

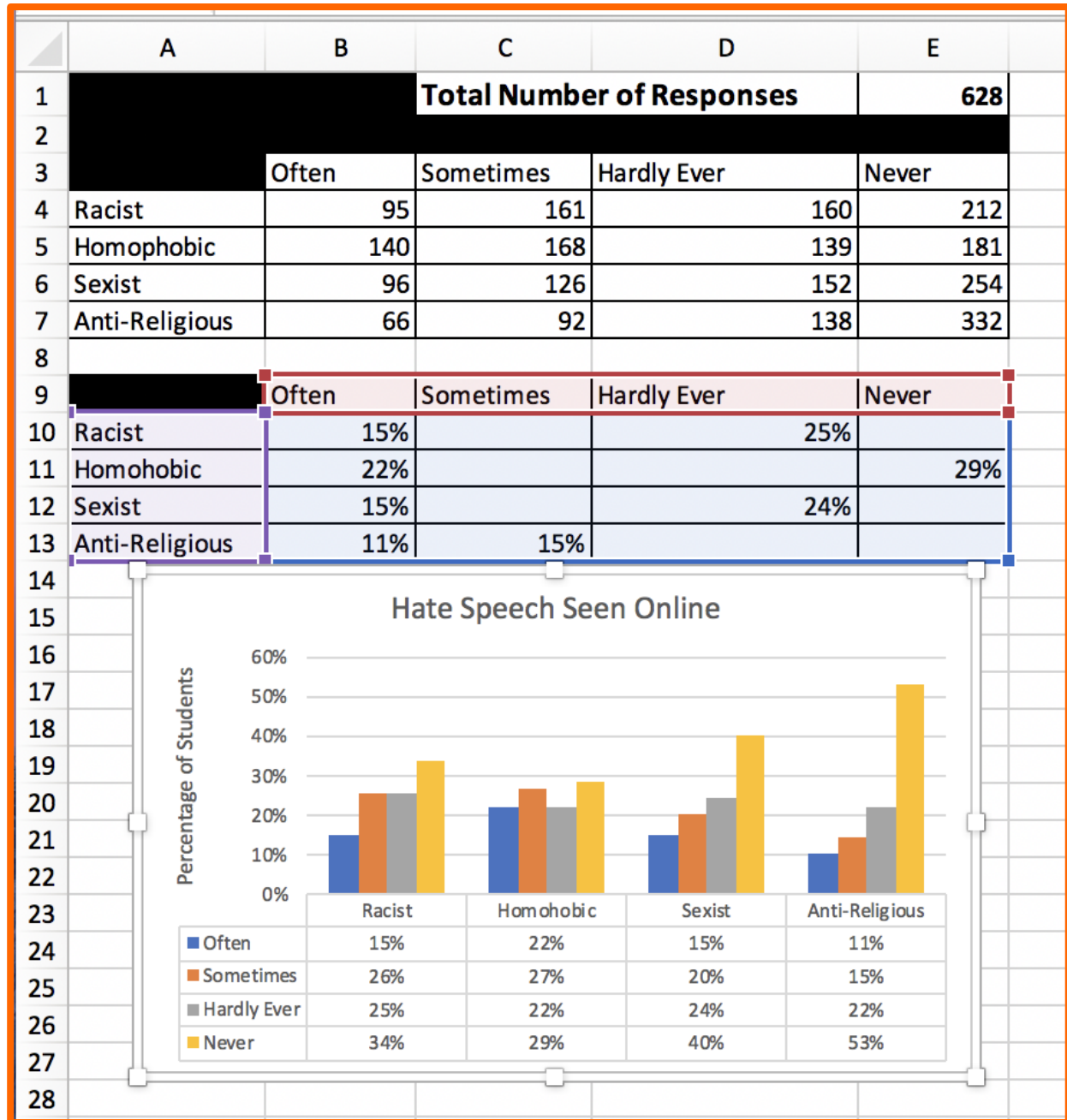


# 7<sup>th</sup> Grade

Hate Speech  
Seen Online



# 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 'Hate Speech Seen Online'. It includes an 'Instructions' section with the text 'Use the direction booklet to help you.', a 'Reference materials' section with 'None', and a 'My work' section. In the 'My work' section, there is a document named 'hatespeechonline.xls'. An orange arrow points to the three-dot menu next to this document. A context menu is open over this menu, 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](mailto:sID#@phsd144.net)  
District Password
3. Click on ASSIGNMENTS
4. Click on HATE SPEECH SEEN ONLINE
5. Click on  next to document in MY WORK
6. Select OPEN IN EXCEL.



