6th Grade

Right to Say Anything Online

Sample Draft

Slide 2

I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.

	Strongly Agree	Agree	Disagree	Strongly Disagree
6th	7	11	49	98
7th	19	18	73	101
8th	21	40	97	94

	Stongly Agree	Agree	Disagree	Strongly Disagree
PHJH Students	47	69	219	293

Right to Say Anything Online

Category	Number of PHJH Students
STRONGLY DISAGREE	293
DISAGREE	219
AGREE	69
STONGLY AGREE	47

Number of PHJH Students

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

Instructions
Use the direction booklet to help you.   ✓ Points
                                                50 points possible

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
   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.

Slide 3
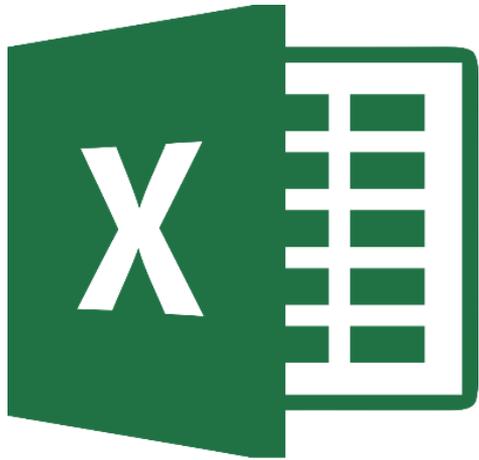
Raw Data Table

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.

Slide 5

Cells B2 – E2

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.

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Cells A3 – H6

Spreadsheet table:

	A	B	C	D	E
1	I have the right to say anything I want online, even if what I say hurts someone or violates someone's privacy.				
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

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.

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Cells A8 – E8

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.

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

Hint: Make sure you do not select extra cells because it will graph those other cells as well.
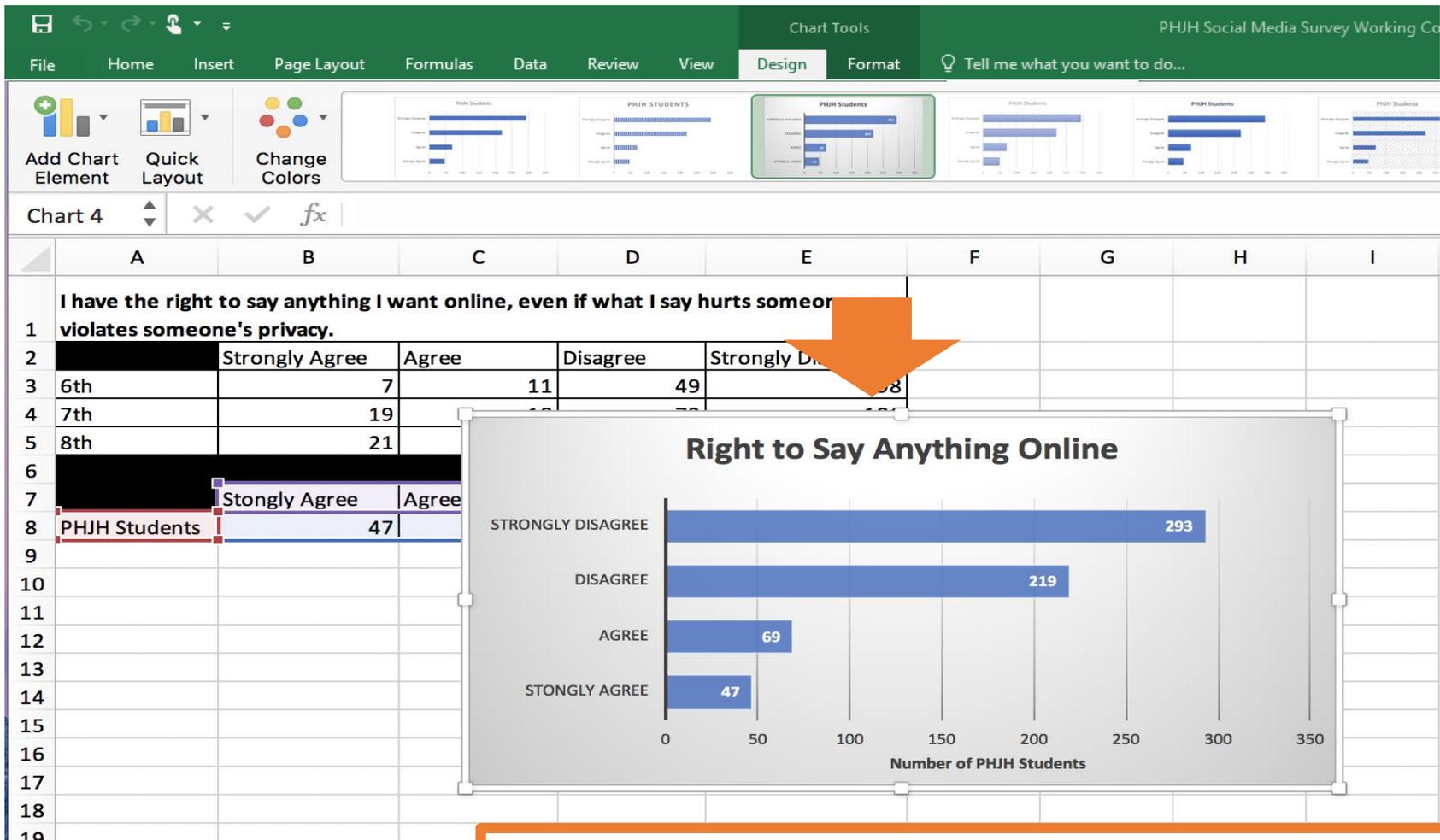
1. Select cells A7 – E8.
2. Click on INSERT.
3. Click on RECOMMENDED CHARTS.
4. Select the CLUSTERED BAR chart
5. Click OK.

