

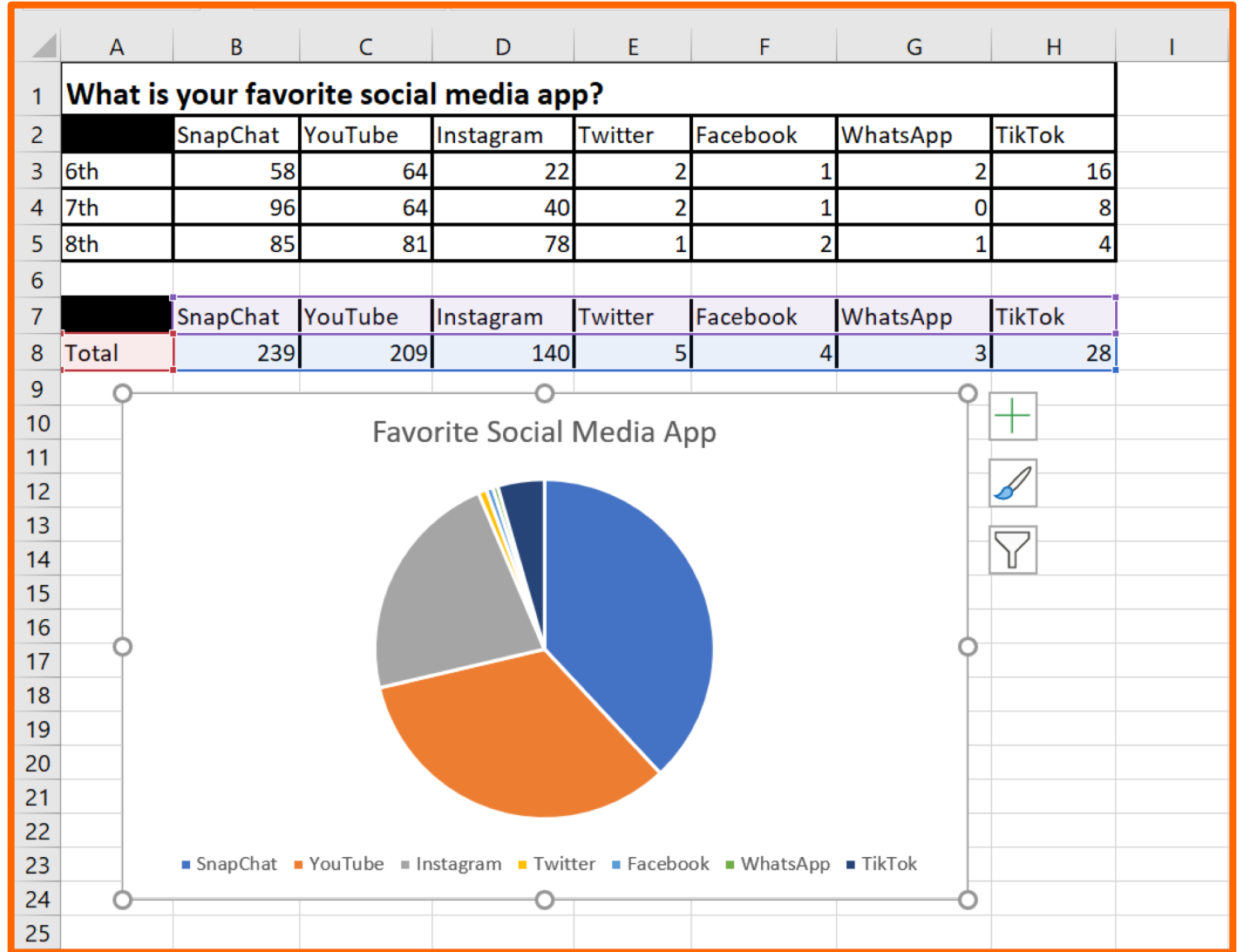


6th Grade

Favorite Social Media App



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 'Favorite Social Media App'. It includes a 'Due Date' of 'Thu May 30, 2019 at 11:59 PM' and 'Points' of '50 points possible'. Under 'Instructions', it says 'Use the direction booklet to help you.' Under 'Reference materials', it says 'None'. Under 'My work', there is a document 'Favoriteapp.xls' with a three-dot menu icon to its right. An orange arrow points to this menu icon. The context menu is open, showing options: 'Open in Teams', 'Open in Excel', 'Open in Excel Online', and 'Download'. An orange arrow points to the 'Open in Excel' option.

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on FAVORITE SOCIAL MEDIA APP
5. Click on next to document in MY WORK
6. Select OPEN IN EXCEL.



Raw Data Table

Cells A1 – H1

The screenshot shows the Microsoft Excel interface. The 'Home' tab is selected in the ribbon. The 'Merge & Center' dropdown menu is open, showing options: Merge & Center, Merge & Center, Merge Across, Merge Cells, and Unmerge Cells. The 'Merge Across' option is highlighted. In the worksheet, cell A1 contains the text 'What is your favorite social media app?' and is merged across cells A1 to H1. The text is bold and in Calibri font size 14. Orange arrows point to the 'Home' tab, the 'Merge & Center' dropdown, and the 'Merge Across' option.