# Raw Data Table

# Formatting Cells

PHJH Social Media Survey Working Copy - Excel

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

Paste

Calibri (Body) 14 A A

B I U

Merge & Center

C2

fx

	A	B	C	D	E	F
1			<b>Total Number of Responses</b>			
2						
3						
4						
5						
6						
7						
8						

Merge & Center

Merge Across

Merge Cells

Unmerge Cells

1. Select C1 & D1
2. Click on MERGE & CENTER.
3. Select MERGE ACROSS
4. Type TOTAL NUMBER OF RESPONSES in the box.  
 Font: CALIBRI/SIZE 14/ BOLD
5. Resize the box so entire statement is visible.

# Shading Cells

PHJH Social Media Survey Working Copy - Excel

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

Paste

Calibri (Body) 12

**B** *I* U

SHADING

D12

	A	B	C	D	E	F
1	Total Number of Responses					
2						
3						
4						
5						
6						
7						
8						
9						

1. Select A1 & B1
2. Click on the SHADING button and select BLACK.
3. Repeat shading for cells A2-E2.
4. Repeat shading for cell A3

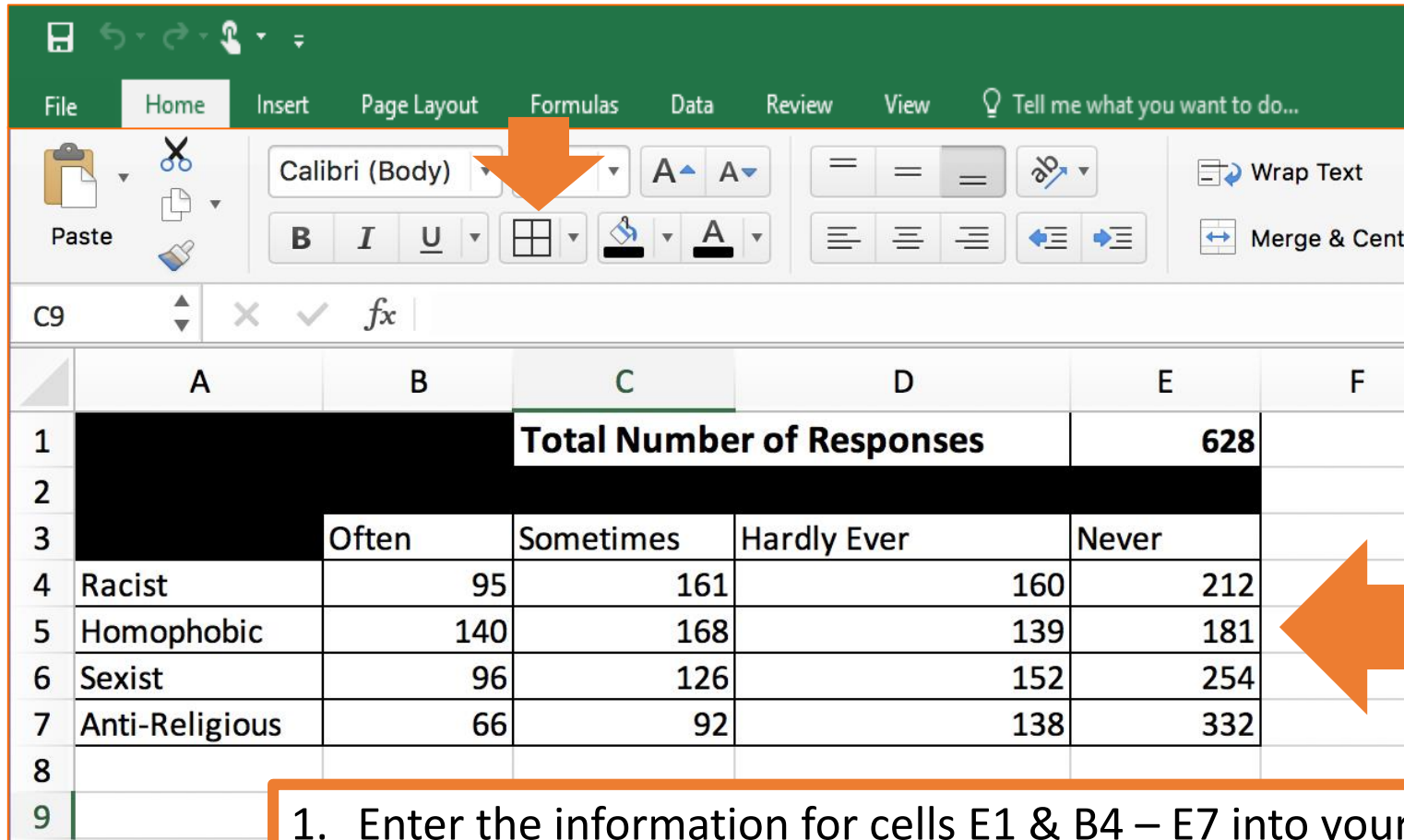
# Column/Row Titles

The screenshot shows the Microsoft Excel interface with the following data:

	A	B	C	D	E	F
1	Total Number of Responses					
2						
3		Often	Sometimes	Hardly Ever	Never	
