

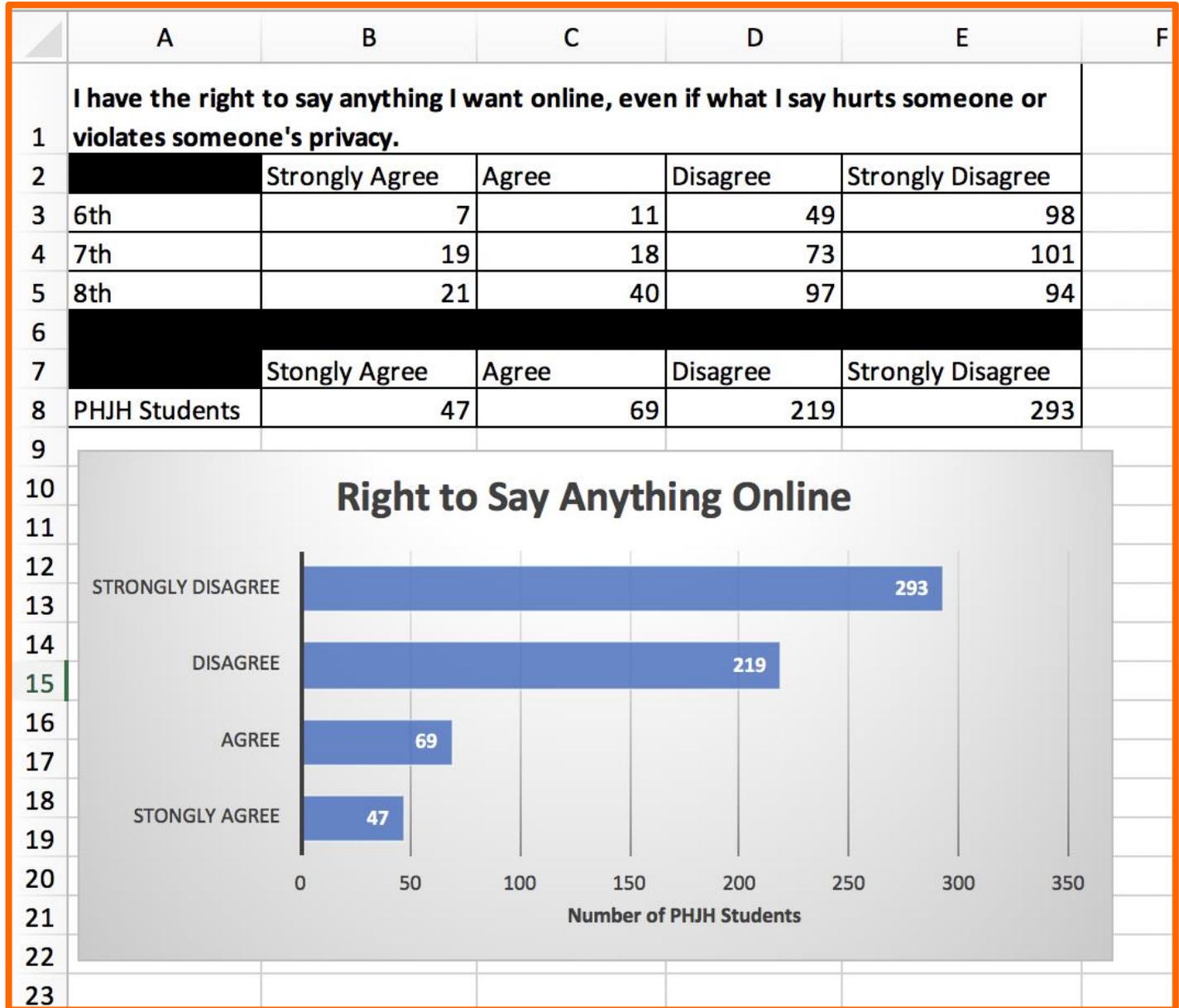


# 6<sup>th</sup> Grade

Right to Say  
Anything Online



# Sample Draft



# Accessing Document

Conversations Files Class Notebook Assignments

< Back Turn in

Right to Say Anything Online

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

Points  
50 points possible

Instructions  
Use the direction booklet to help you.

