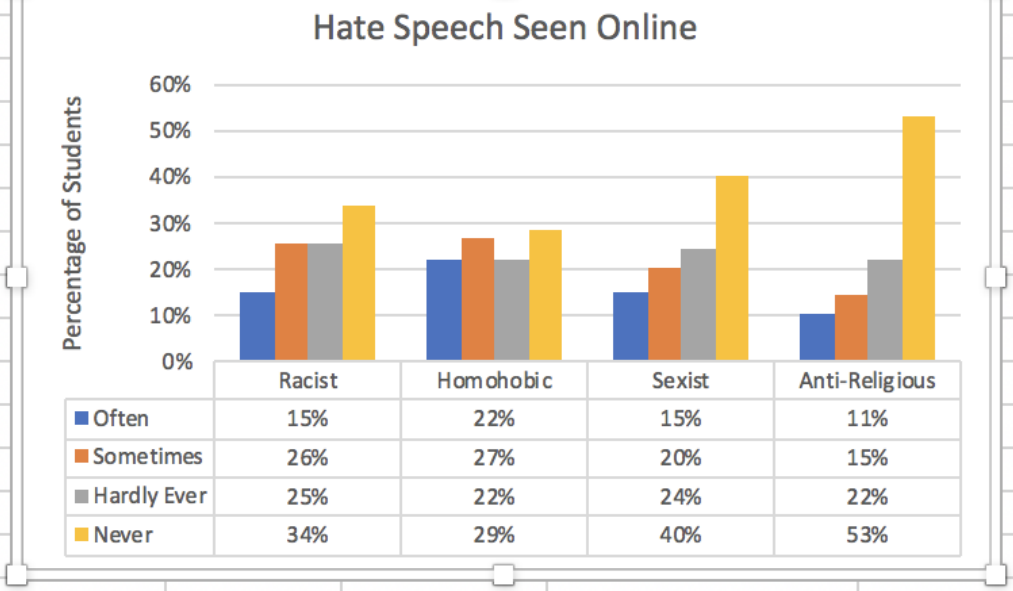
7th Grade

Hate Speech Seen Online

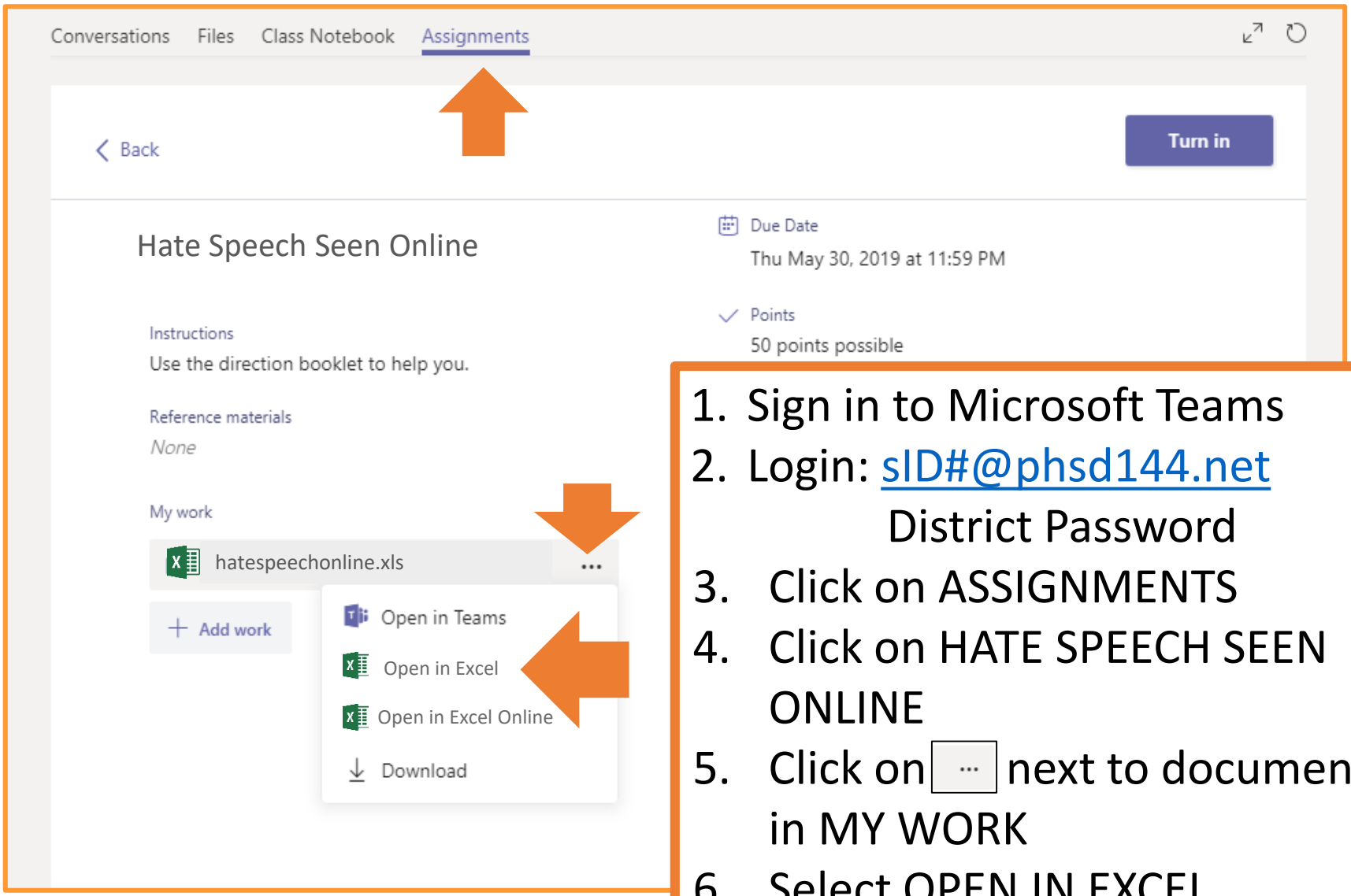
Sample Draft

	A	B	C	D	E
1			Total Number of Responses		628
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		Often	Sometimes	Hardly Ever	Never
10	Racist	15%		25%	
11	Homohobic	22%			29%
12	Sexist	15%		24%	
13	Anti-Religious	11%	15%		