4	Racist					
5	Homophobic					
6	Sexist					
7	Anti-Religious					
8						
9						

1. Enter the column titles in cells B3 – E3.
2. Enter the row title in cells A4 – A7.
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.

# Entering/Formatting Data



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The font dropdown menu is open, showing 'Calibri (Body)'. An orange arrow points to this dropdown. The spreadsheet data is as follows:

	A	B	C	D	E	F
1			<b>Total Number of Responses</b>		<b>628</b>	
2						
3		Often	Sometimes	Hardly Ever	Never	
4	Racist	95	161	160	212	
5	Homophobic	140	168	139	181	
6	Sexist	96	126	152	254	
7	Anti-Religious	66	92	138	332	
8						
9						

An orange arrow points to the BORDERS button in the ribbon. Below the spreadsheet is a list of instructions:

1. Enter the information for cells E1 & B4 – E7 into your spreadsheet.
2. Select cells A1 – E7
3. Click on the BORDERS button.
4. Select ALL BORDERS.





# Percentage Table

# Row/Column Titles

	A	B	C	D	E	F
5	Homophobic	140	100	155	181	
6	Sexist	96	126	152	254	
7	Anti-Religious	66	92	138	332	
8						
9		Often	Sometimes	Hardly Ever	Never	
10	Racist					
11	Homophobic					
12	Sexist					
13	Anti-Religious					
14						