Reference materials  
None

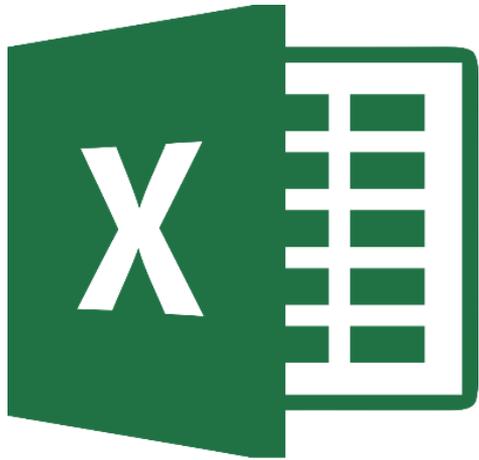
My work

sayanythingonline.xls

+ Add work

- Open in Teams
- Open in Excel
- Open in Excel Online
- Download

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



# Raw Data Table

# Cells A1 – E1

Microsoft Excel interface showing the process of merging cells A1-E1. The ribbon is set to 'Home', and the 'Merge & Center' dropdown menu is open, with 'Merge Across' selected. The text 'I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.' is entered in cell A1 and is bolded. The text is wrapped across the merged cells A1-E1.

1. Select A1-E1
2. Click on MERGE & CENTER.
3. Select MERGE ACROSS
4. Type the statement in the box.
  - Font Style: BOLD
5. Click on the box & click on WRAP TEXT.
6. Resize the box so entire statement is visible.

# Cells B2 – E2

PHJH Social Media S

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

Paste Calibri (Body) 12 A A = = = ab Wrap Text Merge & Center Gen

**B** *I* U [Grid] [Color] [Text Color] [Align] [Align]

A2 fx

	A	B	C	D	E	F
1	<b>I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.</b>					
2		Strongly Agree	Agree	Disagree	Strongly Disagree	
3						
4						

1. Enter the column titles in cells B2 – E2.
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 A2
4. Click on the shading button & select BLACK.

# Cells A3 – H6

	A	B	C	D	E	F
1	<b>I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.</b>					
2		Strongly Agree	Agree	Disagree	Strongly Disagree	
3	6th	7	11	49	98	
4	7th	19	18	73	101	
5	8th	21	40	97	94	
6						
7						
8						

1. Enter the information for cells A3-E5 into your spreadsheet.
2. Select cells A6-E6
3. Click on the SHADING button.
4. Select BLACK.



# Total Sum Table

# Cells A1-E8

	A	B	C	D	E	F
1	<b>I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.</b>					
2		<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	
3	6th	7	11	49	98	
4	7th	19	18	73	101	
5	8th	21	40	97	94	
6						
7		<b>Stongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	
8						
9						

1. Re-enter the column titles in cells B7 - E7.
2. Click on cell A7
3. Click on the shading button & select BLACK.
4. Select cells A1 – E8.
5. Click on the borders button & select ALL BORDERS.

# Cells A8 – E8

	A	B	C	D	E
1	<b>I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.</b>				
2		Strongly Agree	Agree	Disagree	Strongly Disagree
3	6th	7	11	49	98
4	7th	19	18	73	101
5	8th	21	40	97	94
6			3R x 1C		
7		Stongly Agree	Agree	Disagree	Strongly Disagree
8	PHJH Students	=SUM(B3:B5)			
9					
10					

1. Type PHJH STUDENTS in cell A8.
2. Resize column A to fit the title.
3. In cell B8 type the SUM EQUATION  
 =SUM(select cells B3-B5)
4. Hit ENTER  
 Number in cell B8 should be 47.

# Cells B8 – E8

	A	B	C	D	E
1	<b>I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.</b>				
2		Strongly Agree	Agree	Disagree	Strongly Disagree
3	6th	7	11	49	98
4	7th	19	18	73	101
5	8th	21	40	97	94
6	3R x 1C				
7		Stongly Agree	Agree	Disagree	Strongly Disagree
8	PHJH Students	=SUM(B3:B5)			
9					

1. Hold the cursor over the bottom right corner of cell B8 until see a + sign.
2. Click & drag to cell E8 to copy equation to other cells.
3. Click on cells C8-E8 to check equations.

