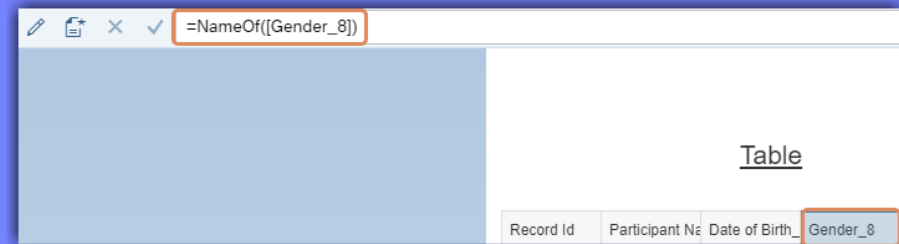
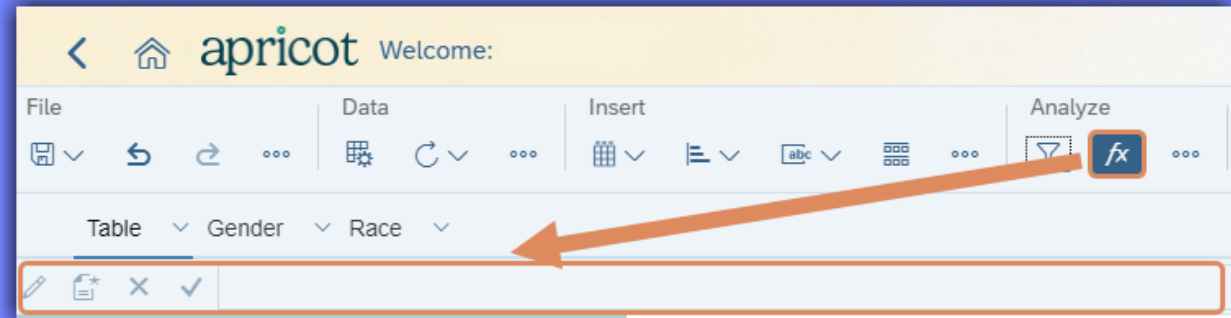
# Types of Formulas

1. Footer Calculations (we learned yesterday)
2. Type into Formula Bar
3. Use Formula Editor
4. Create Variables with Variable Editor