Slide 2

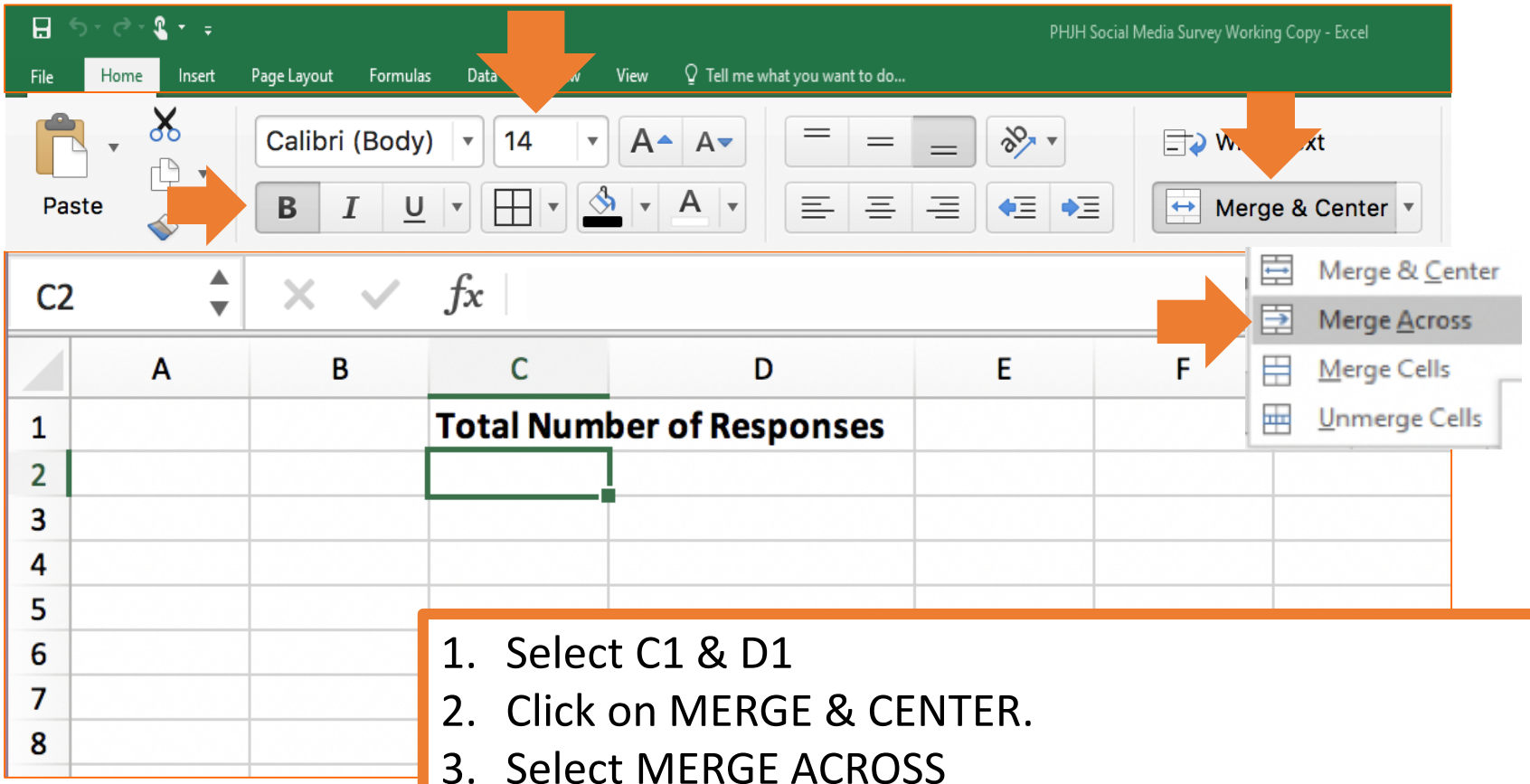
Accessing Document



1. Sign in to Microsoft Teams
2. Login: 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.

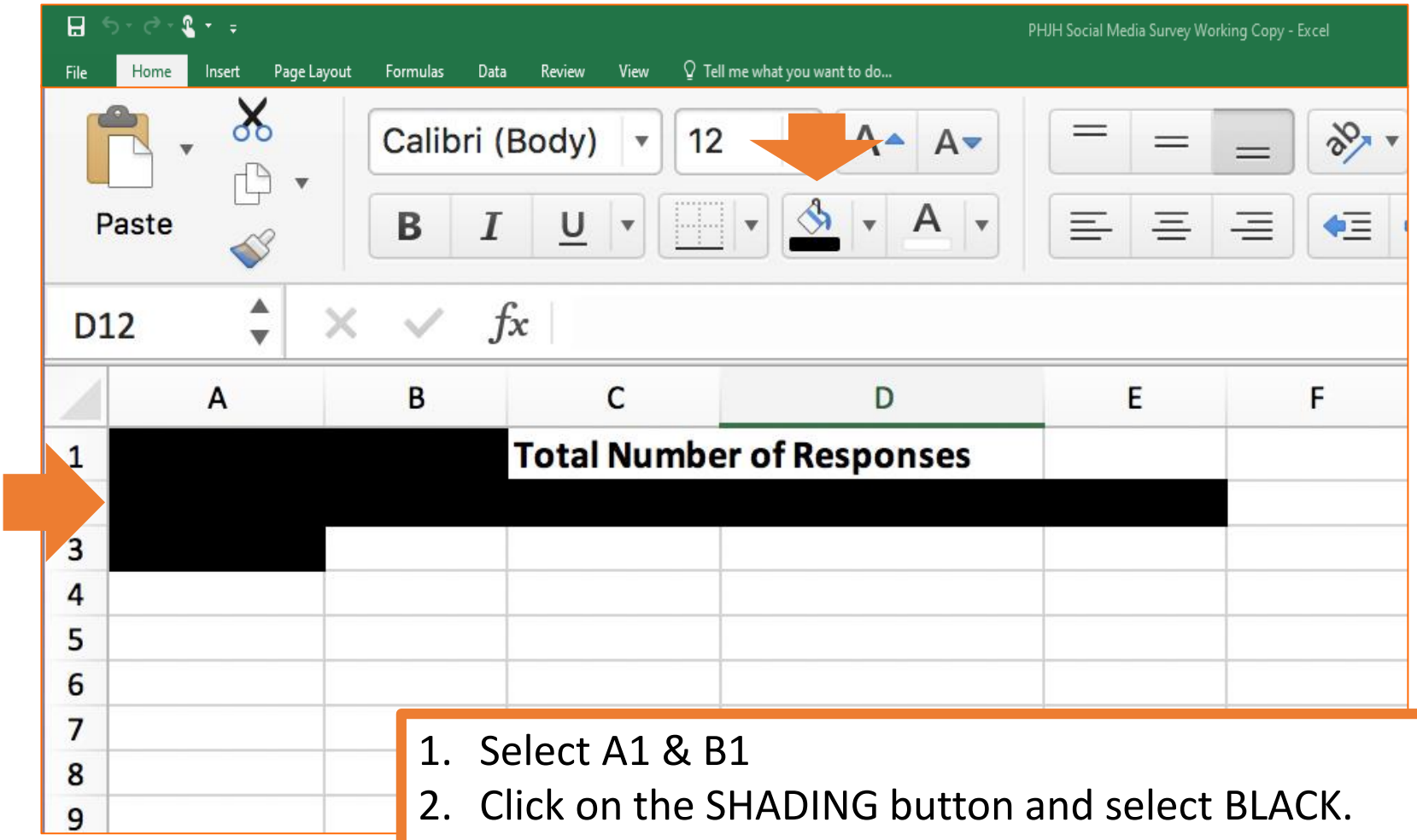
Raw Data Table

Formatting Cells



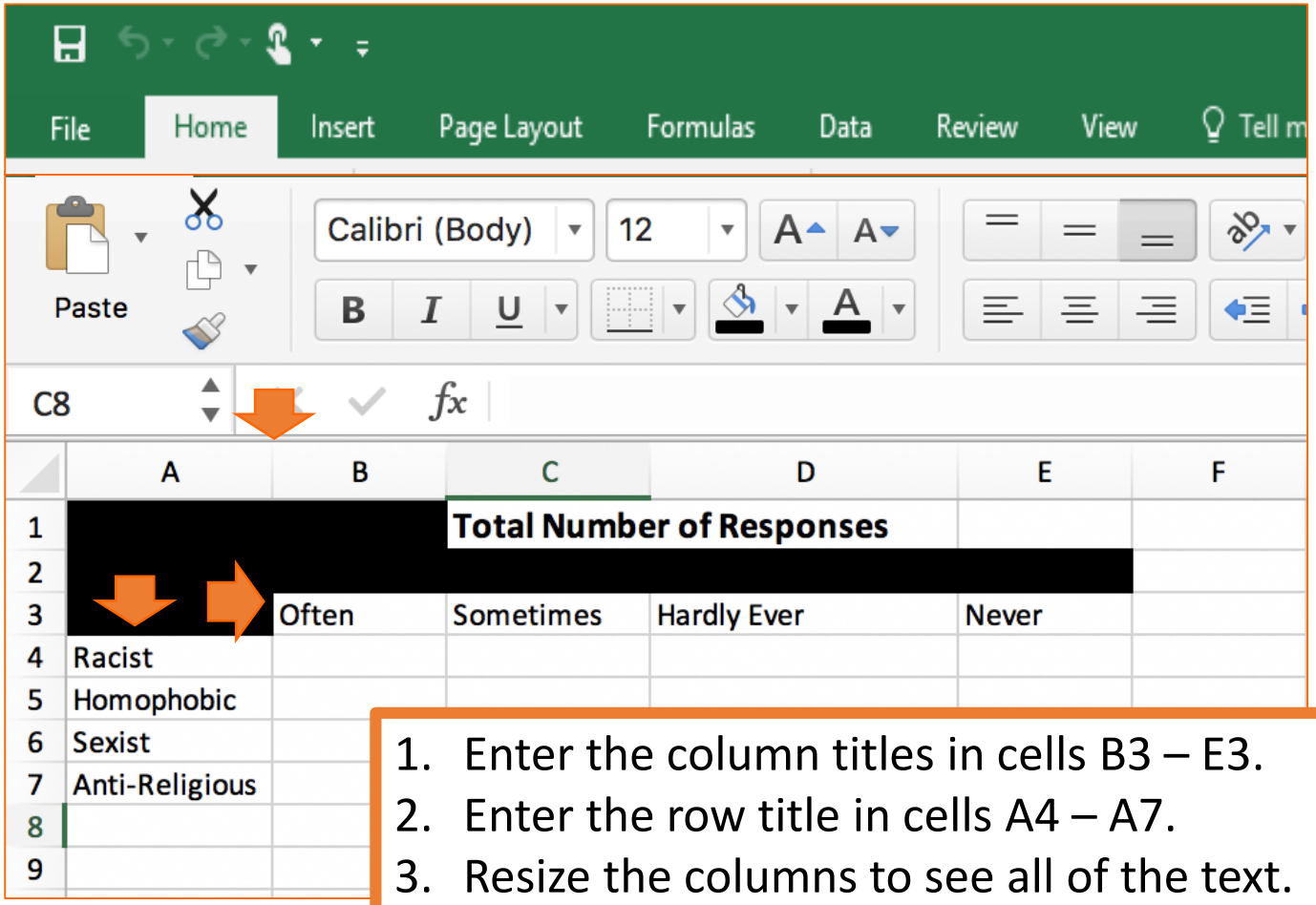
1. Select C1 & D1
2. Click on MERGE & CENTER.
3. Select MERGE ACROSS
4. Type TOTAL NUMBER OF RESPONSES in the box.
   - ❑ Font: CALIBRI/SIZE 14/ BOLD
5. Resize the box so entire statement is visible.

Shading Cells

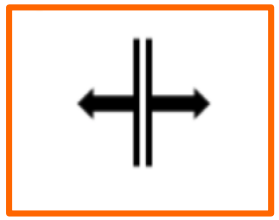


1. Select A1 & B1
2. Click on the SHADING button and select BLACK.
3. Repeat shading for cells A2-E2.
4. Repeat shading for cell A3