1. Re-enter the column titles in cells B9 – E9.
2. Re-enter the row titles in cells A10 – A13.

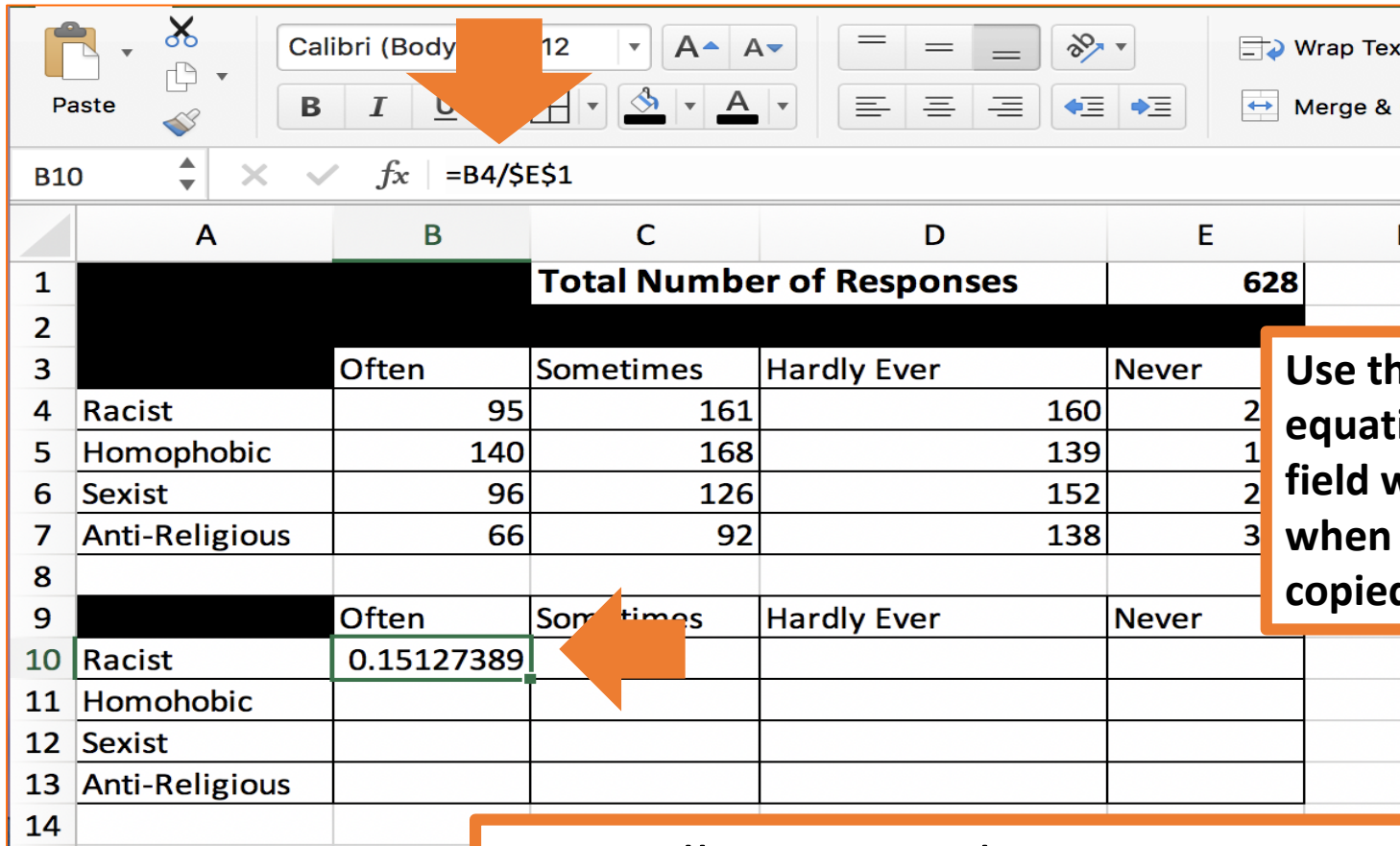
# Formatting Cells

The screenshot shows the Microsoft Excel interface. The ribbon is visible, with the Font, Paragraph, and Styles tabs. The Font group shows 'Calibri (Body)' and '12'. The Paragraph group shows the 'Borders' button highlighted with an orange arrow. The spreadsheet shows a table with columns A-F and rows 5-14. Cell A9 is highlighted in black. The 'Borders' button in the Paragraph group is highlighted with an orange arrow.

	A	B	C	D	E	F
5	Homophobic	140	108	155	181	
6	Sexist	96	126	152	254	
7	Anti-Religious	66	92	138	332	
8						
9		Often	Sometimes	Hardly Ever	Never	
10	Racist					
11	Homophobic					
12	Sexist					
13	Anti-Religious					
14						

1. Click on cell A9
2. Click on the shading button & select BLACK.
3. Select cells A9 – E13.
4. Click on the borders button & select ALL BORDERS.

# Percent Formula



Calibri (Body) 12

Paste

Wrap Text

Merge & C

B10  $\times$   $\checkmark$   $fx$  =B4/\$E\$1

	A	B	C	D	E	F
1	Total Number of Responses				628	
2						
3		Often	Sometimes	Hardly Ever	Never	
4	Racist	95	161	160	2	
5	Homophobic	140	168	139	1	
6	Sexist	96	126	152	2	
7	Anti-Religious	66	92	138	3	
8						
9		Often	Sometimes	Hardly Ever	Never	
10	Racist	0.15127389				
11	Homophobic					
12	Sexist					
13	Anti-Religious					
14						

Use the \$ sign in equations so that field won't change when the formula is copied to other cells.

