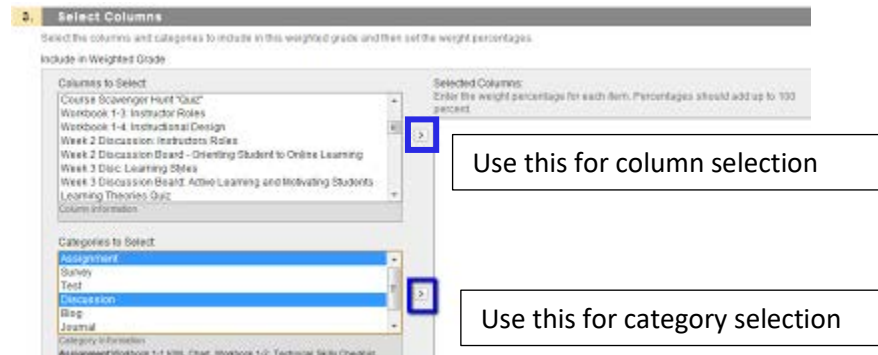
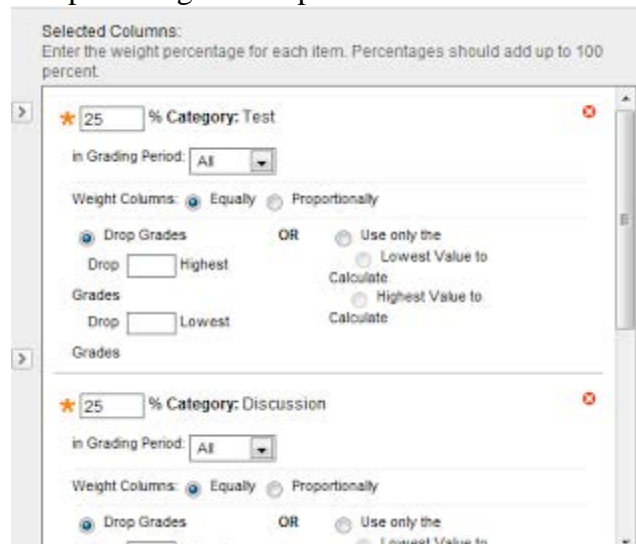


## Creating/Editing a Weighted Total Column

1. Click the drop arrow on the Weighted Total column heading; select Edit Column Information
2. Scroll down to the section marked "Select Columns"
3. Hold down the **CTRL** Key on your keyboard, and click on the categories or columns you want to weight.
4. Click the arrow in between the two columns.



5. Set the percentage of the total for each column or category (this example uses categories). Make sure the percentages add up to 100%.



6. Select **Calculate as Running Total**, if needed. Running totals exempt any cells that do not contain data.
7. Select the other options
8. Click Submit.