

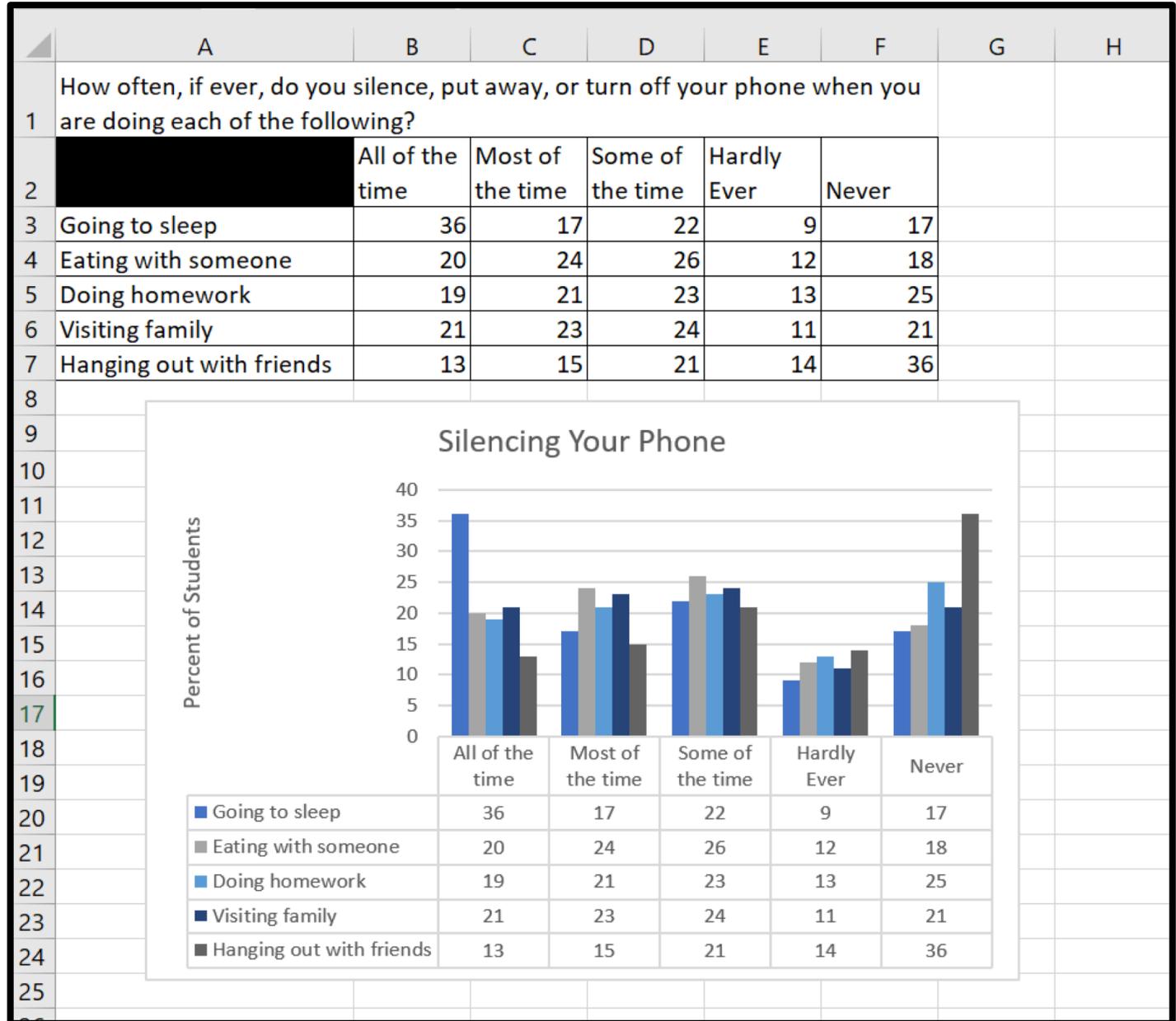


# 6<sup>th</sup> Grade

## Silencing Your Phone Activity



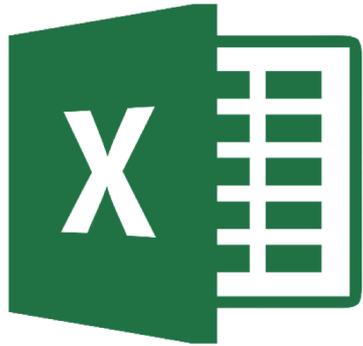
# Sample Draft



# Accessing Document

The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. An orange arrow points to the 'Assignments' tab. Below the tabs, there is a 'Back' button and a 'Turn in' button. The main content area is titled 'Silencing Your Phone'. It includes sections for 'Instructions' (Use the direction booklet to help you.), 'Reference materials' (None), and 'My work'. In the 'My work' section, there is a document named 'silencingyourphone.xls'. An orange arrow points to the three-dot menu next to this document. A context menu is open, showing options: 'Open in Teams', 'Open in Excel', 'Open in Excel Online', and 'Download'. Another orange arrow points to the 'Open in Excel' option.