1. In cell B10 type the PERCENT FORMULA

=B4/\$E\$1

2. Hit ENTER

Number in cell B10 should be 0.15127389

# Copying Formulas

B11  $\times$   $\checkmark$  *fx* | =B5/\$E\$1

	A	B	C	D	E	F
5	Homophobic	140	168	139	181	
6	Sexist	96	126	152	254	
7	Anti-Religious	66	92	138	332	
8						
9		Often	Sometimes	Hardly Ever	Never	
10	Racist	0.15127389				
11	Homophobic	0.22292994				
12	Sexist	0.15286624				
13	Anti-Religious	0.10509554				
14						

1. Hold the cursor over the bottom right corner of cell B10 until see a + sign.
2. Click & drag to cell B13 to copy formula to other cells in the column.

# Copying Formulas

	A	B	C	D	E
7	Anti-Religious	66	92	138	332
8					
9		Often	Sometimes	Hardly Ever	Never
10	Racist	0.15127389	0.256369427	0.25477707	0.33757962
11	Homophobic	0.22292994		0.22133758	
12	Sexist	0.15286624	0.200636943		
13	Anti-Religious	0.10509554			0.52866242
14					
15					

1. Hold the cursor over the bottom right corner of cell B10 until see a + sign.
2. Click & drag to cell E10 to copy equation to other cells in the row.
3. Repeat for rows 11 – 13.
4. Check your equations using slide 15.

# Checking Formulas

Use the chart below to double-check your formulas.

<b>B10</b>	=B4/\$E\$1	<b>C10</b>	=C4/\$E\$1	<b>D10</b>	=D4/\$E\$1	<b>E10</b>	=E4/\$E\$1
<b>B11</b>	=B5/\$E\$1	<b>C11</b>	=C5/\$E\$1	<b>D11</b>	=D5/\$E\$1	<b>E11</b>	=E5/\$E\$1
<b>B12</b>	=B6/\$E\$1	<b>C12</b>	=C6/\$E\$1	<b>D12</b>	=D6/\$E\$1	<b>E12</b>	=E6/\$E\$1
<b>B13</b>	=B7/\$E\$1	<b>C13</b>	=C7/\$E\$1	<b>D13</b>	=D7/\$E\$1	<b>E13</b>	=E7/\$E\$1

# Formatting Table

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 Percent (%) button is highlighted with an orange arrow. The formula bar shows the formula  $=B4/SE\$1$ . The table below shows data for various categories across five columns (A-E).

	A	B	C	D	E	F	G
7	Anti-Religious	66	92	138	332		
8							
9		Often	Sometimes	Hardly Ever	Never		
10	Racist	15%		25%			
11	Homophobic	22%			29%		
12	Sexist	15%		24%			
13	Anti-Religious	11%	15%				
14							
15							