**C8**

=SUM(C3:C5)

**D8**

=SUM(D3:D5)

**E8**

=SUM(E3:E5)



# Adding & Formatting Chart

# Inserting a Chart

PHJH Social Media Survey Wo

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

PivotTable Recommended PivotTables Table Pictures Shapes My Add-ins Store Recommended Charts PivotChart Spar

A7

	A	B	C	D	H
1	<b>I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.</b>				
2		Strongly Agree	Agree	Disagree	Strongly
3	6th	7	11	49	
4	7th	19	18	73	
5	8th	21	40	97	
6					
7		Stongly Agree	Agree	Disagree	Strongly
8	PHJH Students	47			
9					
10					

Insert Chart

Recommended Charts All Charts

Clustered Bar

PHJH Students

Strongly Disagree Disagree Agree Strongly Agree

0 50 100 150 200 250 300 350

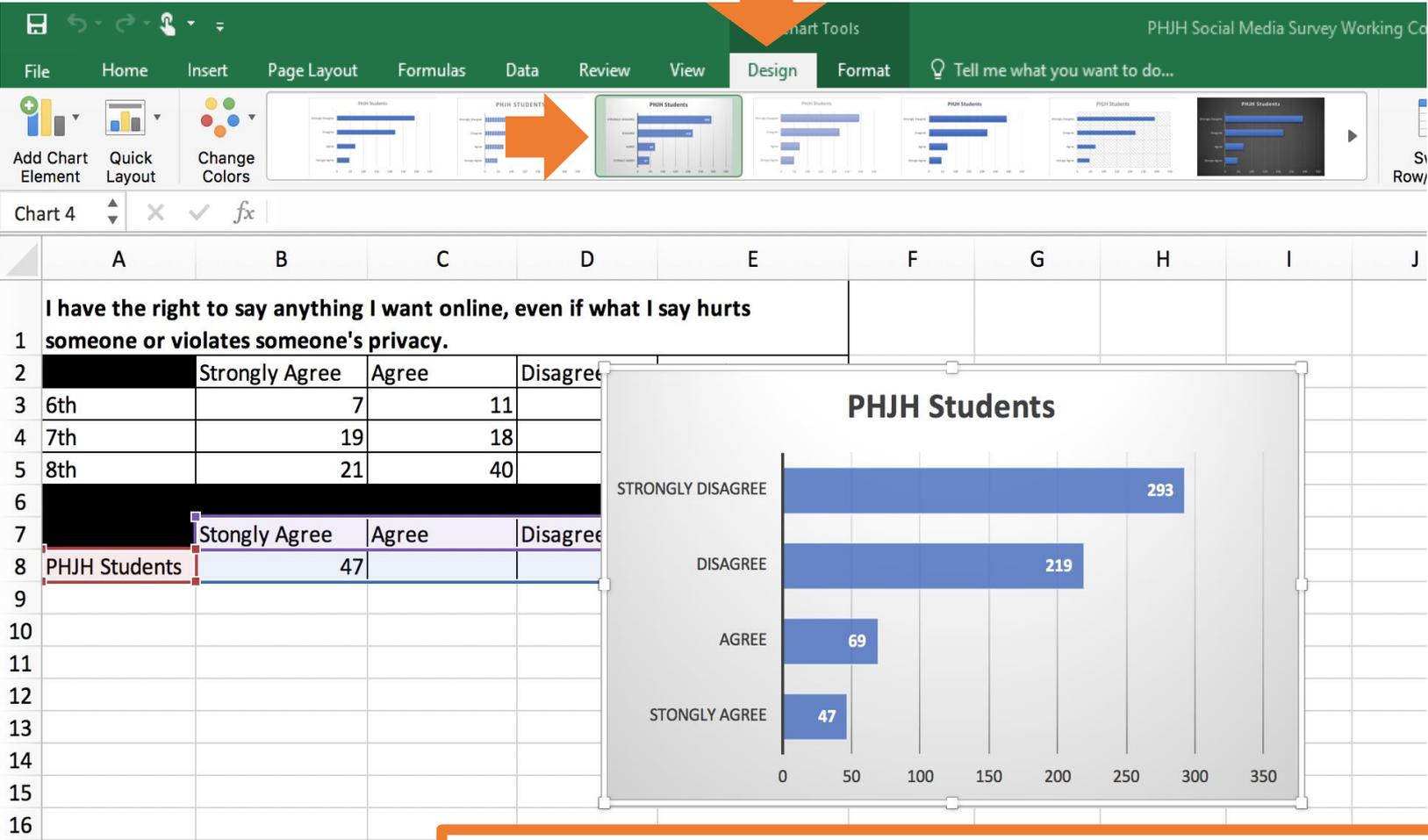
A clustered bar chart is used to compare values across a few categories. Use it when the chart shows duration or when the category text is long.