Column/Row Titles

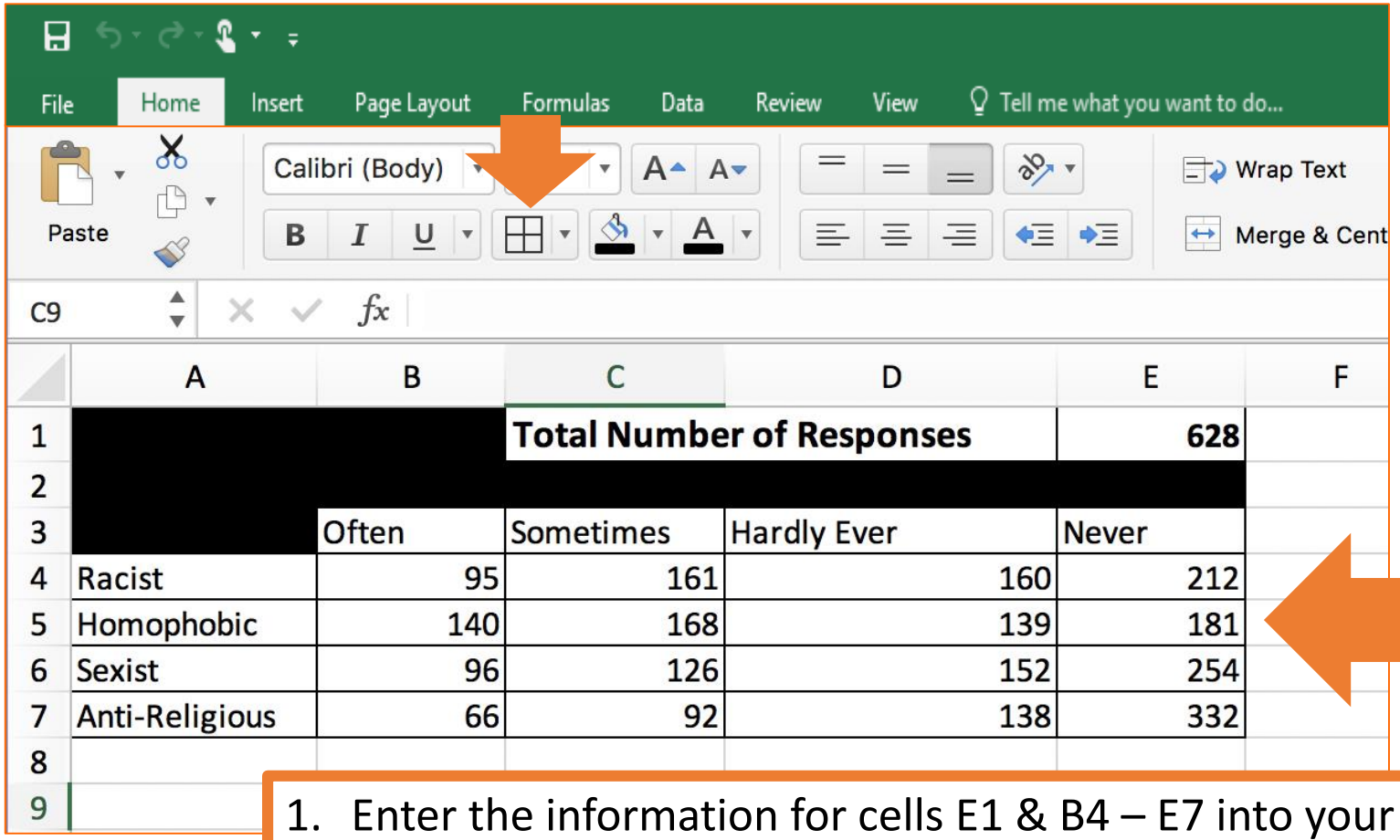


	A	B	C	D	E	F
1			Total Number of Responses			
2						
3		Often	Sometimes	Hardly Ever	Never	
4	Racist					
5	Homophobic					
6	Sexist					
7	Anti-Religious					
8						
9						



