7ᵗʰ Grade

Checking & Posting on Social Media

Page 2: Posting on Social Media

Slide 3

Sample Draft

	Male	Female
Almost constantly	24	27
A few times an hour	27	22
Once an hour	5	7
A few times daily	42	67
Once a day	18	14
A few times a week	46	40
Once a week	26	21
Less than once a week	70	54
Never	76	42

	Average
Almost constantly	26
A few times an hour	25
Once an hour	6
A few times daily	55
Once a day	16
A few times a week	43
Once a week	24
Less than once a week	62
Never	59

Accessing Document

1. Sign in to Microsoft Teams
2. Login: sID#@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

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.

Slide 6

Cells B2 – C10

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

Slide 7
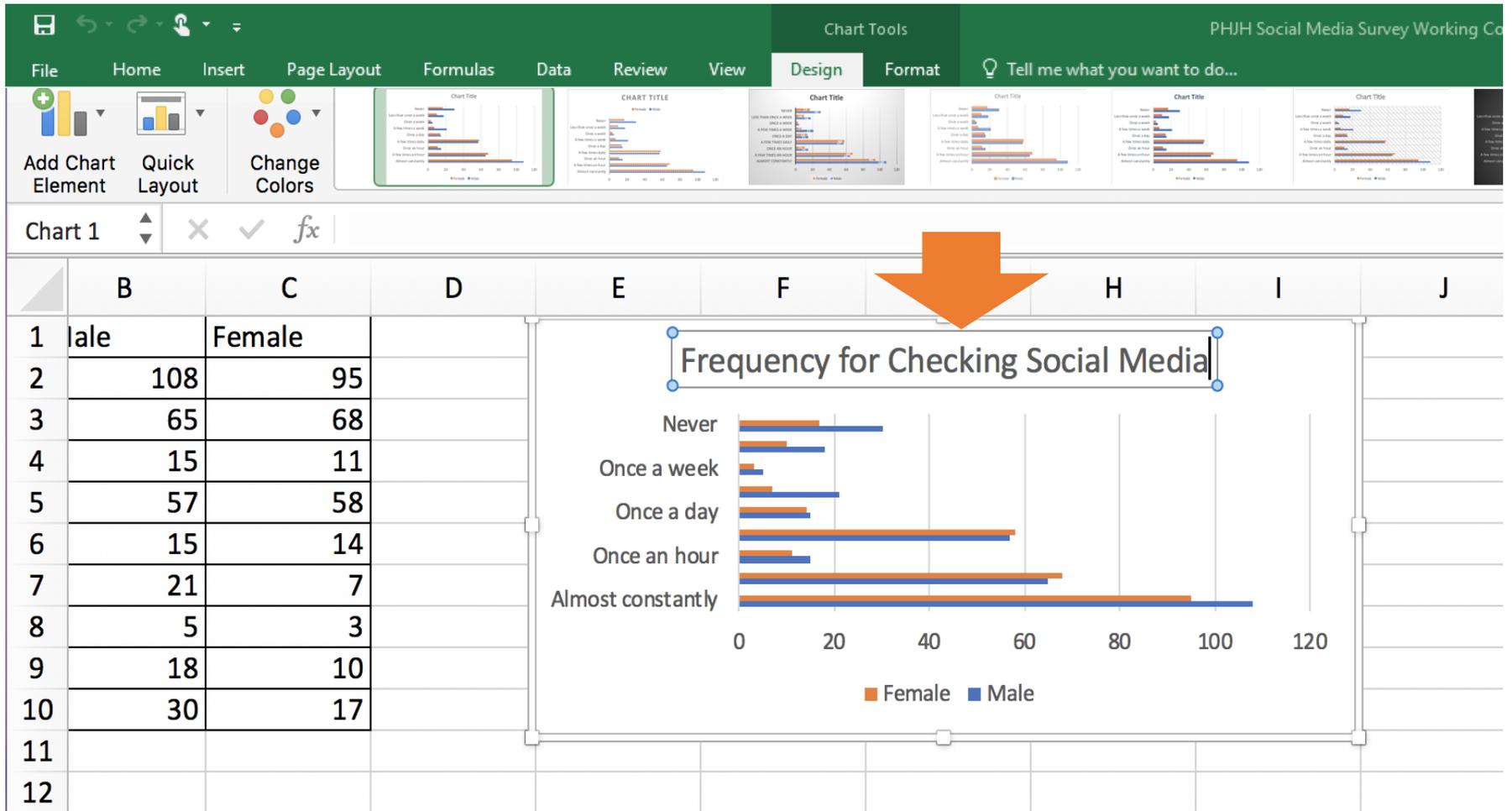
Checking Social Media
Raw Data Chart

Inserting a Chart

	A	B	C
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.