1. Select A1-H1
2. Click on MERGE & CENTER.
3. Select MERGE ACROSS
4. Type the question in the box.
5. Change the font to CALIBRI/SIZE 14/ BOLD.
6. Resize the box if necessary.

Cells B2 – H2

The screenshot shows the Microsoft Excel interface. The Home ribbon is active, displaying options for Clipboard, Font, Alignment, and Numbers. The font is set to Calibri, size 11. The spreadsheet grid shows the following data:

	A	B	C	D	E	F	G	H	I
1	What is your favorite social media app?								
2		SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok	
3									
4									
5									
6									
7									

1. Enter the column titles in cells B2 – H2.
2. Resize the columns to see all of the text.
 - Hover cursor on middle line until you see this symbol.
 - Click and drag to the right to make column wider.
3. Click on cell 2A
4. Click on the shading button & select BLACK.

Cells A3 – H6

The screenshot shows the Microsoft Excel interface with the Home tab selected. An orange arrow points to the font size dropdown menu, which is set to 11. Below the ribbon, the spreadsheet grid is visible, showing a table with 8 rows and 8 columns. The data is as follows:

1	What is your favorite social media app?							
2		SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok
3	6th	58	64	22	2	1	2	16
4	7th	96	64	40	2	1	0	8
5	8th	85	81	78	1	2	1	4
6								
7								
8								

1. Enter the information for cells A3-H6 into your spreadsheet.
2. Select all of the cells (A1-H6).
3. Click on the BORDERS button.
4. Select ALL BORDERS.



Total Sum Table

Cells A7-H8

The screenshot shows the Microsoft Excel interface with the Home ribbon selected. The Font group contains the shading button (a paint bucket icon) and the borders button (a grid icon). The table below shows the following data:

	A	B	C	D	E	F	G	H	I
1	What is your favorite social media app?								
2		SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok	
3	6th	58	64	22	2	1	2	16	
4	7th	96	64	40	2	1	0	8	
5	8th	85	81	78	1	2	1	4	
6									
7		SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok	
8									
9									
10									

1. Re-enter the column titles in cells B7 - H7.
2. Click on cell A7
3. Click on the shading button & select BLACK.
4. Select cells A7 – H8.
5. Click on the borders button & select ALL BORDERS.

Cells B2 – H2



	A	B	C	D	E	F	G	H
1	What is your favorite social media app?							
2		SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok
3	6th	58	64	22	2	1	2	16
4	7th	96	64	40	2	1	0	8
5	8th	85	81	78	1	2	1	4
6								
7		SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok
8	Total	239						
9								

1. Type TOTAL in cell A8.
2. In cell B8 type the SUM EQUATION
 =SUM(B3:B5)
3. Hit ENTER
 Number in cell B8 should be 239.

Total # of PHJH student whose favorite app is SnapChat.

Cells B8 – H8



	A	B	C	D	E	F	G	H
1	What is your favorite social media app?							
2		SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok
3	6th	58	64	22	2	1	2	16
4	7th	96	64	40	2	1	0	8
5	8th	85	81	78	1	2	1	4
6								
7		SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok
8	Total	239						
9								

1. Hold the cursor over the bottom right corner of cell B8 until see a **+** sign.
2. Click & drag to cell H8 to copy equation to other cells.
3. Click on cells C8-H8 to check equations.

C8	=SUM(C3:C5)	E8	=SUM(E3:E5)	G8	=SUM(G3:G5)
D8	=SUM(D3:D5)	F8	=SUM(F3:F5)	H8	=SUM(H3:H5)



