



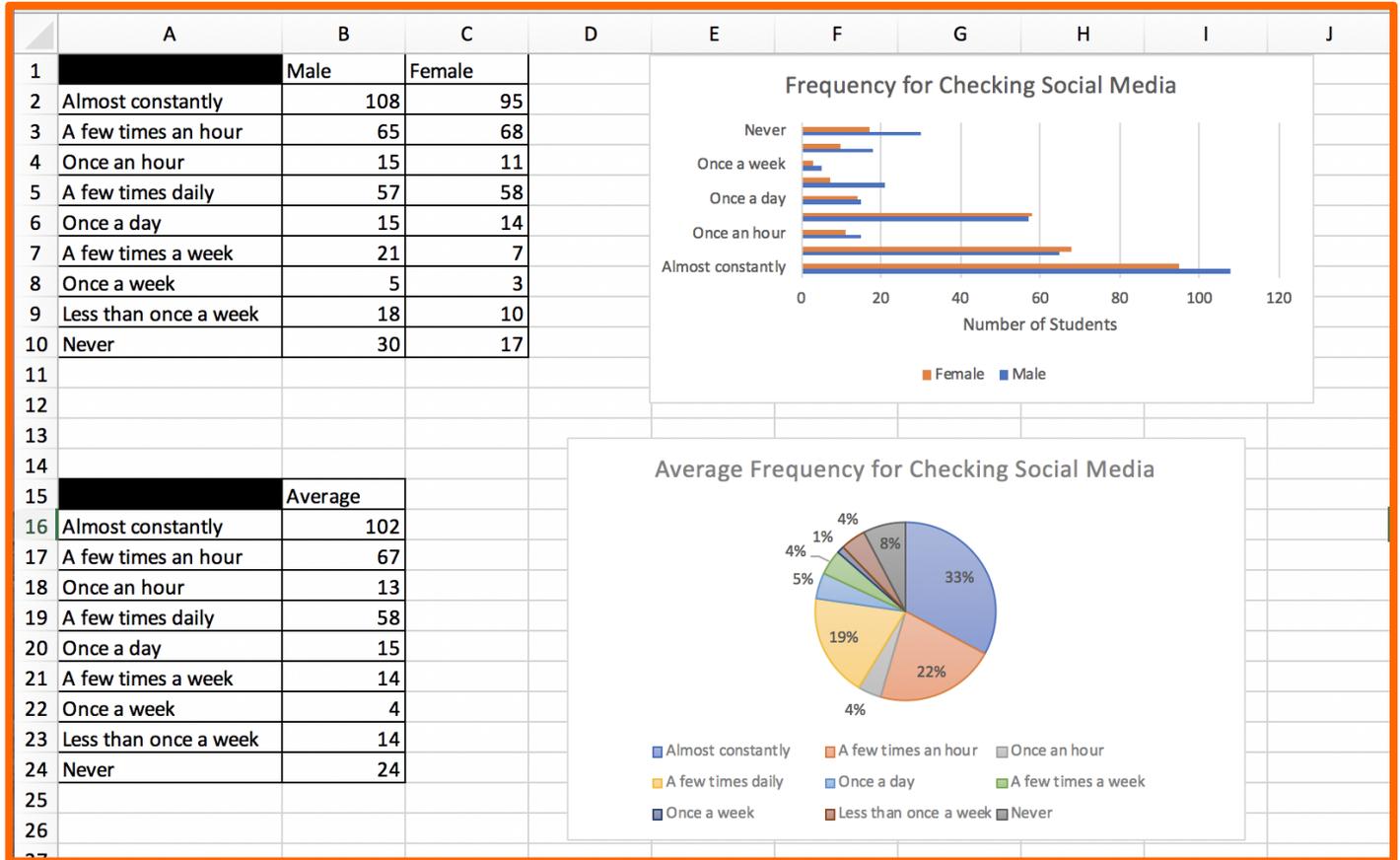
7th Grade

Checking & Posting on Social Media



Page 1: Checking Social Media

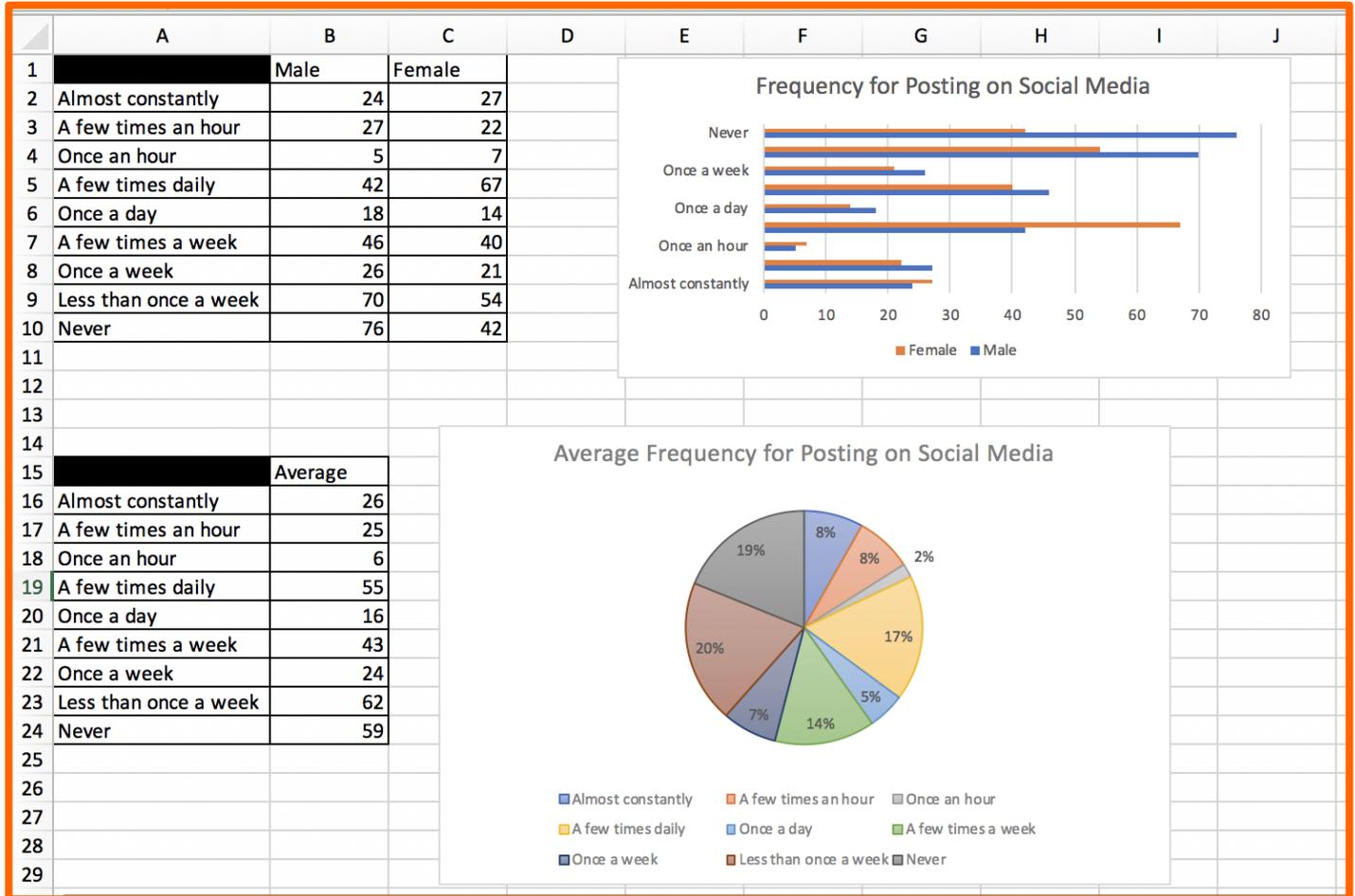
Sample Draft





Page 2: Posting on Social Media

Sample Draft



Accessing Document

Conversations Files Class Notebook Assignments

< Back Turn in

Checking/Posting On Social Media

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

checkpostsocialmedia.xls

+ Add work

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

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



Checking Social Media Raw Data Table

Cells A1-C10

PHJH Social Media S

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

Paste

Calibri (Body) 12

General

A1

	A	B	C	D	E	F
1		Male	Female			
2	Almost constantly					
3	A few times an hour					
4	Once an hour					
5	A few times daily					
6	Once a day					
7	A few times a week					
8	Once a week					
9	Less than once a week					
10	Never					
11						

1. Enter the column titles in cells B1 & C1.
2. Enter the row titles for cells A2-A10.
3. 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.
4. Click on cell A1
5. Click on the shading button & select BLACK.

Cells B2 – C10

The screenshot shows the Microsoft Excel interface. The 'Home' tab is selected, and the 'Borders' button in the ribbon is highlighted with an orange arrow. The 'Borders' dropdown menu is open, and the 'All Borders' option is selected, also highlighted with an orange arrow. The spreadsheet data is as follows:

	A	B	C	D	E
1		Male	Female		
2	Almost constantly	108	95		
3	A few times an hour	65	68		
4	Once an hour	15	11		
5	A few times daily	57	58		
6	Once a day	15	14		
7	A few times a week	21	7		
8	Once a week	5	3		
9	Less than once a week	18	10		
10	Never	30	17		
11					
12					

1. Enter the information for cells B2 - C10 into your spreadsheet.
2. Select cells A1 – C10
3. Click on the BORDERS button and select ALL BORDERS