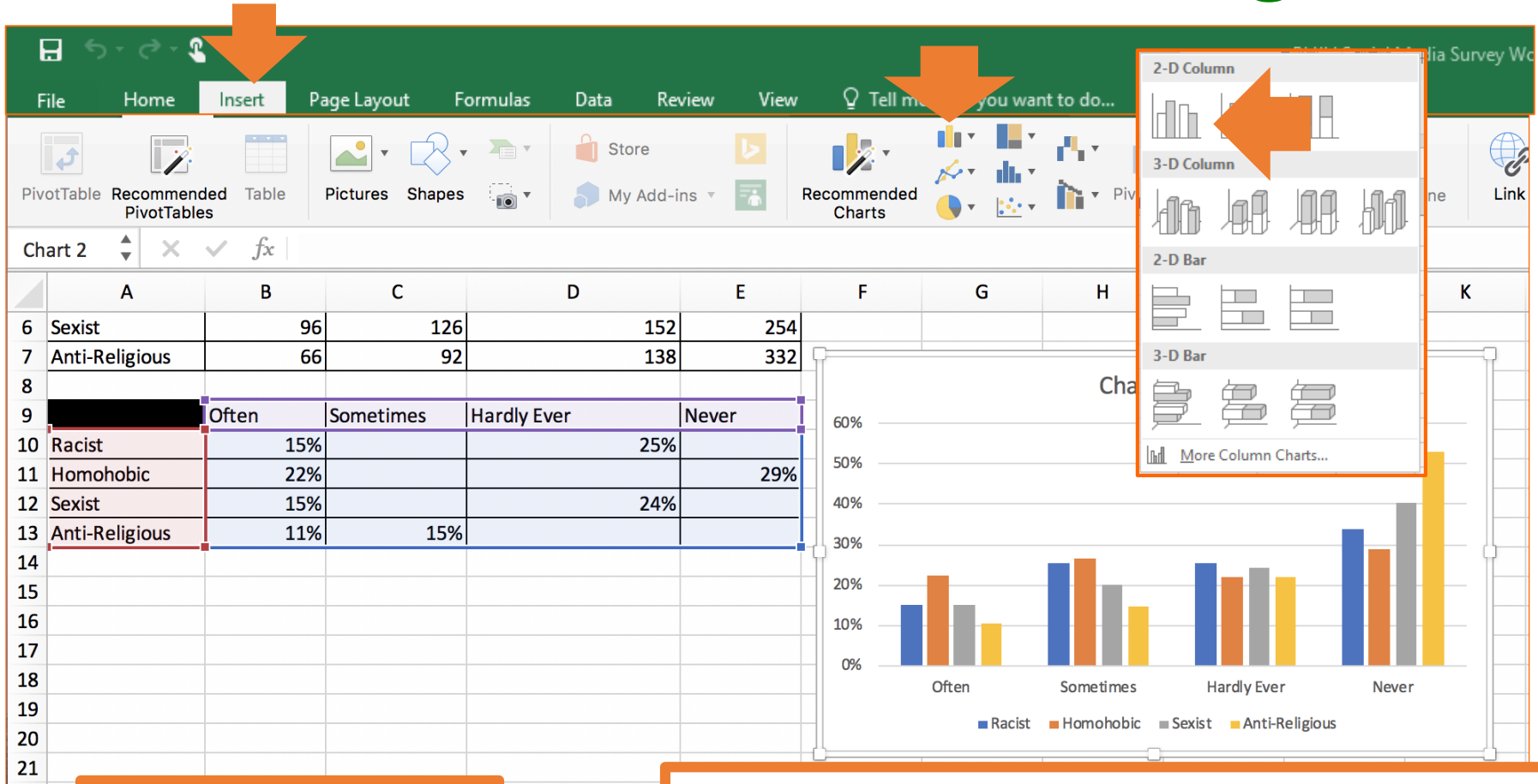
1. Click on the HOME tab.
2. Select cells B10 – E13.
3. In the NUMBERS section, click on the PERCENT (%) button.