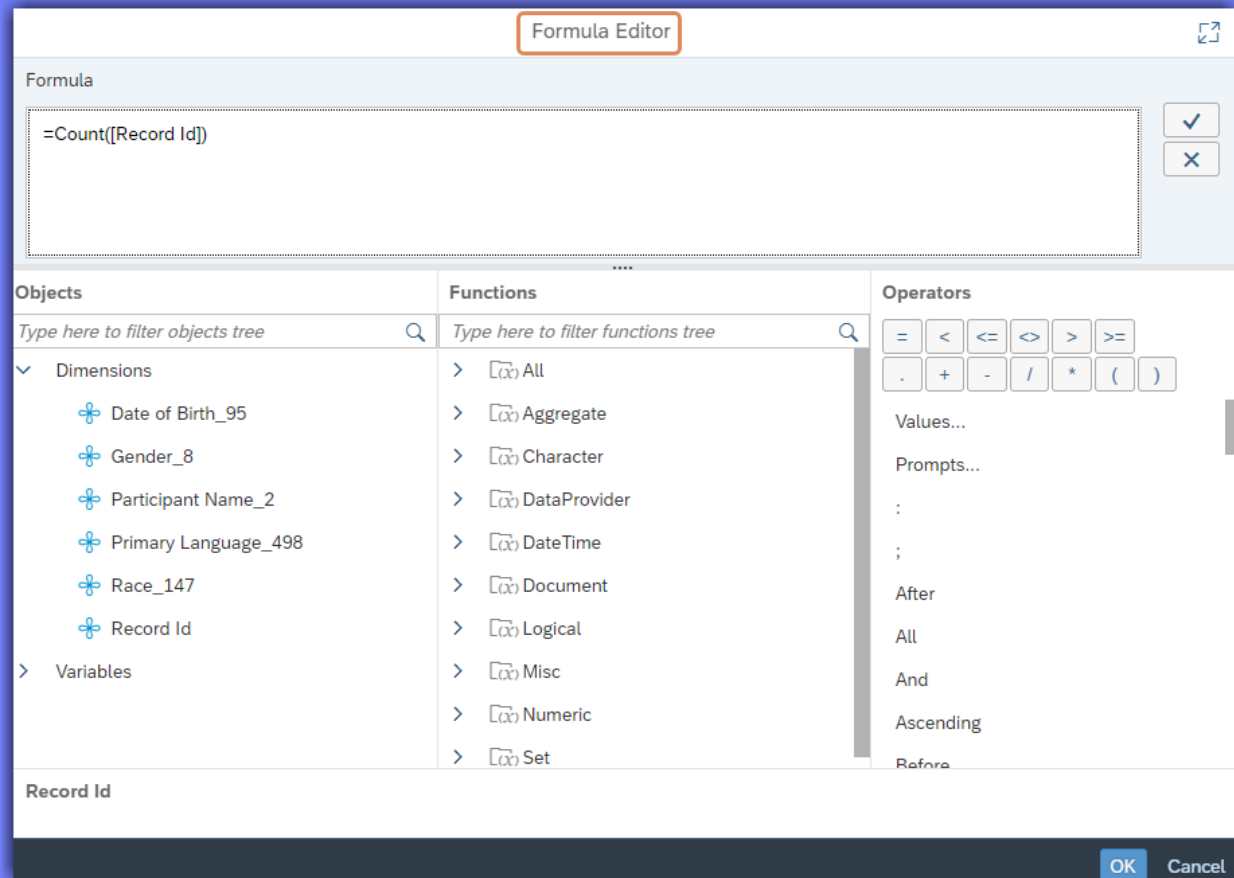
# Formula Bar

- A “window into a cell”
- Create a quick formula for format purposes, or to just use once in the report
- Click through the icons to:
  - Display a helpful editor
  - Turn the formula into a variable
  - Restore the old cell contents
  - Validate the formula



# Formula Editor

- Click the pencil icon on the left of the Formula Bar
- Select from available Objects, Functions, and Operators
- Does not include Name, Description, Type, or Qualification
- Formulas created here will not be saved as objects that can be used ongoing



# Commonly Used Formulas

# Commonly Used Formulas

## Row Number

- To make locating and communicating about specific rows of data easier

=LineNumber()-1

- Great option for the Formula Bar versus Variable Editor

1	1,228	Kyle	Butler	1/1/80	Spanish	
2	1,293	Kelly	Johnson	1/19/53	English	
3	1,296	Cali	Bennett	11/11/89	English	
4	1,299	Matt	Stevens	10/1/75	English	
5	1,300	John	Amonsta	3/22/90	English	
6	1,302	Sarah	Stevens	1/1/45	English	English
7	1,303	Wynn	Stevens	1/1/65	English	Spanish
8	1,490	Robert	Contreras	10/21/11	Spanish	English
9	1,491	James	Cheney	3/23/00	English	
10	1,492	Joe	Pickard	9/4/68	English	
11	1,493	Carol	Stansberry	9/8/55	English	
12	1,494	Gloria	Rosario	7/14/02	English	Spanish
13	1,495	Kristi	Hines	10/31/65	English	
14	1,496	John	Dubuque	9/6/30	English	

# Additional Resources



# We value your feedback!

Please complete our survey (scan the QR code or click the link in chat). Thank you!





# Additional Training Opportunities

- Knowledge Base Articles – Search in Chat
- On-demand Videos in our [Bonterra Academy](#)
- Free Webinars & Recordings
- Foundations - Intensive Multiday Trainings that Cover the Basics
- Labs - 2 hr Live Trainings on Specific Topics and Capabilities



Build confidence and knowledge  
in our software.

# Customer Support

**Reach out to our Customer Support Team with Questions or Concerns.**

Weekdays 7am – 7pm CST via chat or through email: [apricot@bonterratech.com](mailto:apricot@bonterratech.com)

# Q & A

- Ask questions about functionality covered in this training
- Ask trainer to redo a demo
- Ask real-life application questions
- Or sign off and we will see you in the next training!



Thank you for attending!

We hope to see you  
in future trainings.