Checking Social Media Raw Data Chart

Inserting a Chart

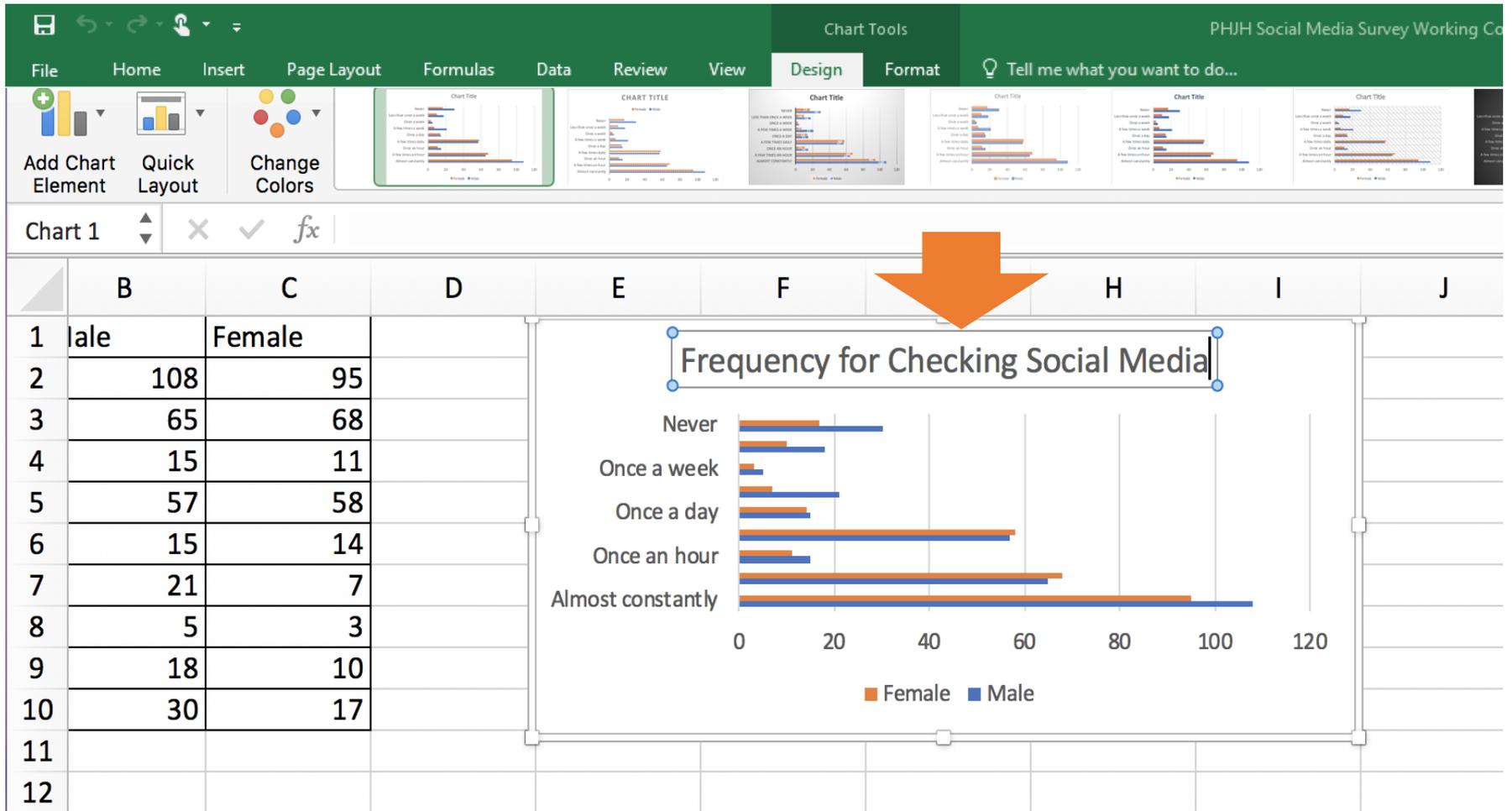
The screenshot shows the Microsoft Excel interface. The 'Insert' tab is active, and the 'Recommended Charts' button is highlighted with an orange arrow. The 'Insert Chart' dialog box is open, showing a 'Clustered Bar' chart selected. The chart preview displays data for 'Male' and 'Female' across various frequency categories. The data table below is as follows:

	A	B	C	D	E	I
1		Male	Female			
2	Almost constantly	108	95			
3	A few times an hour	65	68			
4	Once an hour	15	11			
5	A few times daily	57	58			
6	Once a day	15	14			
7	A few times a week	21	7			
8	Once a week	5	3			
9	Less than once a week	18	10			
10	Never	30	17			
11						

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

1. Select cells A1-C10.
2. Click on INSERT.
3. Click on RECOMMENDED CHARTS.
4. Select the CLUSTERED BAR chart
5. Resize & place chart next to the table.

Chart Title



1. Click on the CHART TITLE
2. Change it to FREQUENCY FOR CHECKING SOCIAL MEDIA.



Checking Social Media Averages Data Table

Cells A15-B24

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The font is 'Calibri (Body)' size 12. The 'Shading' button in the 'Font' group is highlighted with an orange arrow. The 'Borders' button in the 'Paragraph' group is also highlighted with an orange arrow. The spreadsheet grid shows columns A, B, C, D and rows 13-25. Cell A15 is highlighted in black. Cell B15 contains the text 'Average'. Cell A16 contains 'Almost constantly', A17 'A few times an hour', A18 'Once an hour', A19 'A few times daily', A20 'Once a day', A21 'A few times a week', A22 'Once a week', A23 'Less than once a week', and A24 'Never'. Cell C19 is selected, and the formula bar shows a function icon.

1. Enter the information for cells A16-B24 on the spreadsheet.
2. Click on cell A15.
3. Click on the shading button & select BLACK.
4. Select cells A15-B24.
5. Click on the borders button & select ALL BORDERS.