1. Sign in to Microsoft Teams
2. Login: [sID#@phsd144.net](mailto:sID#@phsd144.net)  
District Password
3. Click on ASSIGNMENTS
4. Click on SILENCING YOUR PHONE
5. Click on  next to document in MY WORK
6. Select OPEN IN EXCEL.



# Entering Data on the Spreadsheet

# Cells A1 – F1

How often, if ever, do you silence, put away, or turn off your phone when you are doing each of the following?

1. Select 1A – 1F
2. Click on MERGE & CENTER.
3. Select MERGE ACROSS
4. Type the question in the box.
5. Click on the box & click WRAP TEXT.
6. Resize the box to all of the question.

# Cells B2 – F2

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Paste

Cambria 12 A A

B I U

Wrap Text

General

Conditional Formatting

Clipboard Font Alignment Number Styles

A2

	A	B	C	D	E	F	G	H	I	J
1	How often, if ever, do you silence, put away, or turn off your phone when you are doing eaching of the following?									
2		All of the time	Most of the time	Some of the time	Hardly Ever	Never				
3										
4										
5										

1. Enter the column titles in cells 2B – 2F.
2. Select cells 2B-2F & click on WRAP TEXT.
3. Resize the box to see all of the text.
  - Hover cursor on middle line until you see this symbol.
4. Click on cell 2A
5. Click on the shading button & select BLACK.

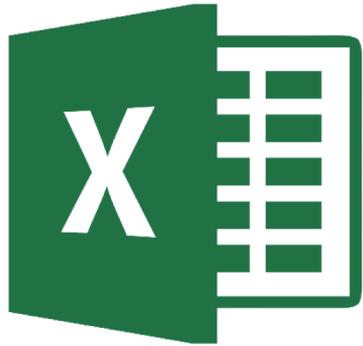


# Cells A3 – F7

	A	B	C	D	E	F	G
2		All of the time	Most of the time	Some of the time	Hardly Ever	Never	
3	Going to sleep	36	17	22	9	17	
4	Eating with someone	20	24	26	12	18	
5	Doing homework	19	21	23	13	25	
6	Visiting family	21	23	24	11	21	
7	Hanging out with friends	13	15	21	14	36	
8							

1. Enter the information for cells A3-F7 into your spreadsheet.
2. Select all of the cells (A1-F7).
3. Click on the BORDERS button.
4. Select ALL BORDERS.

**Hint: Make sure to resize column A to see all of the text.**



# Adding & Formatting Chart

# Inserting a Chart

	All of the time	Most of the time	Some of the time	Hardly Ever	Never
1	How often, if ever, do you silence, put away, or turn off your phone when you are doing each of the following?				
2					
3	Going to sleep	36	17		
4	Eating with someone	20	24		
5	Doing homework	19	21		
6	Visiting family	21	23		
7	Hanging out with friends	13	15		