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

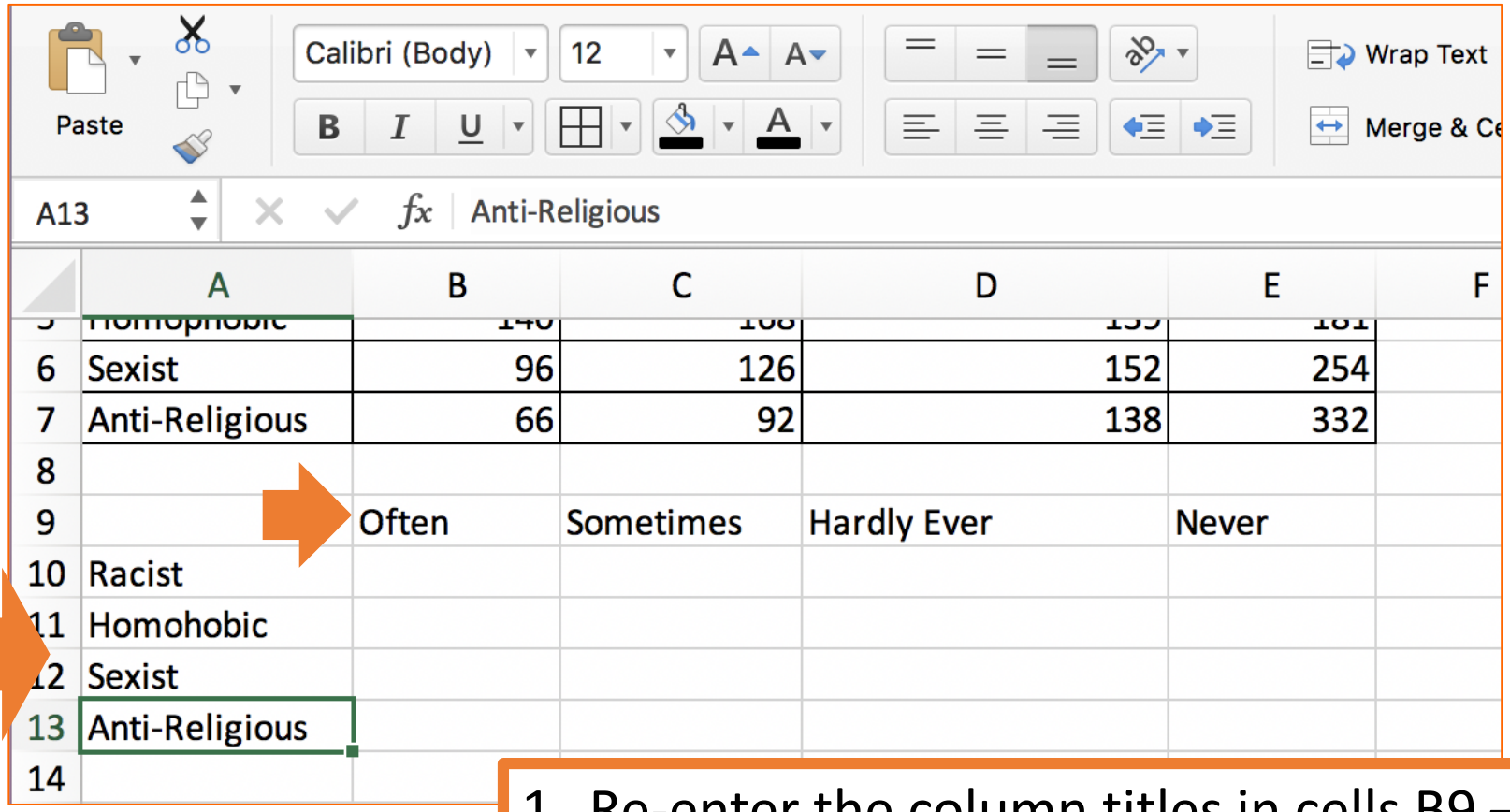


	A	B	C	D	E	F
1			**Total Number of Responses**		**628**	
2						
3		Often	Sometimes	Hardly Ever	Never	
4	Racist	95	161	160	212	
5	Homophobic	140	168	139	181	
6	Sexist	96	126	152	254	
7	Anti-Religious	66	92	138	332	
8						
9						

