6th Grade

Silencing Your Phone Activity

Sample Draft
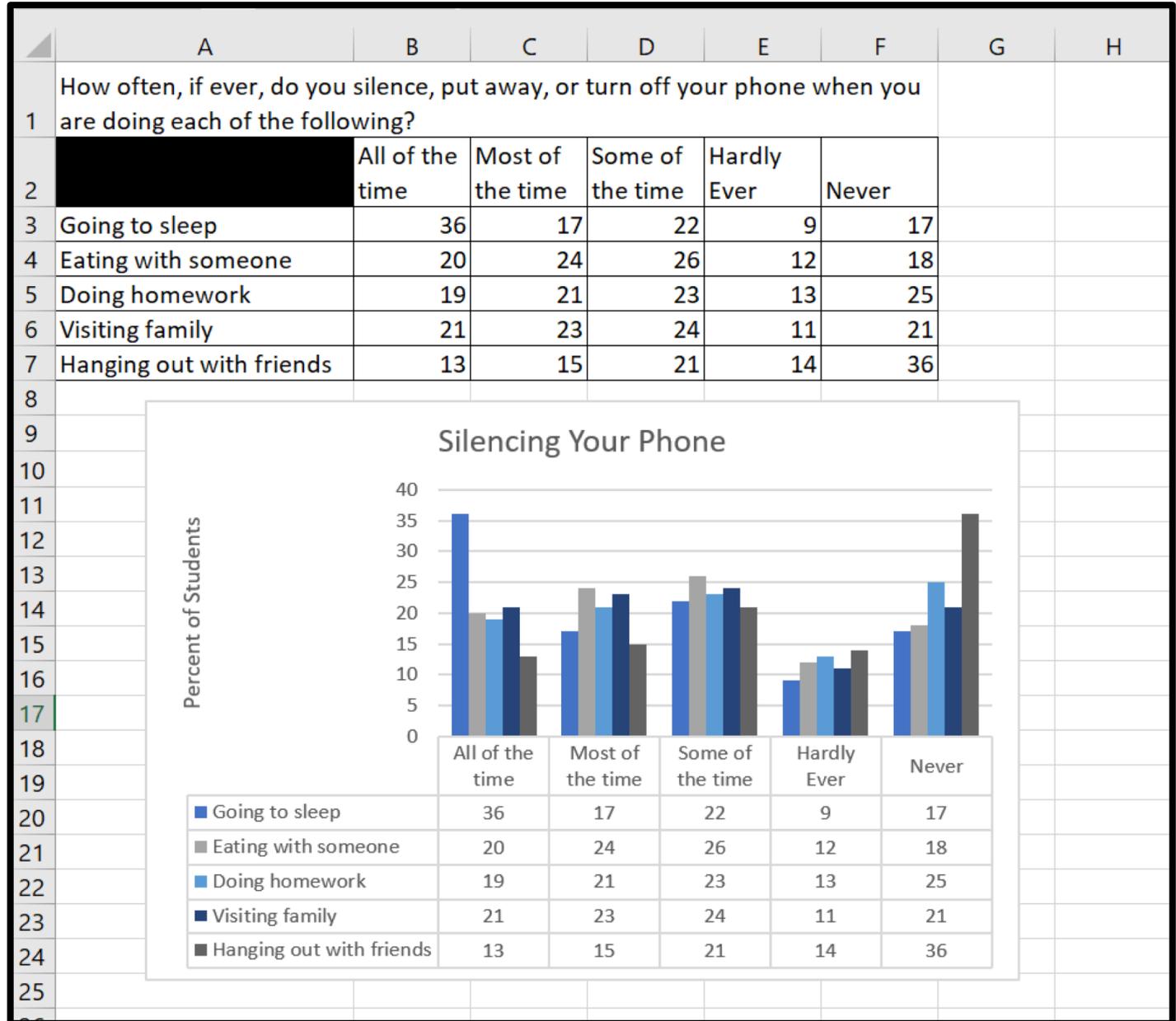
Accessing Document

Conversations   Files   Class Notebook   **Assignments**

< Back   **Turn in**

Silencing Your Phone

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

    silencingyourphone.xls   ...

    + Add work

        Open in Teams
        Open in Excel
        Open in Excel Online
        ↓ Download

Due Date
Thu May 30, 2019 at 11:59 PM

✓ Points
50 points possible

1. Sign in to Microsoft Teams
2. Login: 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.

Slide 3
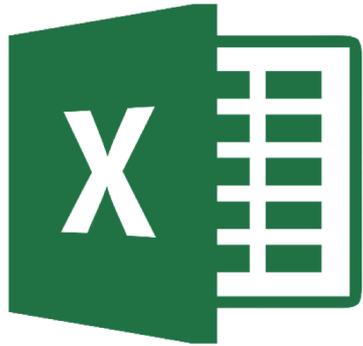
Entering Data on the Spreadsheet

Cells A1 – F1

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.