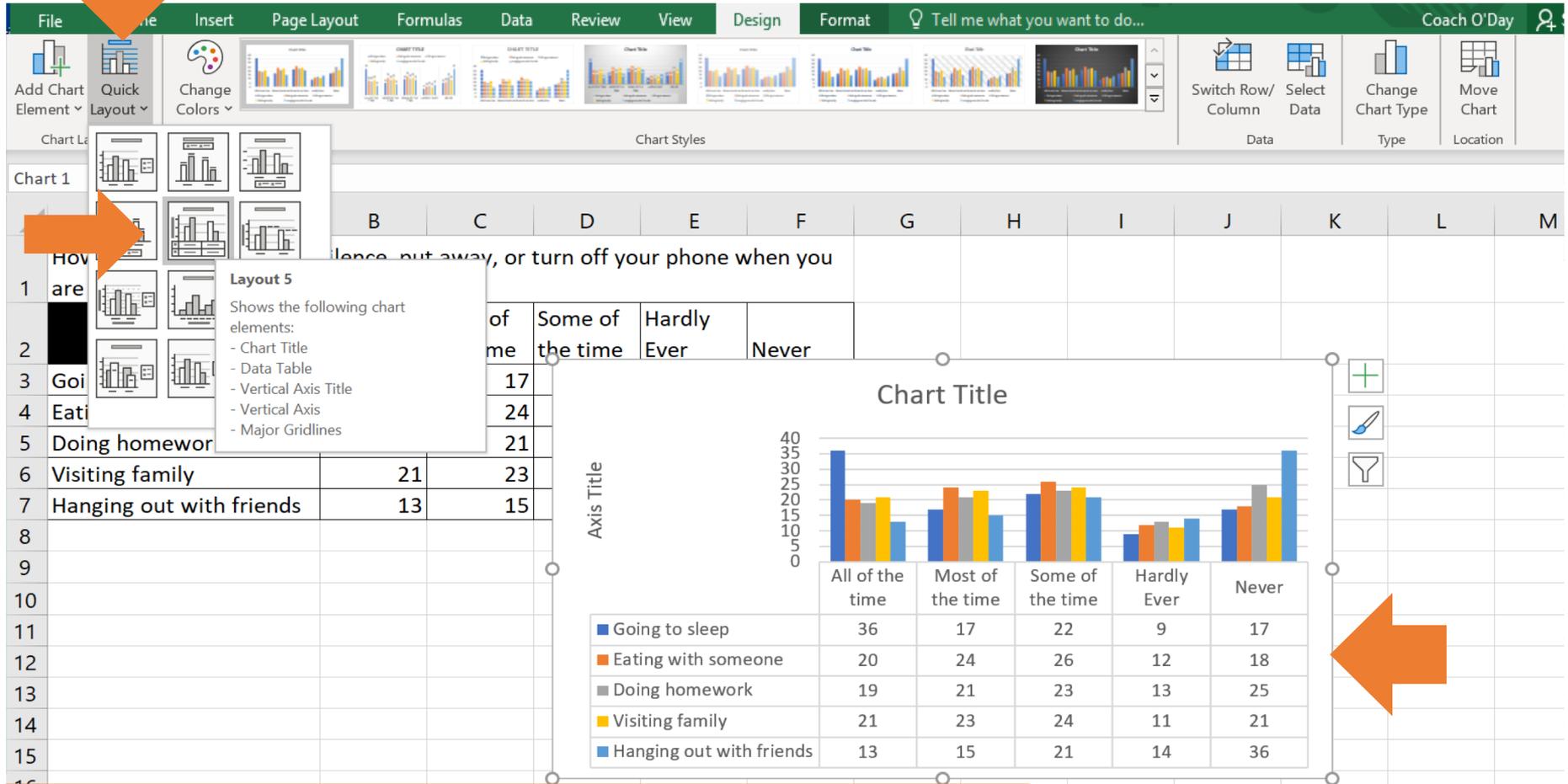
The chart in the background is a clustered column chart with the following data series:

- Going to sleep (blue)
- Eating with someone (orange)
- Doing homework (grey)
- Visiting family (yellow)
- Hanging out with friends (light blue)

**Hint: Make sure you do not select extra cells because it will graph those other cells as well.**

1. Select cells A2-F7.
2. Click on INSERT
3. Select BAR/COLUMN CHART.
4. Choose CLUSTERED COLUMN CHART.

# Changing Chart Layout



1. Click on the chart.
2. Click on the QUICK LAYOUT button.
3. Select LAYOUT 5.
  - Will have the data underneath the chart.