# Adding & Formatting Chart

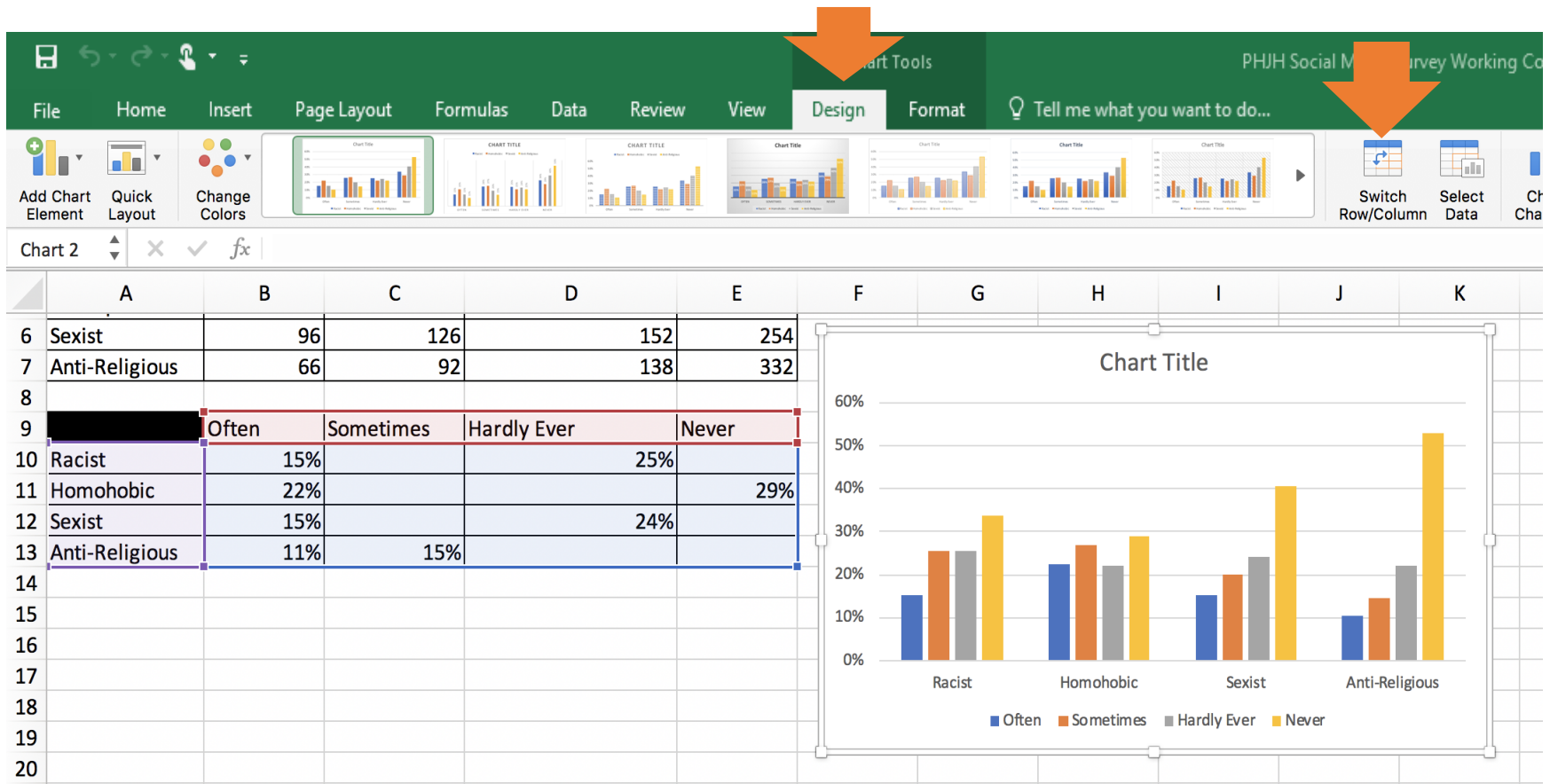
# Inserting a Chart



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

1. Select cells A9 – E13.
2. Click on INSERT.
3. Click on the COLUMN CHART button.
4. Select the 2D CLUSTERED BAR chart
5. Click OK.