Slide 13
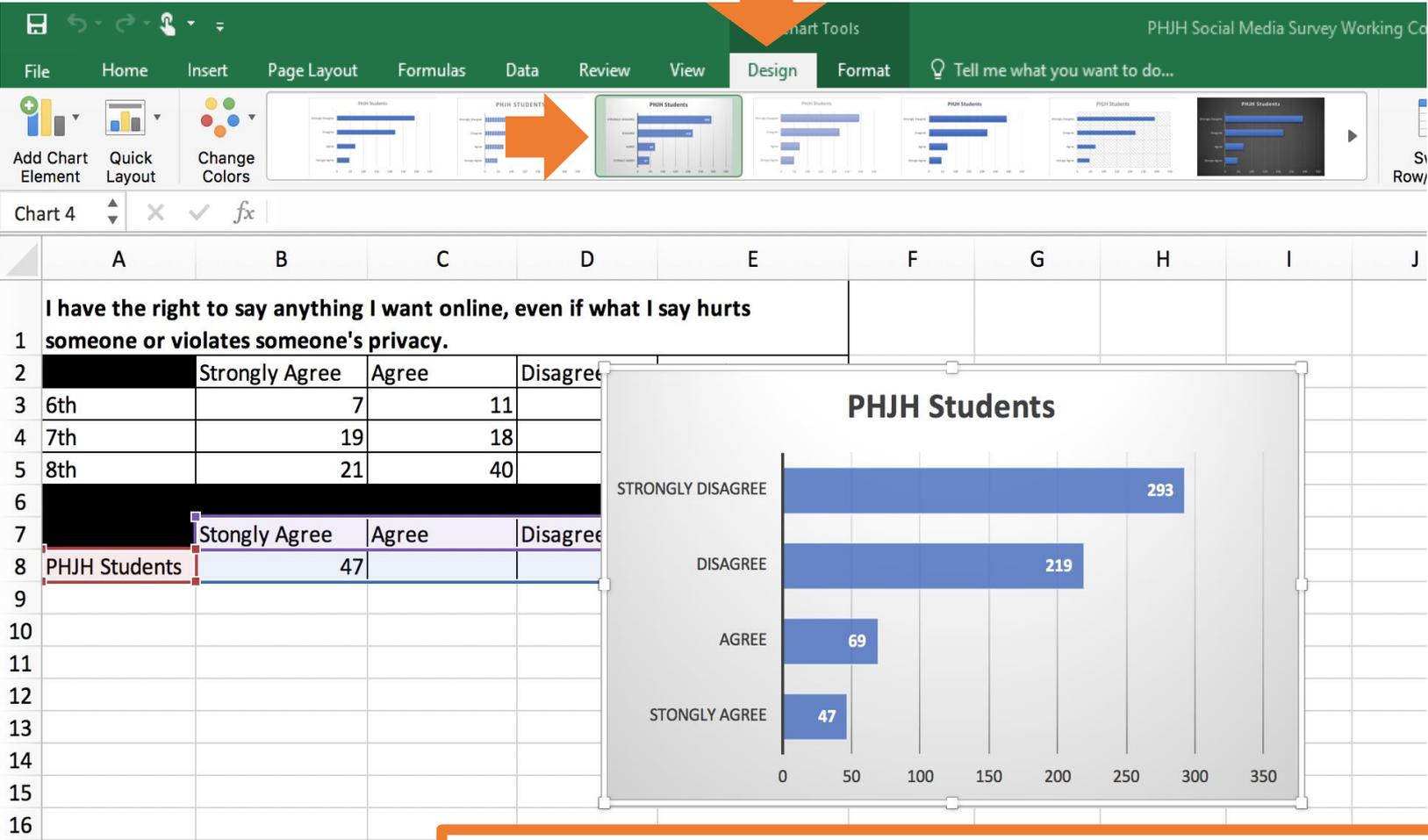
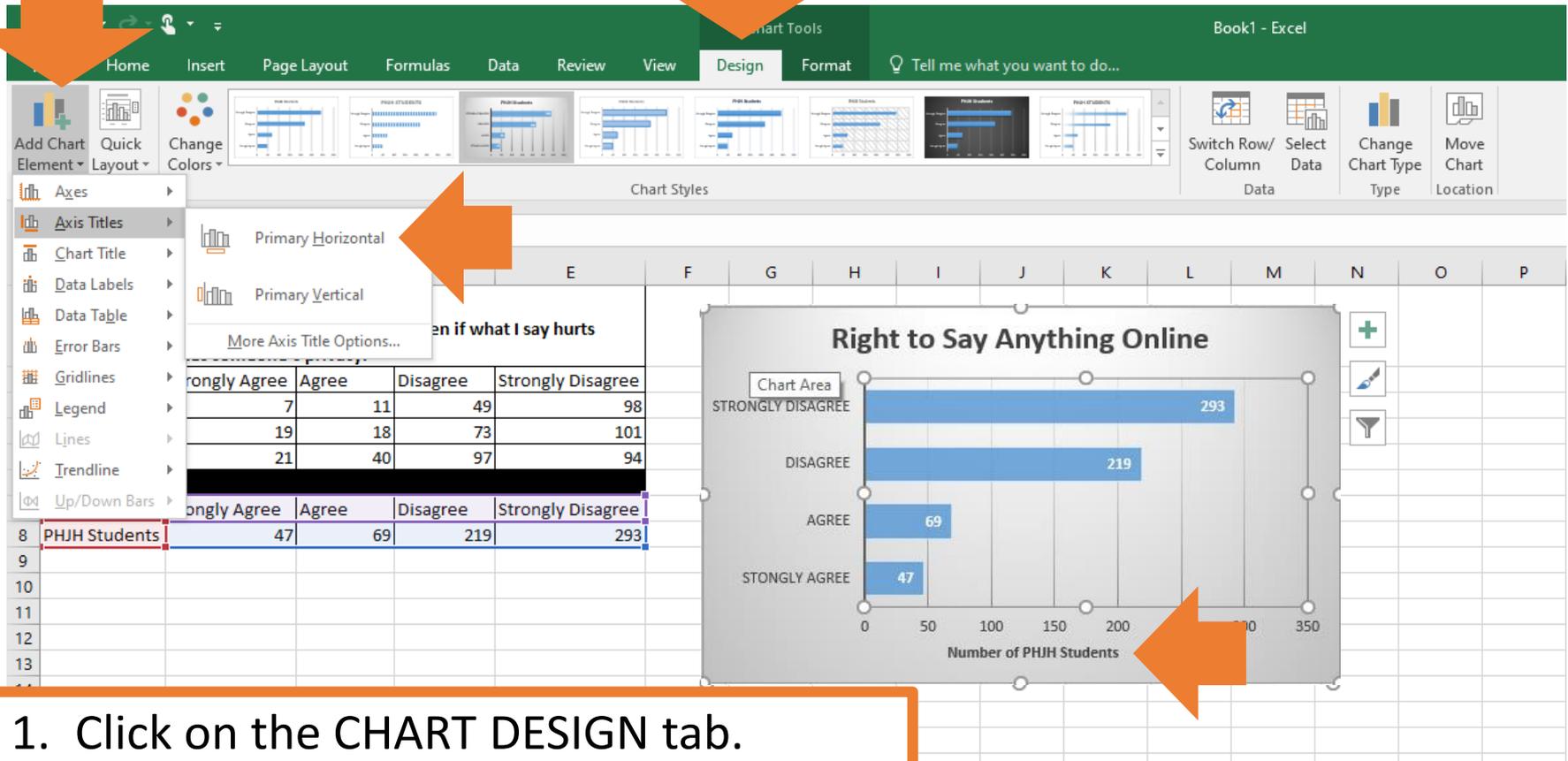# Chart Style

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

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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.

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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**

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Turn in

Right to Say Anything Online

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

X sayanythingonline.xls   ...

+ Add work

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

✓ Points
50 points possible

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