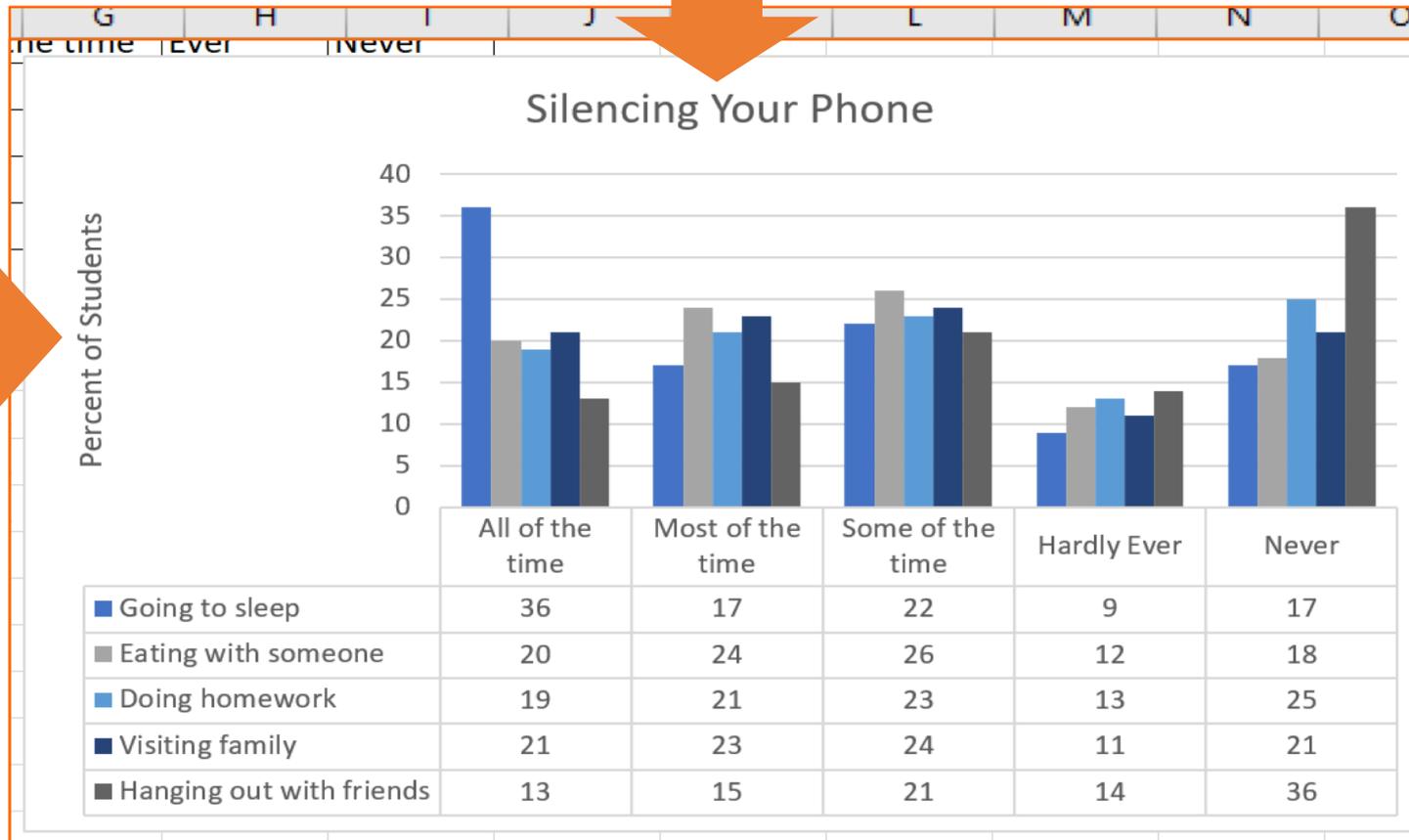
# Changing Chart Colors

The screenshot shows the Excel ribbon with the 'Design' tab selected. The 'Change Colors' button is highlighted with an orange arrow. The 'Change Colors' task pane is open, showing the 'Colorful' palette with 'COLOR 2' selected. The chart is a clustered bar chart with the following data:

	All of the time	Most of the time	Some of the time	Hardly Ever	Never
Going to sleep	36	17	22	9	17
Eating with someone	20	24	26	12	18
Doing homework	19	21	23	13	25

1. Click on the chart.
2. Click on the CHANGE COLORS button.
3. Select COLOR 2.
  - Shades of BLUE & GREY.

# Titles & Labels



1. Click on the CHART TITLE
2. Change it to SILENCING YOUR PHONE
3. Click on the AXIS TITLE
4. Change it to PERCENT OF STUDENTS



# Saving Spreadsheet

# SAVE TO ONE DRIVE



The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	
1	How often, if ever, do you silence, put away, or turn off your phone when you are doing each of the following?								
2		All of the time	Most of the time	Some of the time	Hardly Ever	Never			
3	Going to sleep	36	17	22	9	17			
4	Eating with someone	20	24	26	12	18			
5	Doing homework	19	21	23	13	25			
6	Visiting family	21	23	24	11	21			
7	Hardly ever with friends	13	15	21	14	36			
8									



**Click on DISK ICON to save your spreadsheet to OneDrive**



# Turning In Assignment

# TURN IN ASSIGNMENT

The screenshot shows a user interface for an assignment titled "Silencing Your Phone". At the top, there are navigation tabs: "Conversations", "Files", "Class Notebook", and "Assignments". A "Turn in" button is located in the top right corner, with an orange arrow pointing to it. Below the title, the "Due Date" is listed as "Thu May 30, 2019 at 11:59 PM" and the "Points" are "50 points possible". The "Instructions" section says "Use the direction booklet to help you." and "Reference materials" are listed as "None". Under the "My work" section, a file named "silencingyourphone.xls" is shown with an orange arrow pointing to it. Below the file is an "Add work" button.

1. Verify that your document is under MY WORK.
2. Click on TURN IN.