# Formatting Chart



1. Click on the chart.
2. Click on the CHART TOOLS DESIGN tab.
3. Click on the SWITCH ROW/COLUMN button.

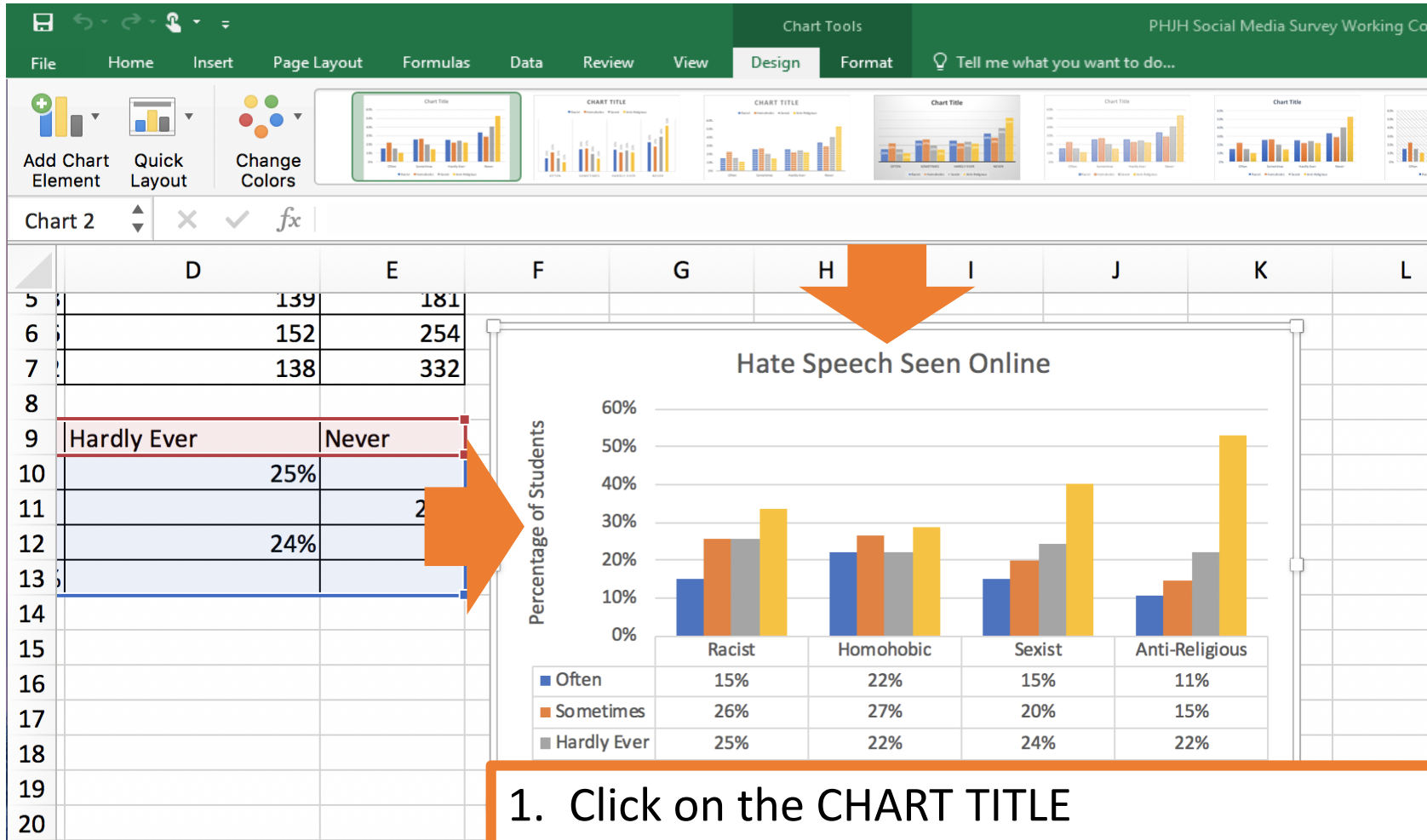
# Chart Layout

The screenshot shows the Microsoft Excel interface with the 'Chart Tools Design' tab selected. The 'Quick Layout' button is highlighted with an orange arrow. A separate window displays a grid of chart layout options, with an arrow pointing to 'Layout 5'. The chart in the background is a grouped bar chart with the following data:

Frequency	Racist	Homophobic	Sexist	Anti-Religious
Often	15%	22%	15%	11%
Sometimes	26%	27%	20%	15%
Hardly Ever	25%	22%	24%	22%
Never	34%	29%	40%	53%

1. Click on the chart.
2. Click on the CHART TOOLS DESIGN tab.
3. Click on the QUICK LAYOUT button.
4. Select LAYOUT 5.

# Chart/Axis Titles



1. Click on the CHART TITLE
2. Change it to HATE SPEECH SEEN ONLINE.
3. Click on the AXIS TITLE.
4. Change it to PERCENTAGE OF STUDENTS.



# Saving Spreadsheet

# SAVE TO ONE DRIVE



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Font, Alignment, Number, and Styles. The spreadsheet data is as follows:

	A	B	C	D	E
1	<b>Total Number of Responses</b>				<b>628</b>
2					
3		Often	Sometimes	Hardly Ever	Never
4	Racist	95	161	160	212
5	Homophobic	140	168	139	181
6	Sexist	96	126	152	254
7	Anti-gay	66	83	128	222
8					
9					



**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 selected. Below the tabs, there is a 'Back' button on the left and a 'Turn in' button on the right, with a large orange arrow pointing to it. The assignment title is 'Hate Speech Seen Online'. To the right of the title, there are two details: 'Due Date' (Thu May 30, 2019 at 11:59 PM) and 'Points' (50 points possible). Below the title, there are sections for 'Instructions' (Use the direction booklet to help you.), 'Reference materials' (None), and 'My work'. Under 'My work', there is a file named 'hatespeechonline.xls' with a green Excel icon and a three-dot menu. Below the file list is a '+ Add work' button. A large orange arrow points to the 'hatespeechonline.xls' file.

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