Slide 10

Axis Title

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

Slide 11

Checking Social Media Averages Data Table

Cells A15-B24

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.

Slide 13

Cells B16-B24

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

Slide 14

Cells B16-B24

	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				

B16 | =AVERAGE(B2:C2)

Calibri (Body) 12

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

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.

Slide 16

Checking Social Media Averages Data Chart

Inserting a Chart

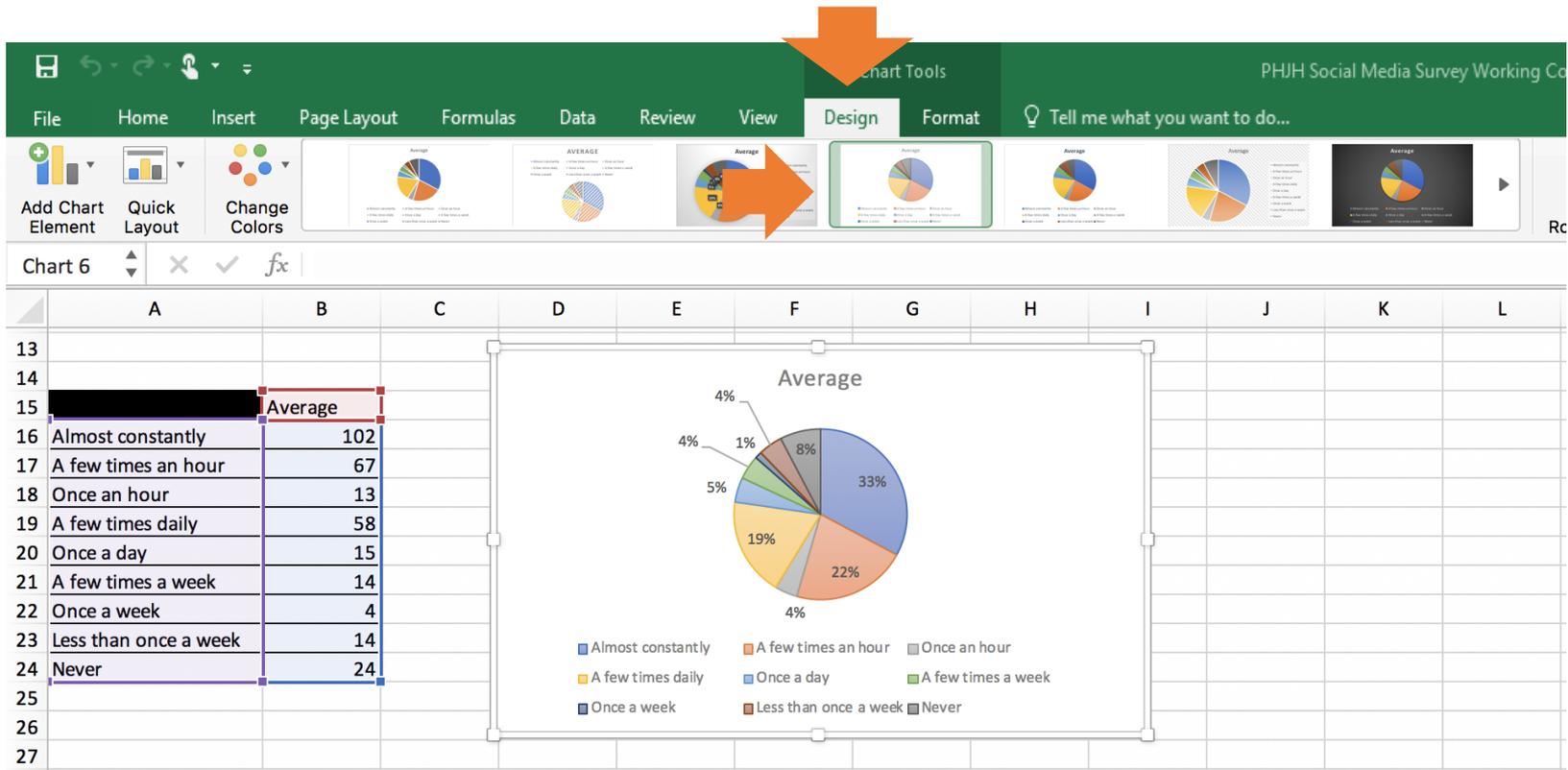1. Select cells A15 – B24.
2. Click on the INSERT tab.
3. Click on PIE CHART.
4. Select the 2D PIE chart
5. Size and place the chart next to the table.