OK Cancel

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

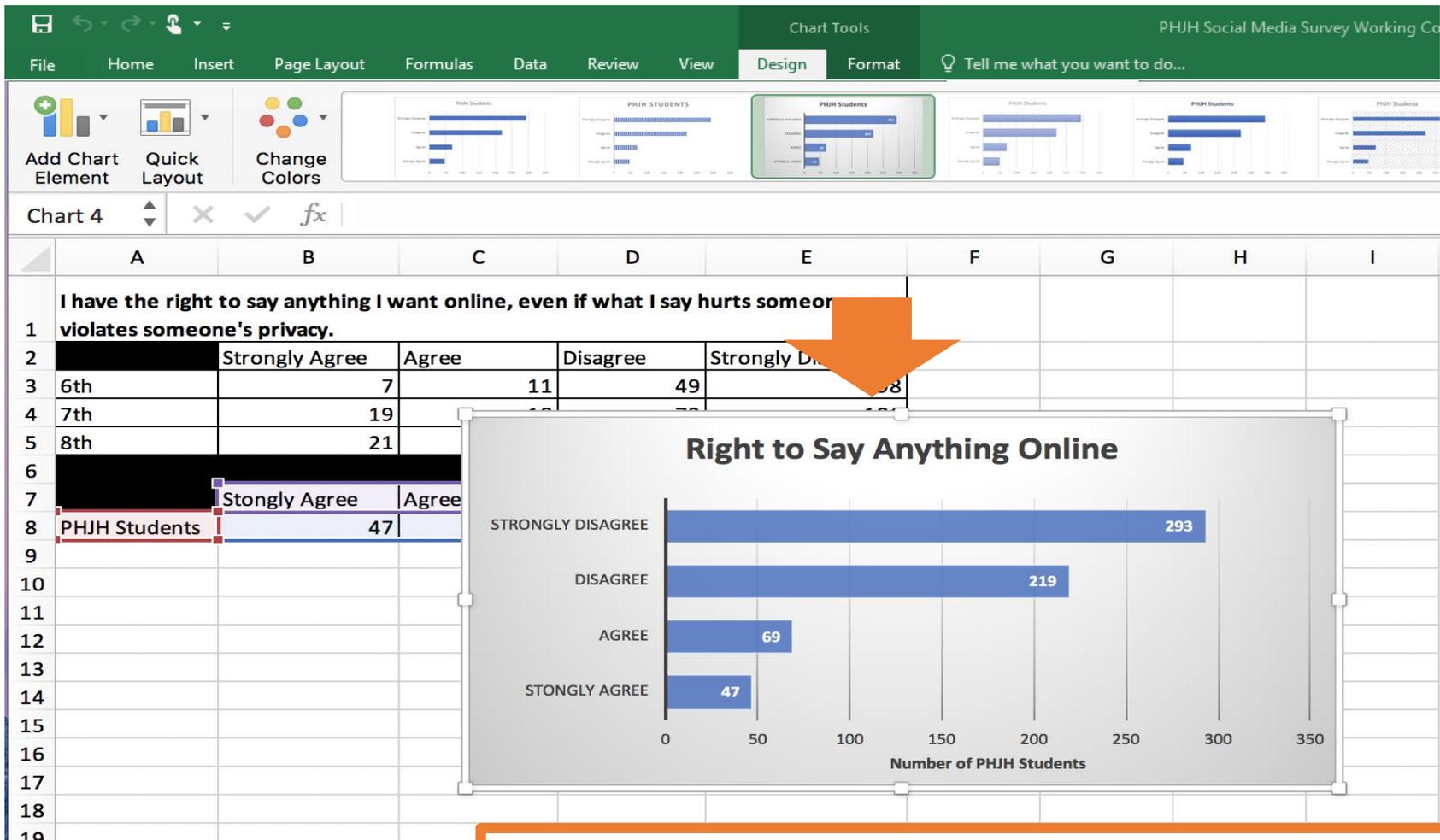
1. Select cells A7 – E8.
2. Click on INSERT.
3. Click on RECOMMENDED CHARTS.
4. Select the CLUSTERED BAR chart
5. Click OK.