Cells B16-B24

The screenshot shows the Excel ribbon with the font size set to 12. The formula bar displays the formula `=AVERAGE(B2:C2)` for cell B16. The spreadsheet grid shows the following data:

	A	B	C	D
13				
14				
15		Average		
16	Almost constantly	101.5		
17	A few times an hour			
18	Once an hour			
19	A few times daily			
20	Once a day			
21	A few times a week			
22	Once a week			
23	Less than once a week			
24	Never			
25				

1. In cell B16 type the AVERAGE EQUATION
 `=AVERAGE(B2:C2)`
2. Hit ENTER
 Number in cell B16 should be 101.5.

Cells B16-B24

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
13				
14				
15		Average		
16	Almost constantly	101.5		
17	A few times an hour			
18	Once an hour			
19	A few times daily			
20	Once a day			
21	A few times a week			
22	Once a week			
23	Less than once a week			
24	Never			
25				

1. Hold the cursor over the bottom right corner of cell B16 until you see a + sign.
2. Click & drag to cell B24 to copy equation to other cells.
3. Click on cells B17-B24 to check equations.

B17	=AVERAGE(B3:C3)	B21	=AVERAGE(B7:C7)
B18	=AVERAGE(B4:C4)	B22	=AVERAGE(B8:C8)
B19	=AVERAGE(B5:C5)	B23	=AVERAGE(B9:C9)
B20	=AVERAGE(B6:C6)	B24	=AVERAGE(B10:C10)

Cells B16-B24

The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes sections for Font, Paragraph, Numbers, Styles, and Cells. In the Numbers section, the 'Number' format is selected, and the 'Decrease Decimal' button is highlighted. The spreadsheet shows a table with columns A through I and rows 14 through 26. Cell B15 is highlighted with a black background and contains the text 'Average'. Cell B16 contains the value '102' and cell B17 contains '67'. The formula bar shows '=AVERAGE(B2:C2)'. Orange arrows point to the 'Number' dropdown, the 'Decrease Decimal' button, and the 'Average' cell in the spreadsheet.

	A	B	C	D	E	F	G	H	I
14									
15		Average							
16	Almost constantly	102							
17	A few times an hour	67							
18	Once an hour								
19	A few times daily								
20	Once a day								
21	A few times a week								
22	Once a week								
23	Less than once a week								
24	Never								
25									
26									

1. Click on the HOME tab.
2. Select cells B16-B24.
3. In the NUMBERS section, change the format from GENERAL to NUMBER.
4. Click on the DECREASE DECIMAL button until B16-B24 are whole numbers.



Checking Social Media Averages Data Chart

Inserting a Chart

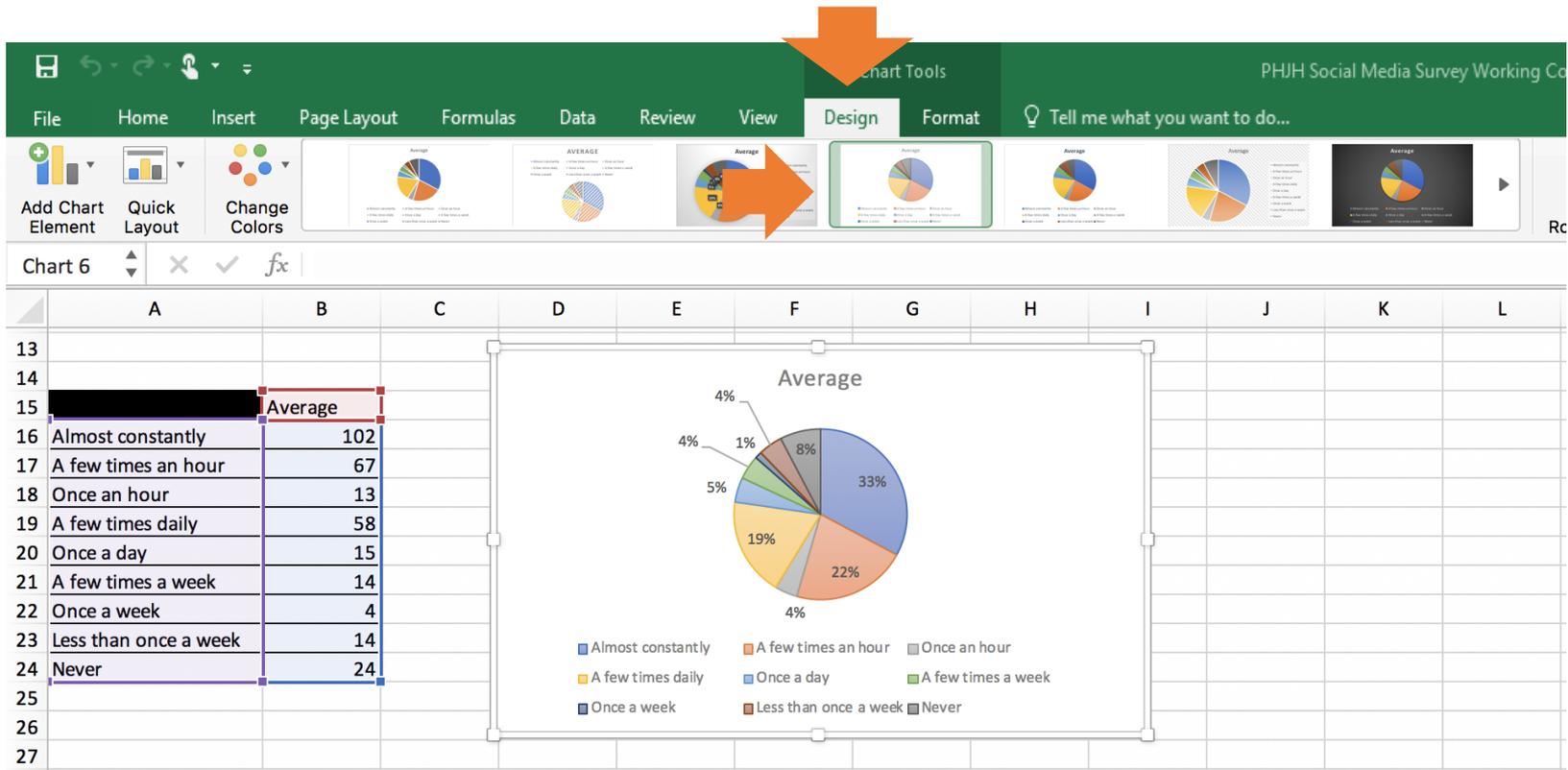
The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'PivotChart' icon in the ribbon is highlighted with an orange arrow. A second orange arrow points to the '2-D Pie' chart option in the chart selection pane. The data table is visible in the background.