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

Quick Layout

1. Click on the CHART DESIGN tab.
2. Click on QUICK LAYOUT button.
3. Select LAYOUT 2.

Chart Style

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

Slide 20
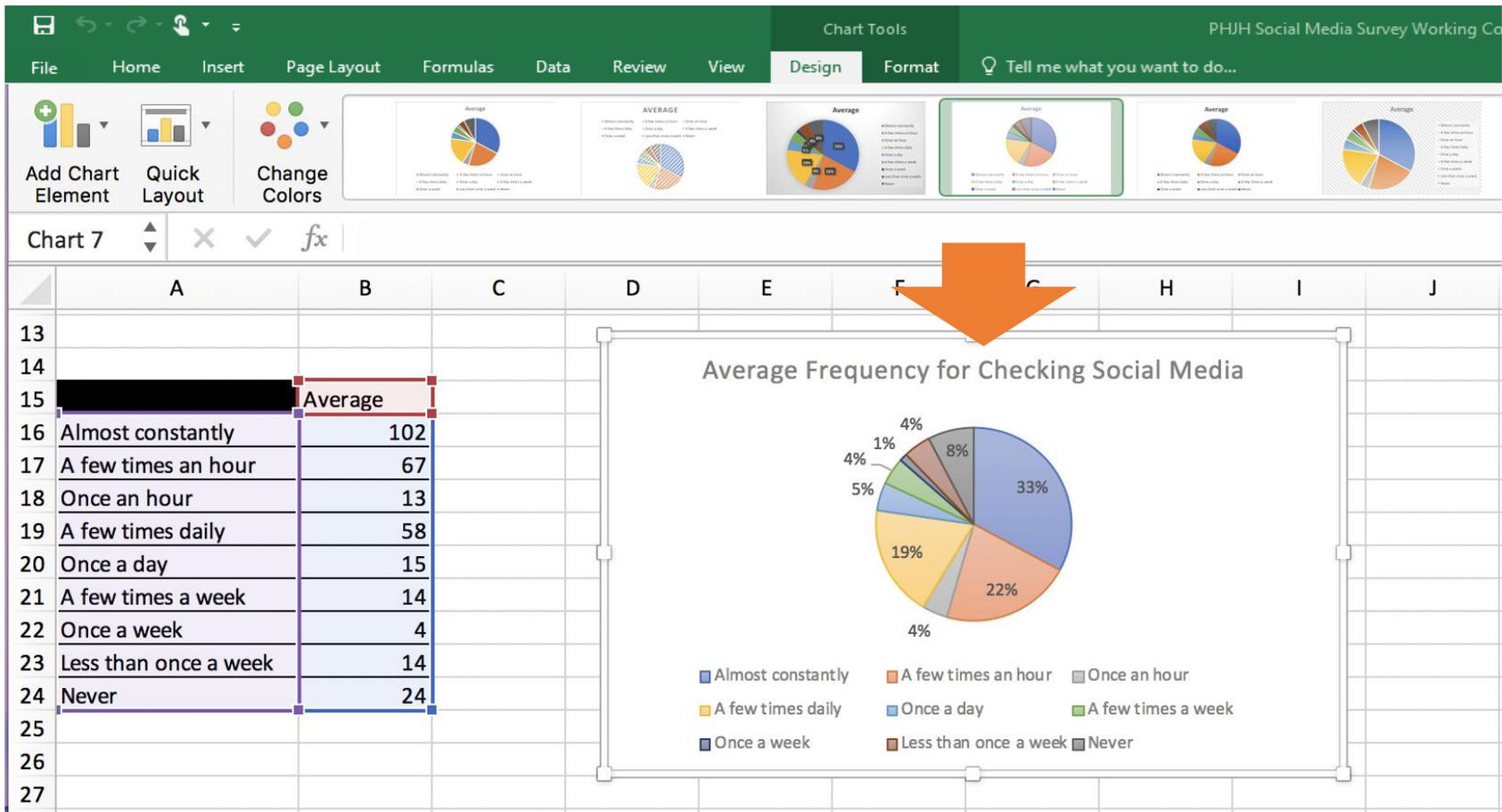
Chart Title