Slide 5

Cells B2 – F2

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.
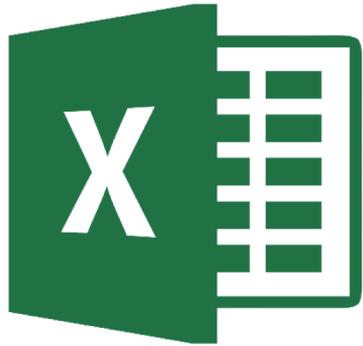4. Click on cell 2A
5. Click on the shading button & select BLACK.

Slide 6

Cells A3 – F7

	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	
Visiting family	21	23	24	11	21	
Hanging out with friends	13	15	21	14	36	

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

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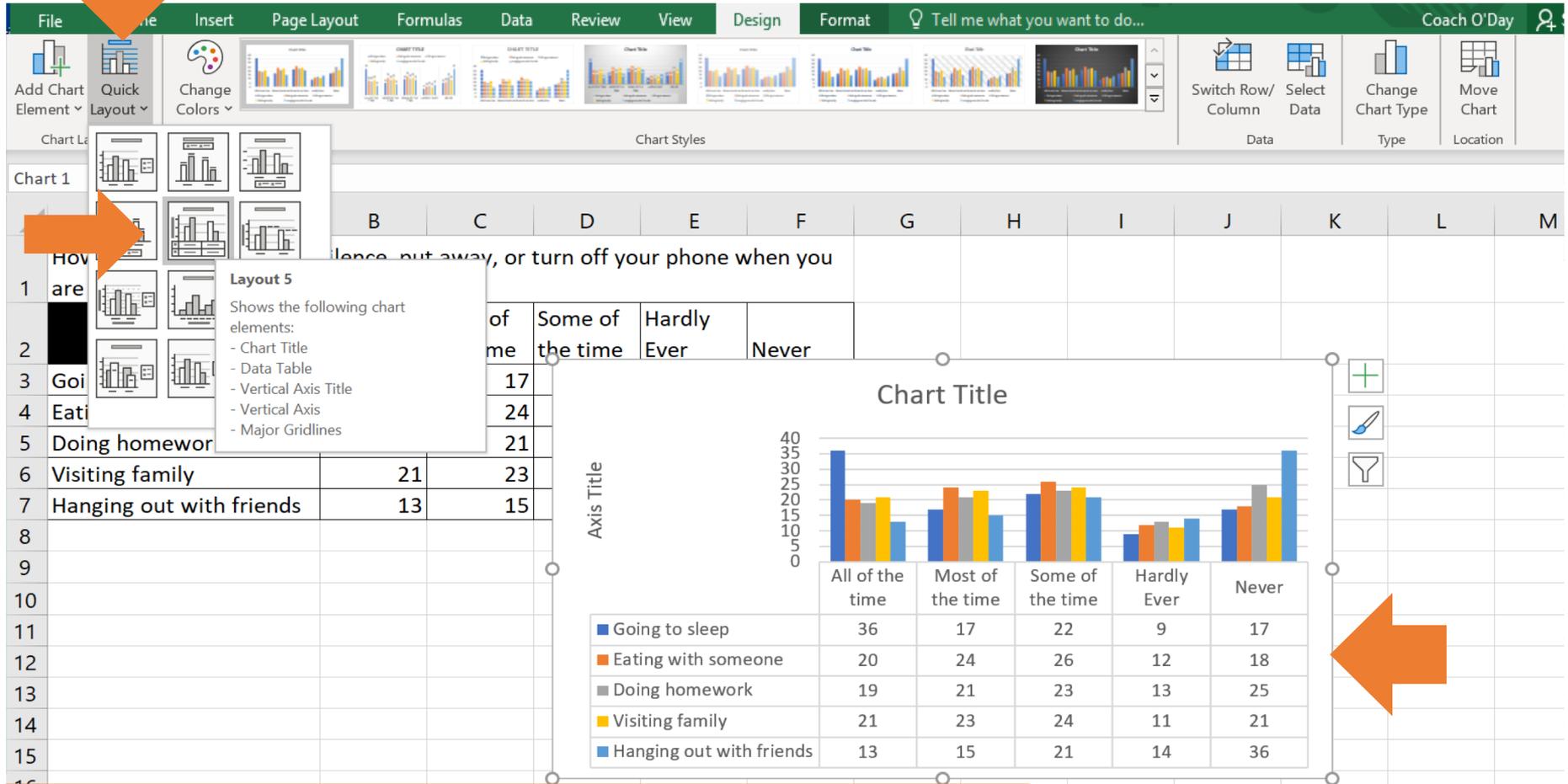
1. Click on the chart.
2. Click on the QUICK LAYOUT button.
3. Select LAYOUT 5.
   - Will have the data underneath the chart.