Adding & Formatting Chart

Inserting a Chart

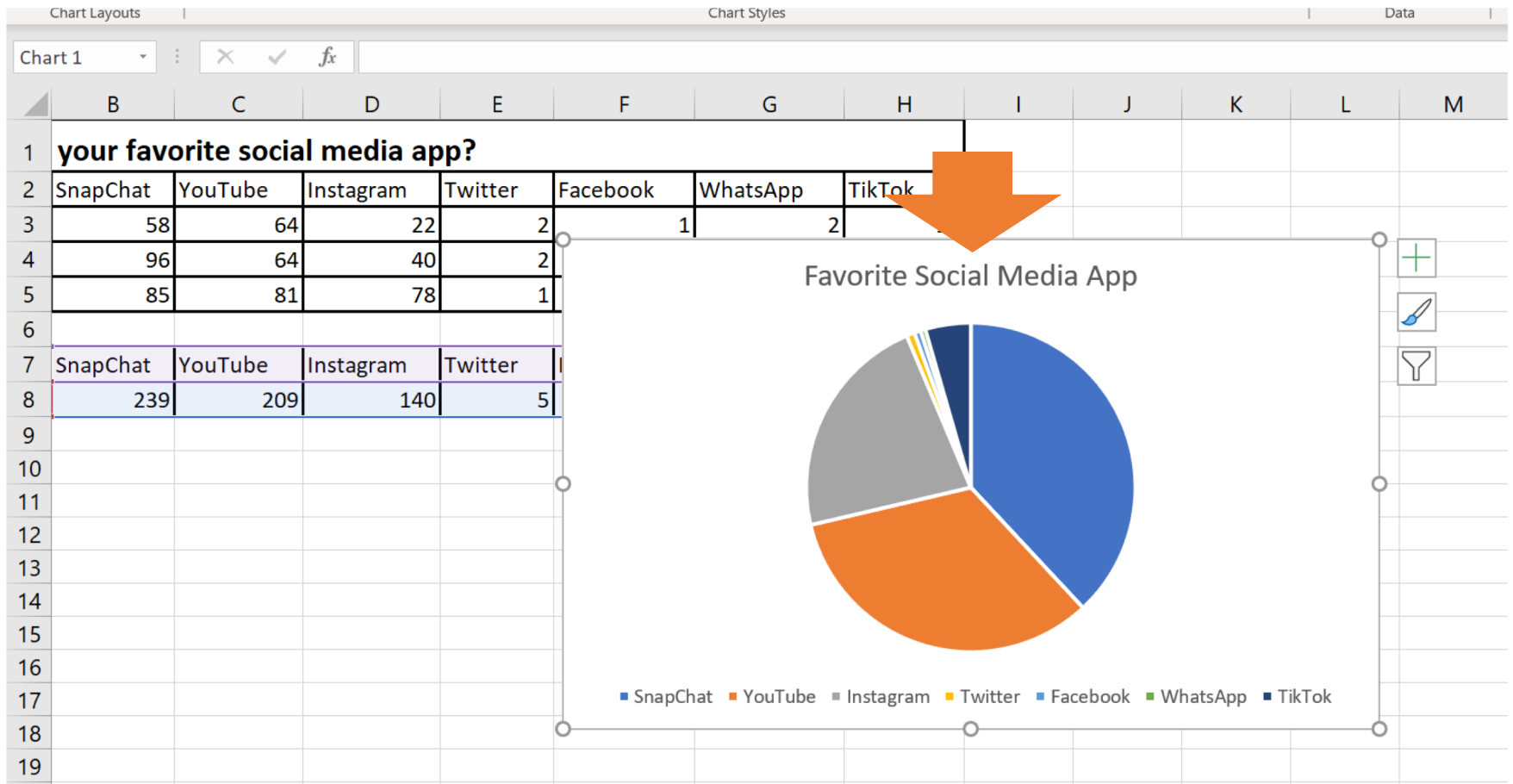
The screenshot shows the Microsoft Excel interface. The 'Insert' tab is active, and the 'Recommended Charts' group is highlighted. An orange arrow points from the 'Recommended Charts' group to the 'Insert Chart' dialog box. The dialog box shows a preview of a pie chart titled 'Total' with a legend for SnapChat, YouTube, Instagram, Twitter, Facebook, WhatsApp, and TikTok. A legend below the pie chart lists the categories with their corresponding colors. A text box at the bottom of the dialog explains that a pie chart is used to show proportions of a whole and should not be used if it contains many slices as angles are hard to estimate. An orange arrow points from the 'OK' button in the dialog box to the data table below.

	A	B	C	D	E	F
1	What is your favorite social media app?					
2		SnapChat	YouTube	Instagram	Twitter	Facebook
3	6th	58	64	22	2	
4	7th	96	64	40	2	
5	8th	85	81	78	1	
6						
7		SnapChat	YouTube	Instagram	Twitter	Face
8	Total	239	209	140	5	

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

1. Select cells A7 – H8.
2. Click on INSERT.
3. Click on RECOMMENDED CHARTS.
4. Select the PIE chart & click OK.

Chart Title



1. Click on the CHART TITLE
2. Change it to FAVORITE SOCIAL MEDIA APP.



Saving Spreadsheet

SAVE TO ONE DRIVE



Book1 - Excel

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

Clipboard Font Alignment Number Styles

Chart 1

	B	C	D	E	F	G	H	I	J	K	L	M	
1	your favorite social media app?												
2	SnapChat	YouTube	Instagram	Twitter	Facebook	WhatsApp	TikTok						
3	58	64	22	2	1	2	16						
4	96	64	40	2									
5	85	81	78	1									
6													
7	SnapChat	YouTube	Instagram	Twitter									
8	239	209	140	5									
9													
10													
11													
12													
13													
14													

Favorite Social Media App

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. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. The 'Assignments' tab is active. On the right side of the top bar, there are icons for a share link and a refresh button. Below the navigation, there is a 'Back' button on the left and a 'Turn in' button on the right. The assignment title is 'Favorite Social Media App'. To the right of the title, the 'Due Date' is 'Thu May 30, 2019 at 11:59 PM' and the 'Points' are '50 points possible'. Under 'Instructions', it says 'Use the direction booklet to help you.' Under 'Reference materials', it says 'None'. Under 'My work', there is a file named 'favoriteapp.xls' with a plus icon and a three-dot menu icon. Below the file list is a '+ Add work' button. Two orange arrows point to the 'Turn in' button and the 'favoriteapp.xls' file.

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