	A	B	C	D	E	F	G
13							
14							
15		Average					
16	Almost constantly	102					
17	A few times an hour	67					
18	Once an hour	13					
19	A few times daily	58					
20	Once a day	15					
21	A few times a week	14					
22	Once a week	4					
23	Less than once a week	14					
24	Never	24					
25							

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

1. Select cells A15 – B24.
2. Click on the INSERT tab.
3. Click on PIE CHART.
4. Select the 2D PIE chart
5. Size and place the chart next to the table.

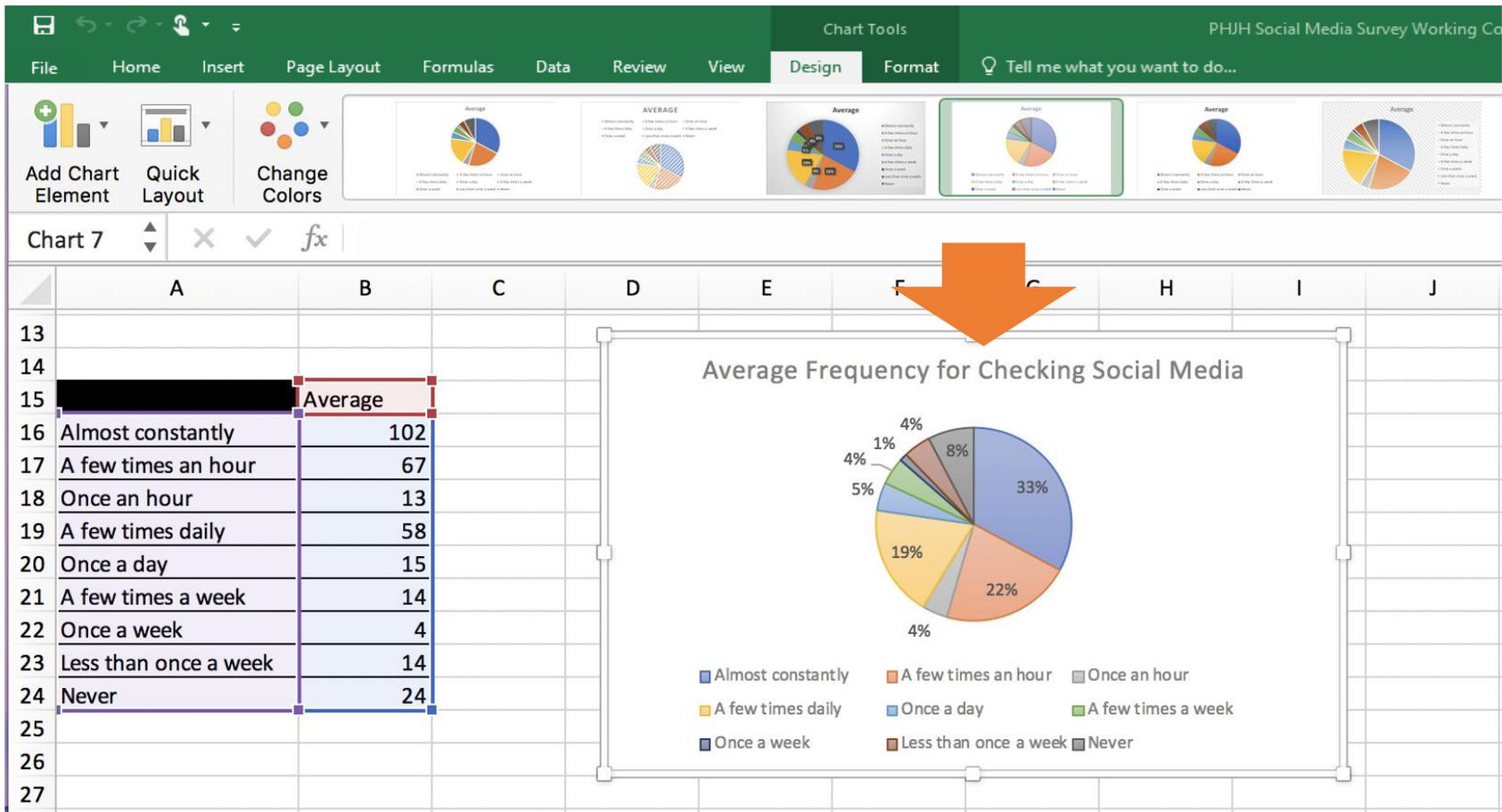
Chart Style



	A	B	C	D	E	F	G	H	I	J	K	L
13												
14												
15		Average										
16	Almost constantly	102										
17	A few times an hour	67										
18	Once an hour	13										
19	A few times daily	58										
20	Once a day	15										