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

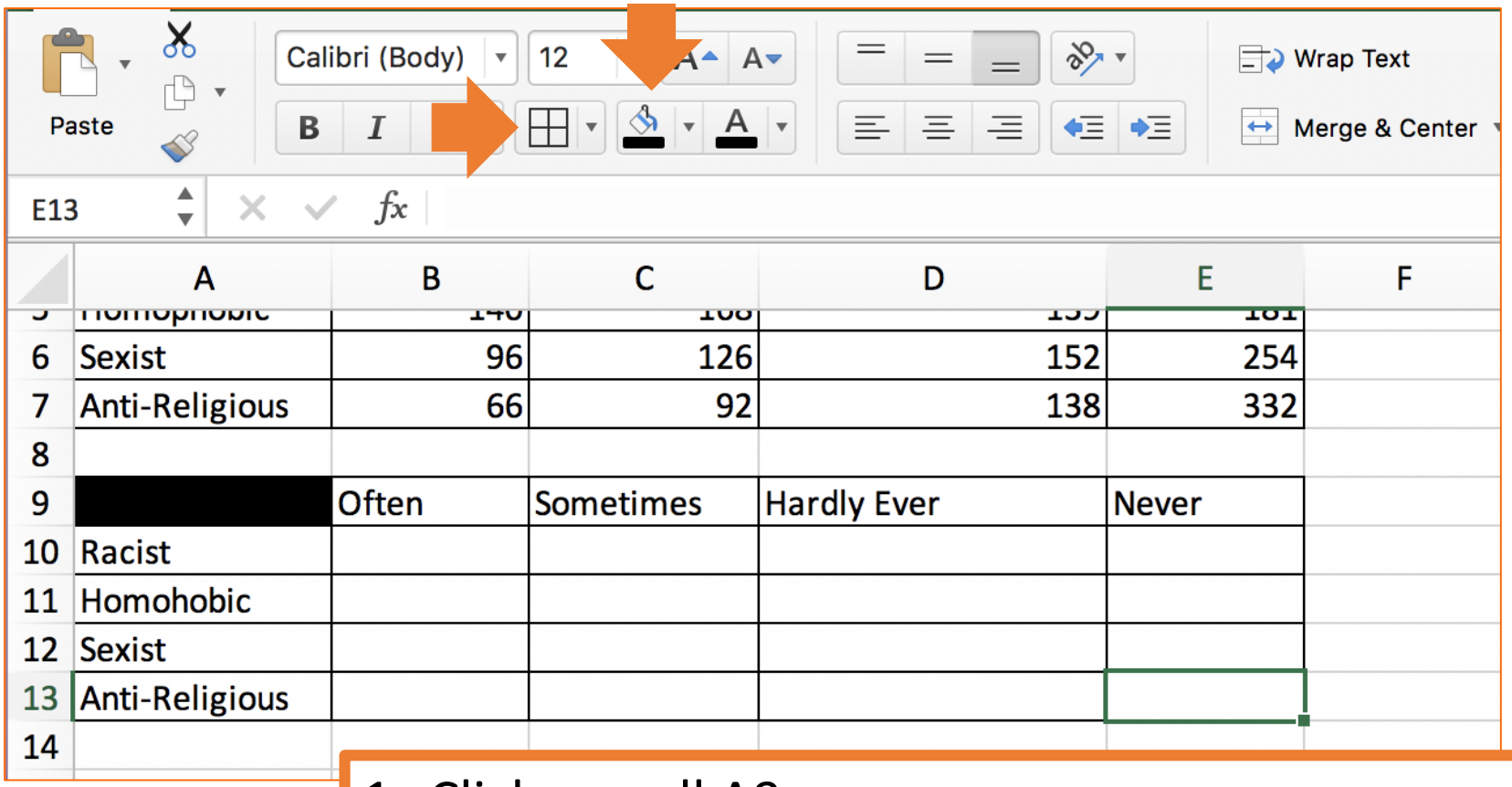
Row/Column Titles



	A	B	C	D	E	F
6	Sexist	96	126	152	254	
7	Anti-Religious	66	92	138	332	
8						
9		Often	Sometimes	Hardly Ever	Never	
10	Racist					
11	Homohobic					