Changing Chart Colors

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

Slide 11

Titles & Labels

Silencing Your Phone

	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
Visiting family	21	23	24	11	21
Hanging out with friends	13	15	21	14	36
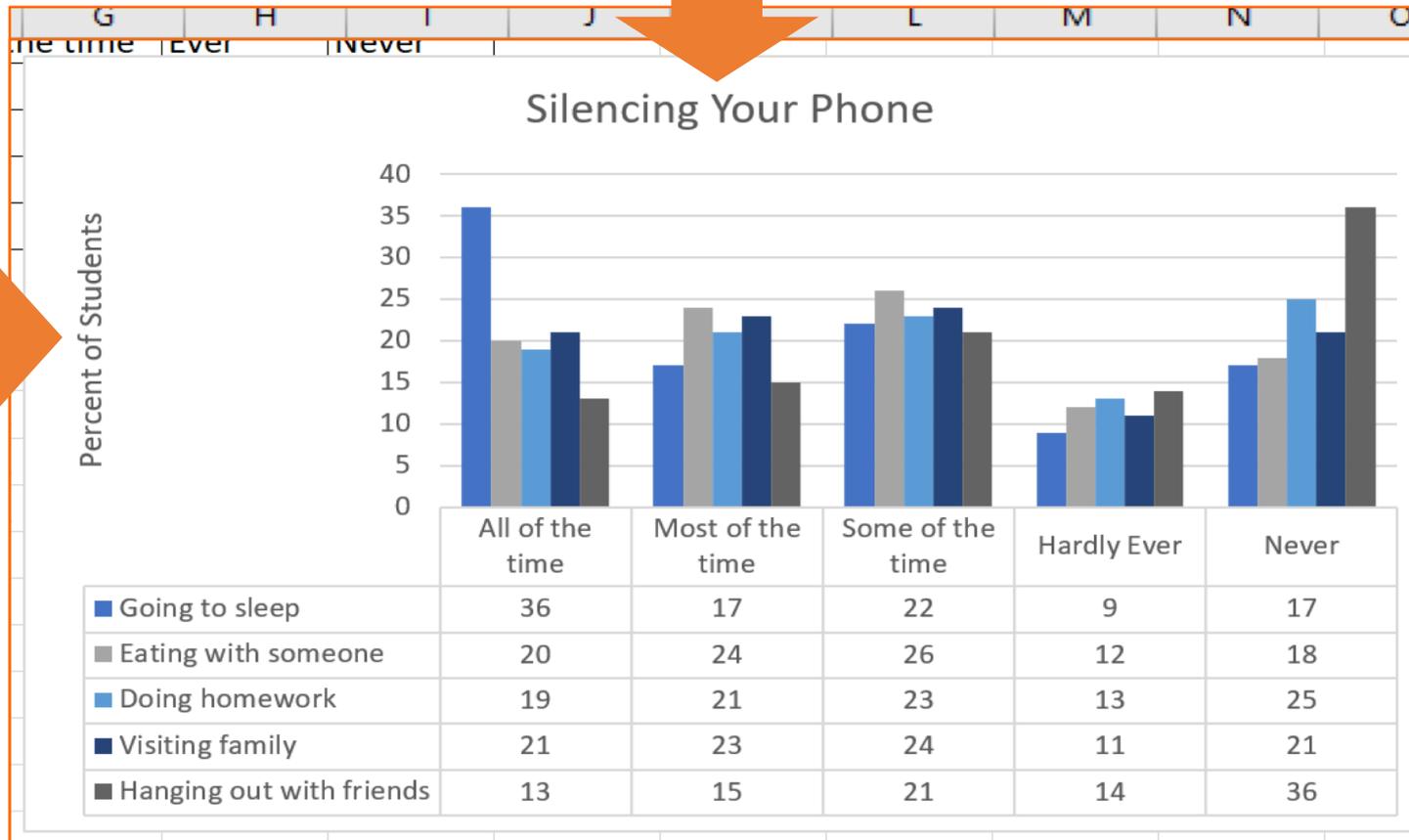
1. Click on the CHART TITLE
2. Change it to SILENCING YOUR PHONE
3. Click on the AXIS TITLE
4. Change it to PERCENT OF STUDENTS

Slide 12

Saving Spreadsheet

SAVE TO ONE DRIVE

Click on DISK ICON to save your spreadsheet to OneDrive

Turning In Assignment

TURN IN ASSIGNMENT

Conversations   Files   Class Notebook   **Assignments**

‹ Back

Turn in

Silencing Your Phone

Due Date
Thu May 30, 2019 at 11:59 PM

Instructions
Use the direction booklet to help you.

Points
50 points possible

Reference materials
None

My work

X silencingyourphone.xls   ...

+ Add work

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