21	A few times a week	14										
22	Once a week	4										
23	Less than once a week	14										
24	Never	24										
25												
26												
27												

1. Click on the chart.
2. Click on the CHART TOOLS DESIGN tab.
3. In CHART STYLES select STYLE 4.

Chart Title



1. Click on the CHART TITLE
2. Change it to AVERAGE FREQUENCY FOR CHECKING SOCIAL MEDIA.

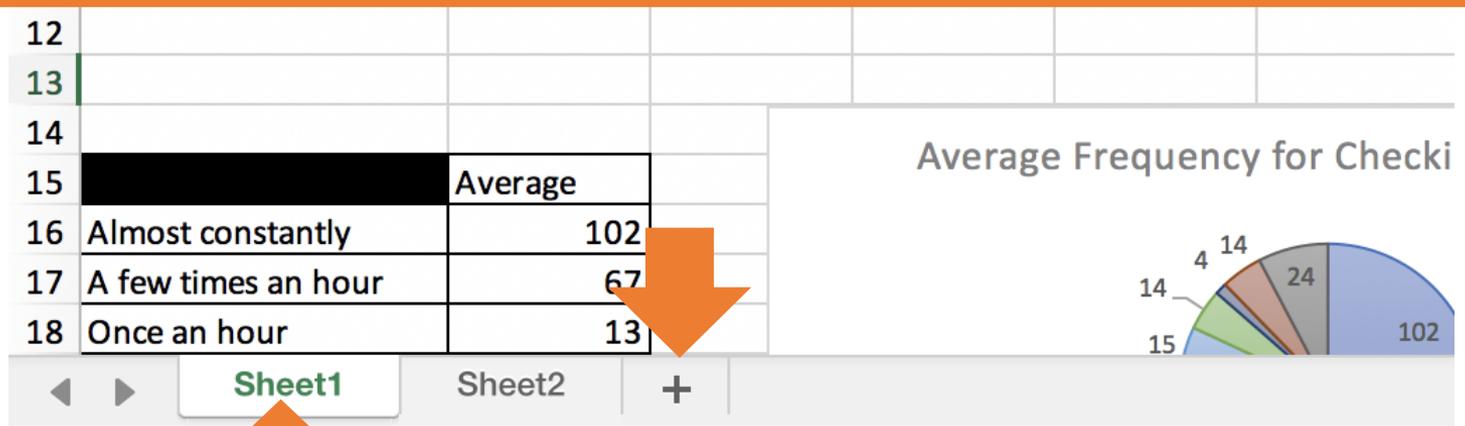
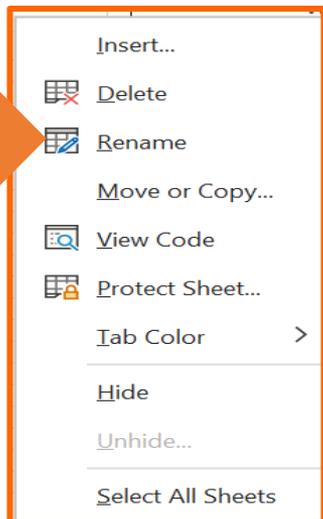


Posting on Social Media Spreadsheet

Adding Page to Workbook



1. Click on the + sign on the bar at the bottom to add a spreadsheet to your workbook.
2. Right-click on the SHEET 1 tab.
3. Select RENAME and change title to CHECKING SOCIAL MEDIA.
4. Hit ENTER.
5. Repeat for SHEET 2 – Change title to POSTING ON SOCIAL MEDIA.