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.

Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets

	Average
Almost constantly	102
A few times an hour	67
Once an hour	13

Average Frequency for Checki

Sheet1   Sheet2   +
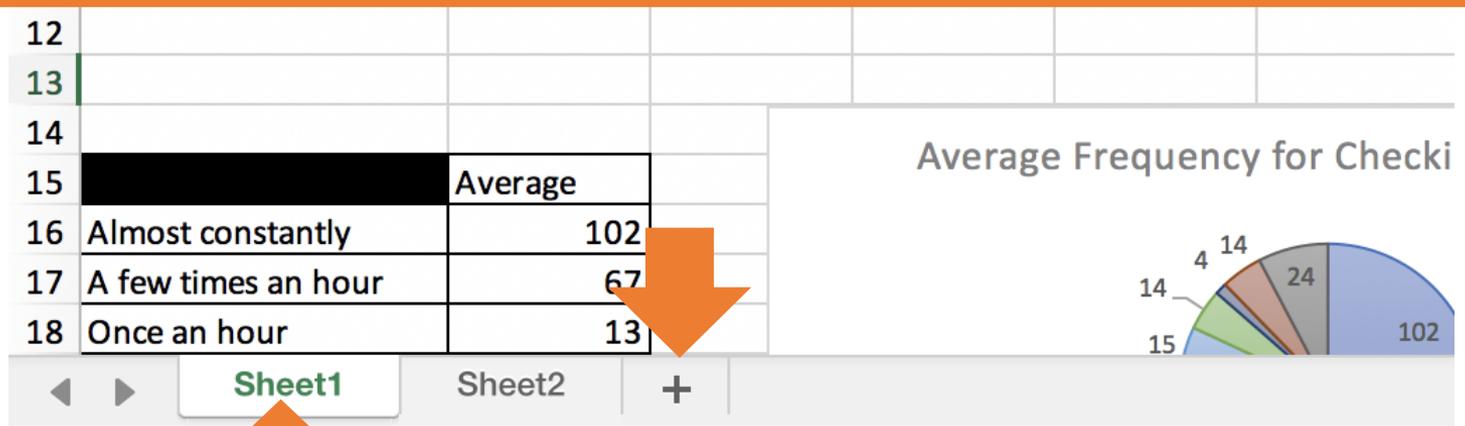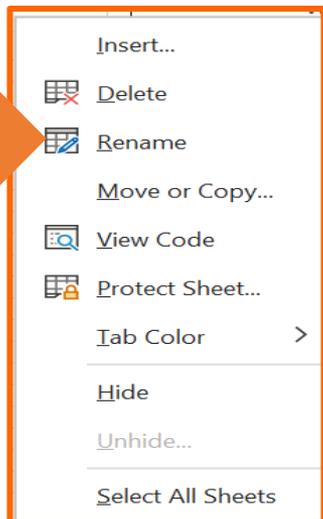
Raw Data Table