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.

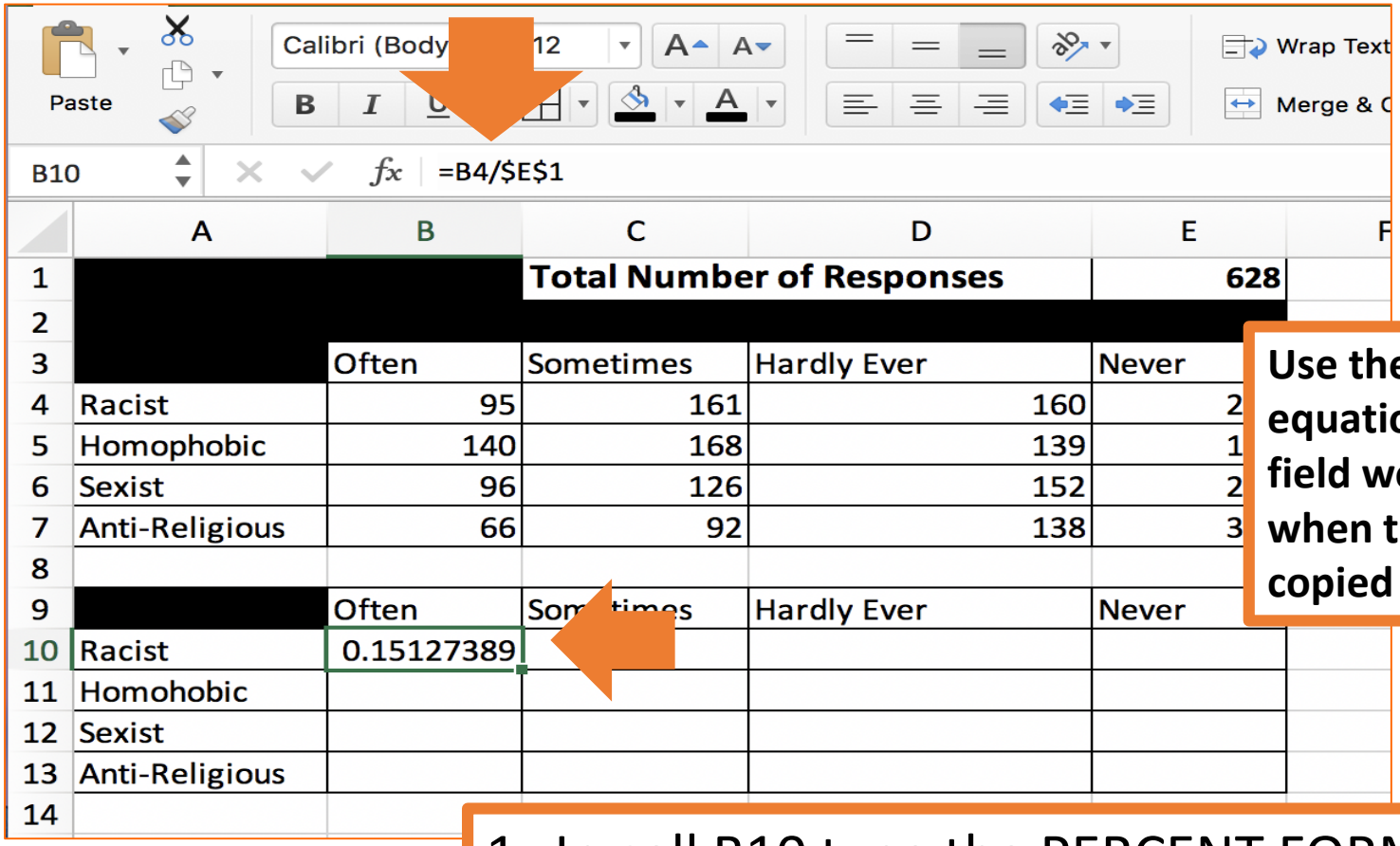
Formatting Cells



	A	B	C	D	E	F
6	Sexist	96	126	152	254	
7	Anti-Religious	66	92	138	332	
8						
9		Often	Sometimes	Hardly Ever	Never	
10	Racist					
11	Homohobic					
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