# Chart Style



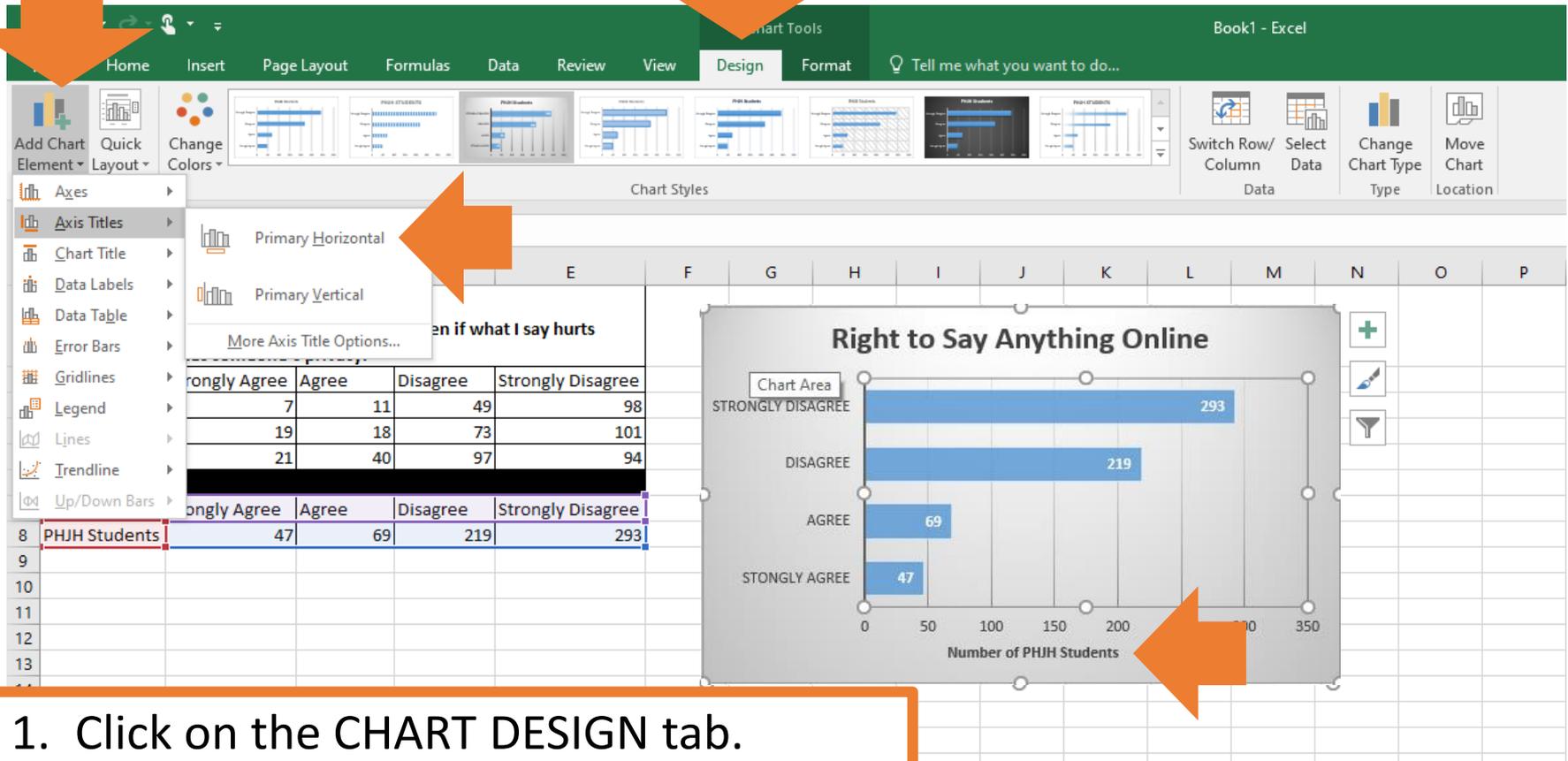
1. Click on the chart.
2. Click on the CHART TOOLS DESIGN tab.
3. In CHART STYLES select STYLE 3.

# Chart Title



1. Click on the CHART TITLE
2. Change it to RIGHT TO SAY ANYTHING ONLINE.

# Axis Title



1. Click on the CHART DESIGN tab.
2. Click on ADD CHART ELEMENT.
3. Click on AXIS TITLES.
4. Select PRIMARY HORIZONTAL
5. Change axis title to NUMBER OF PHJH STUDENTS.



# Saving Spreadsheet

# SAVE TO ONE DRIVE



	A	B	C	D	E	F	G	H	I	J	K	L
	I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.											
1												
2		Strongly Agree	Agree	Disagree	Strongly Disagree							
3	6th	7	11	49	98							
4	7th	19										
5	8th	21										
6												
7		Stongly Agree	Agree									
8	PHJH Students	47										
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												

**Right to Say Anything Online**

Response	Count
STRONGLY DISAGREE	293
DISAGREE	219
AGREE	69



**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. Below the tabs, there is a 'Back' button on the left and a 'Turn in' button on the right, with an orange arrow pointing to it. The assignment title is 'Right to Say Anything Online'. 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 'sayanythingonline.xls' with an orange arrow pointing to it, and a '+ Add work' button below it.

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