	A	B	C	D	E	F	G	H
C11								

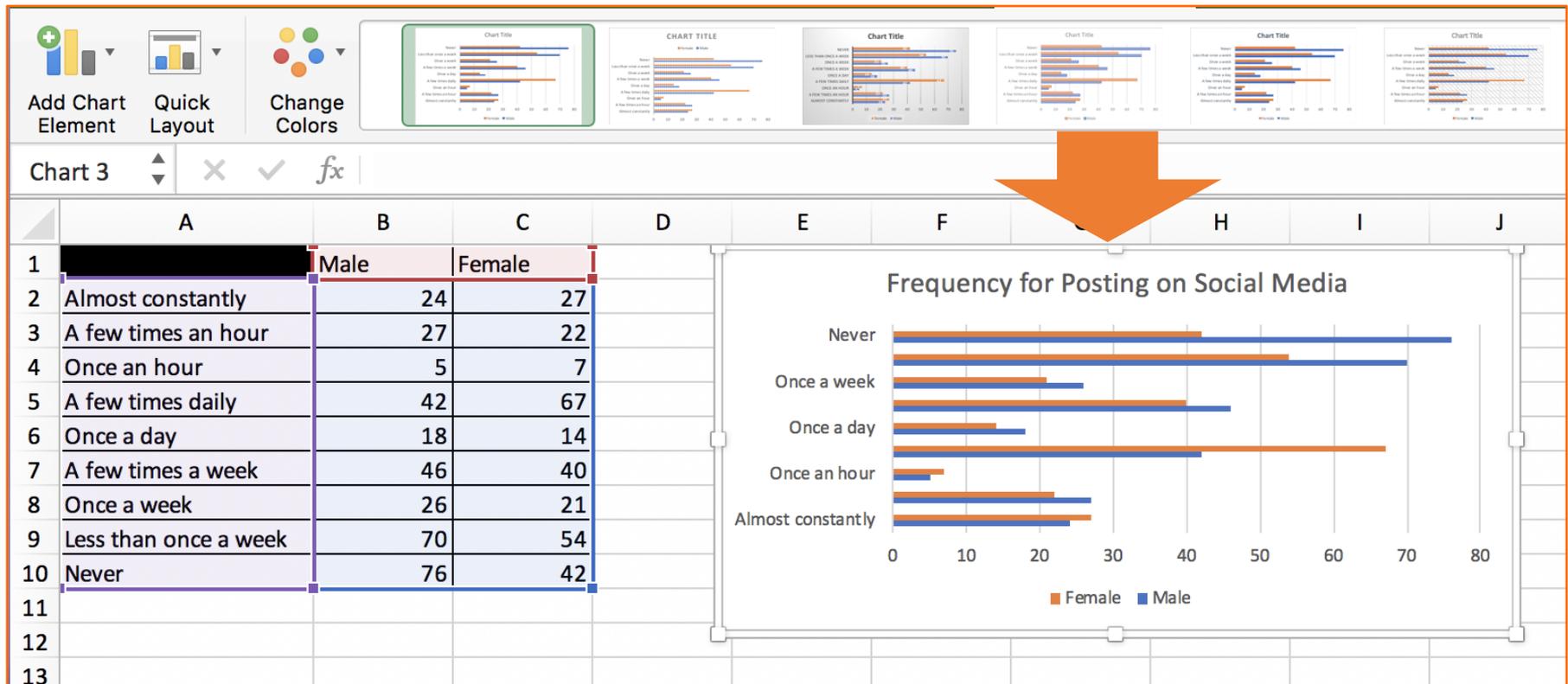|	A	B	C	D	E	F	G	H
1		Male	Female					
2	Almost constantly	24	27					
3	A few times an hour	27	22					
4	Once an hour	5	7					
5	A few times daily	42	67					
6	Once a day	18	14					
7	A few times a week	46	40					
8	Once a week	26	21					
9	Less than once a week	70	54					
10	Never	76	42					
11					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