Raw Data Table

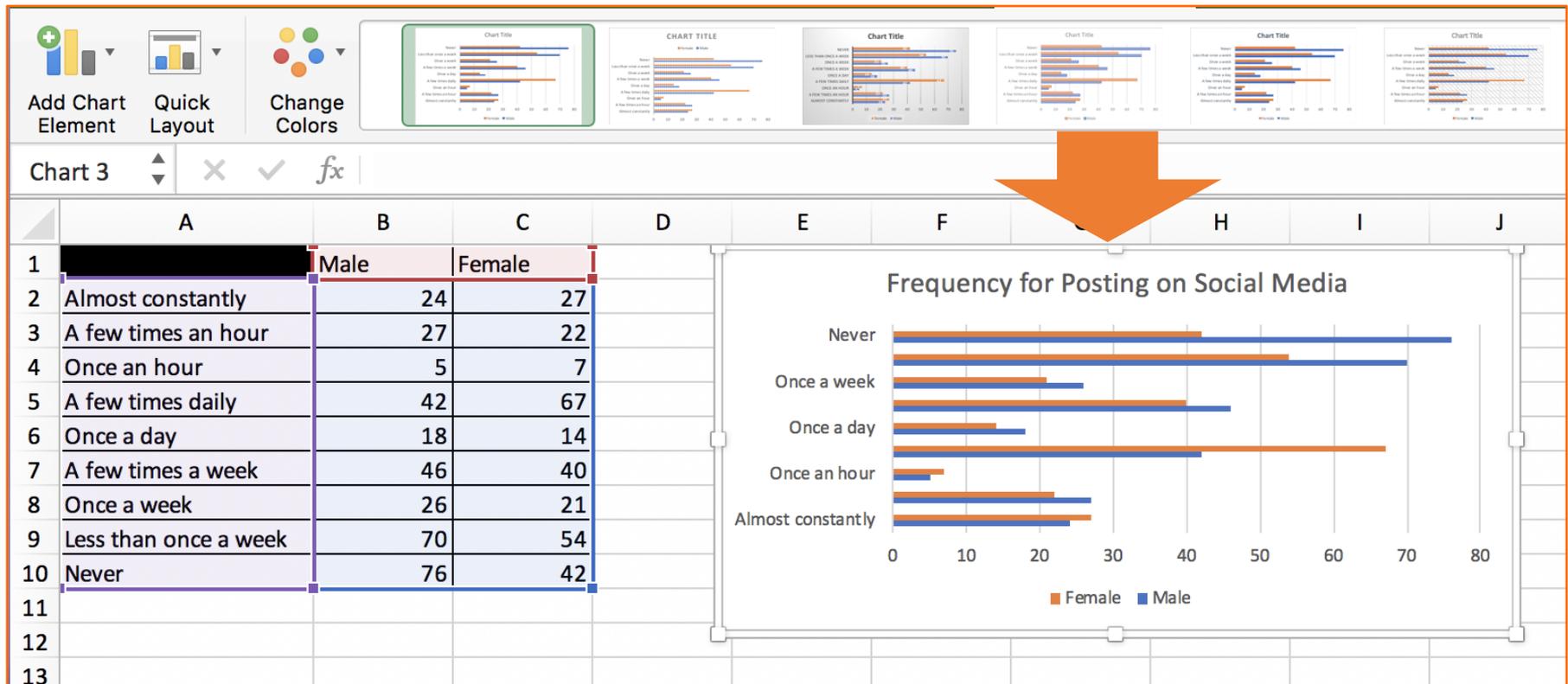


	A	B	C	D	E	F	G	H
1		Male	Female					
2	Almost constantly	24	27					
3	A few times an hour	27	22					
4	Once an hour	5	7					
5	A few times daily	42	67					
6	Once a day	18	14					
7	A few times a week	46	40					
8	Once a week	26	21					
9	Less than once a week	70	54					
10	Never	76	42					
11								
12								

Recreate this table (Cells A1-C10) on the POSTING ON SOCIAL MEDIA spreadsheet.

Use slides 6 - 7 for reference if needed.

Raw Data Chart



Recreate the CLUSTERED BAR chart for cells A1-C10 on the POSTING ON SOCIAL MEDIA spreadsheet.

Use slides 9-11 for reference if needed.