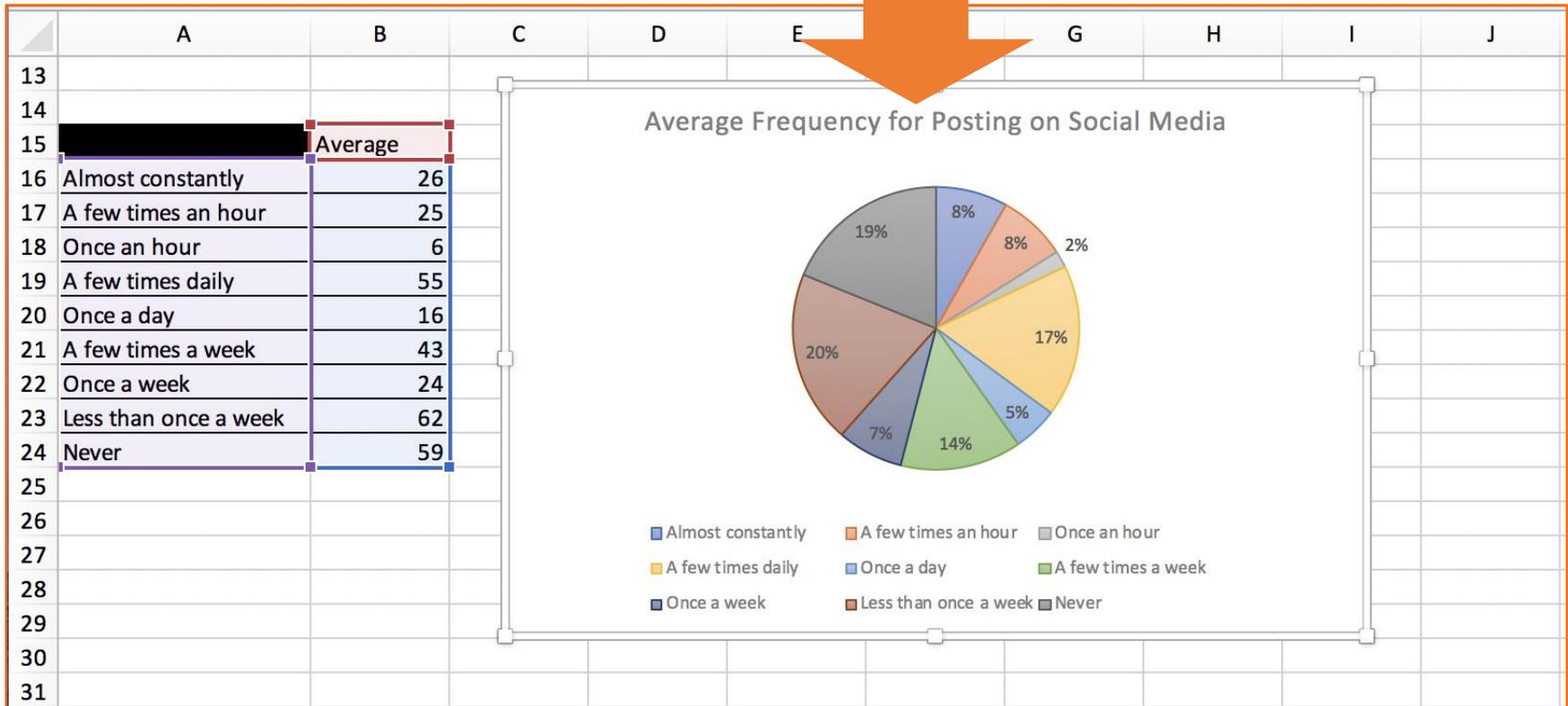❑ Use slides 9-11 for reference if needed.

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

	A	B
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

Average Frequency for Posting on Social Media

Pie chart legend:
- Almost constantly — 8%
- A few times an hour — 8%
- Once an hour — 2%
- A few times daily — 17%
- Once a day — 5%
- A few times a week — 14%
- Once a week — 7%
- Less than once a week — 20%
- Never — 19%

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

Click on DISK ICON to save your workbook to OneDrive

Slide 29
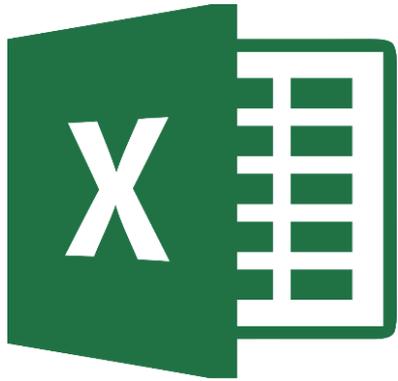
Turning In Assignment

TURN IN ASSIGNMENT

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

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