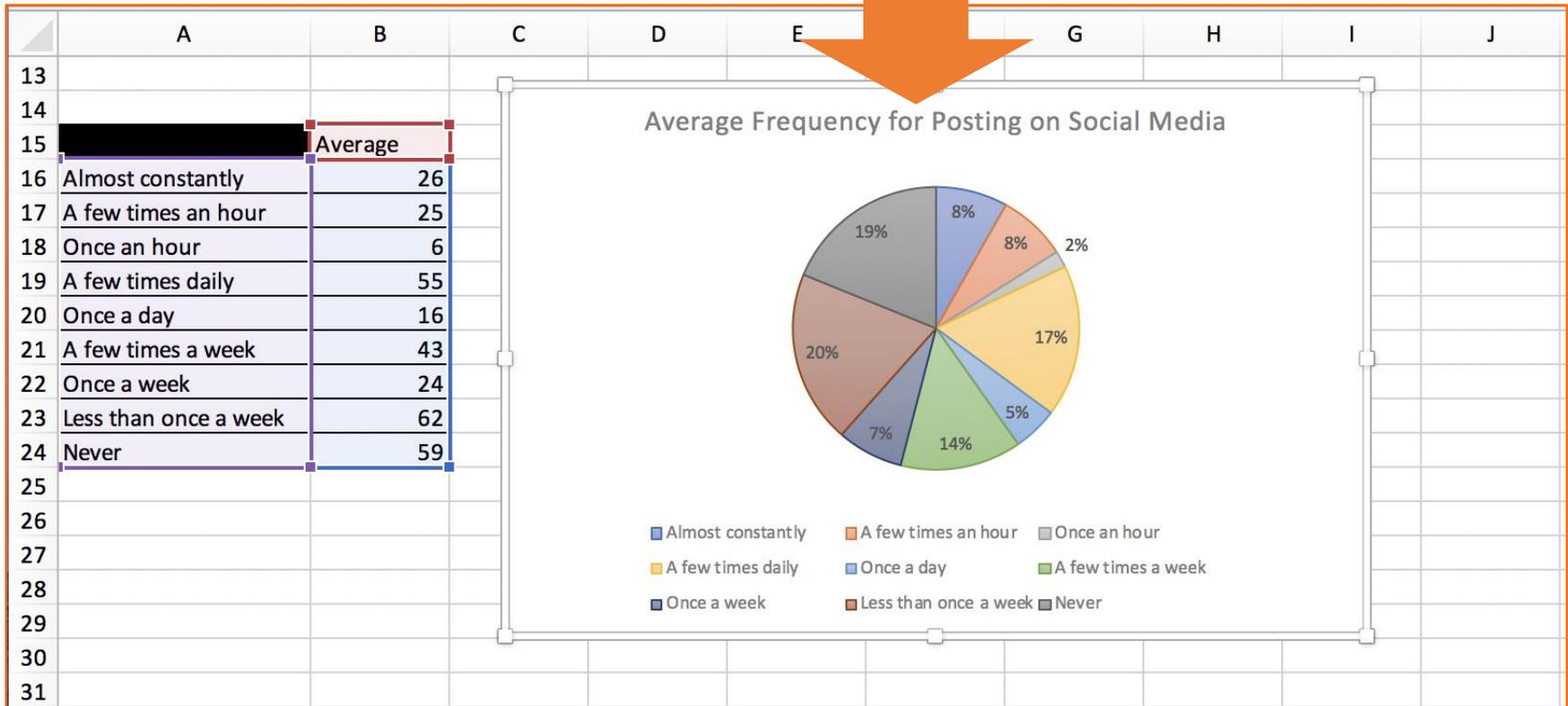
Average Data Table

	A	B	C	D	E
13					
14					
15		Average			
16	Almost constantly	26			
17	A few times an hour	25			
18	Once an hour	6			
19	A few times daily	55			
20	Once a day	16			
21	A few times a week	43			
22	Once a week	24			
23	Less than once a week	62			
24	Never	59			
25					

Recreate this table (Cells A15 – B24) on the POSTING ON SOCIAL MEDIA spreadsheet.

- Use slides 13-16 for reference if needed.

Average Data Chart



Recreate the PIE chart for cells A15 – B24 on the POSTING ON SOCIAL MEDIA spreadsheet.

Use slides 18-21 for reference if needed.



Saving Spreadsheet

SAVE TO ONE DRIVE

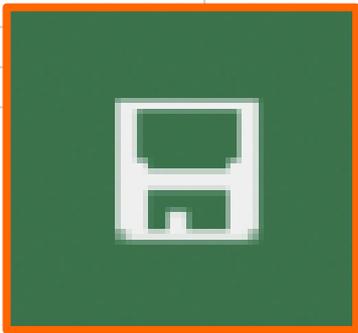


The screenshot shows the Microsoft Excel interface. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home ribbon is active, showing options for Clipboard, Font, Alignment, Number, and Styles. The spreadsheet data is as follows:

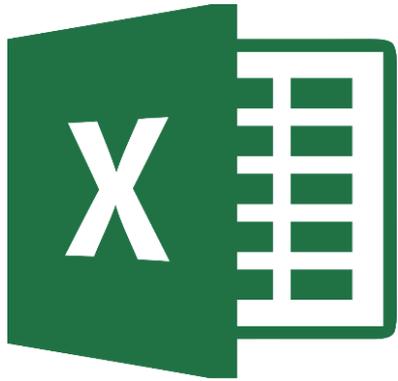
	A	B	C	D	E	F	G	H	I	J
1		Male	Female							
2	Almost constantly	108	95							
3	A few times an hour	65	68							
4	Once an hour	15	11							
5	A few times daily	57	58							
6	Once a day	15	14							
7	A few times a week	21	7							
8	Once a week	5	3							
9	Less than once a week	18	10							
10	Never	30	17							

To the right of the spreadsheet is a bar chart titled "Frequency for Checking Social Media". The x-axis is labeled "Number of Students" and ranges from 0 to 120. The y-axis lists the frequency categories. The chart compares the number of Male (blue) and Female (orange) students for each category.

Frequency	Male	Female
Never	30	17
Once a week	5	3
Once a day	15	14
Once an hour	15	11
Almost constantly	108	95



Click on DISK ICON to save your workbook 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 selected. 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 main content area is titled 'Checking/Posting On Social Media'. To the right of the title, the 'Due Date' is listed as '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 'checkpostsocialmedia.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 'My work' section.

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