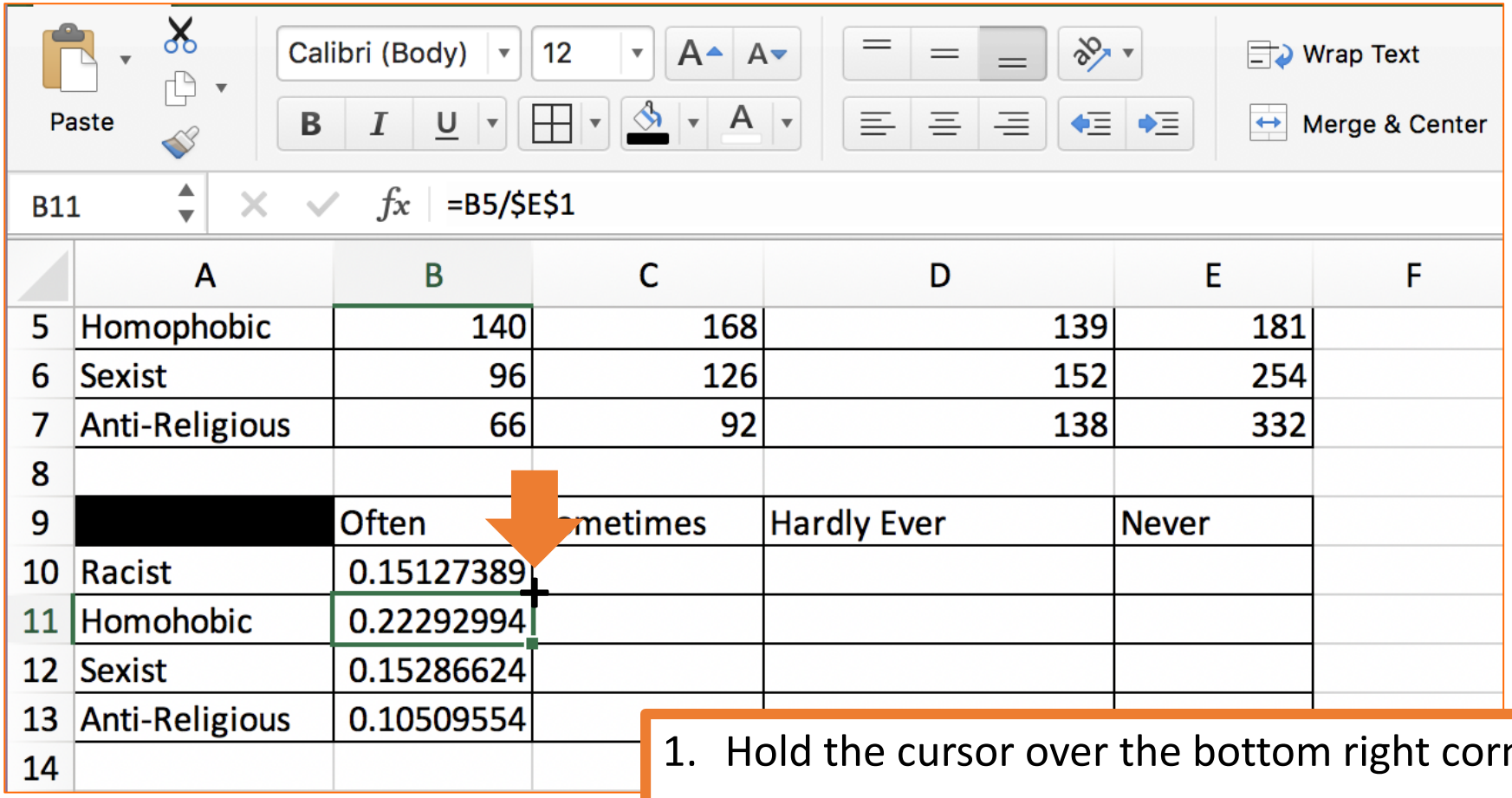


	A	B	C	D	E
1			Total Number of Responses		628
2					
3		Often	Sometimes	Hardly Ever	Never
4	Racist	95	161	160	2
5	Homophobic	140	168	139	1
6	Sexist	96	126	152	2
7	Anti-Religious	66	92	138	3
8					
9		Often	Sometimes	Hardly Ever	Never
10	Racist	0.15127389			
11	Homohobic				
12	Sexist				
13	Anti-Religious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

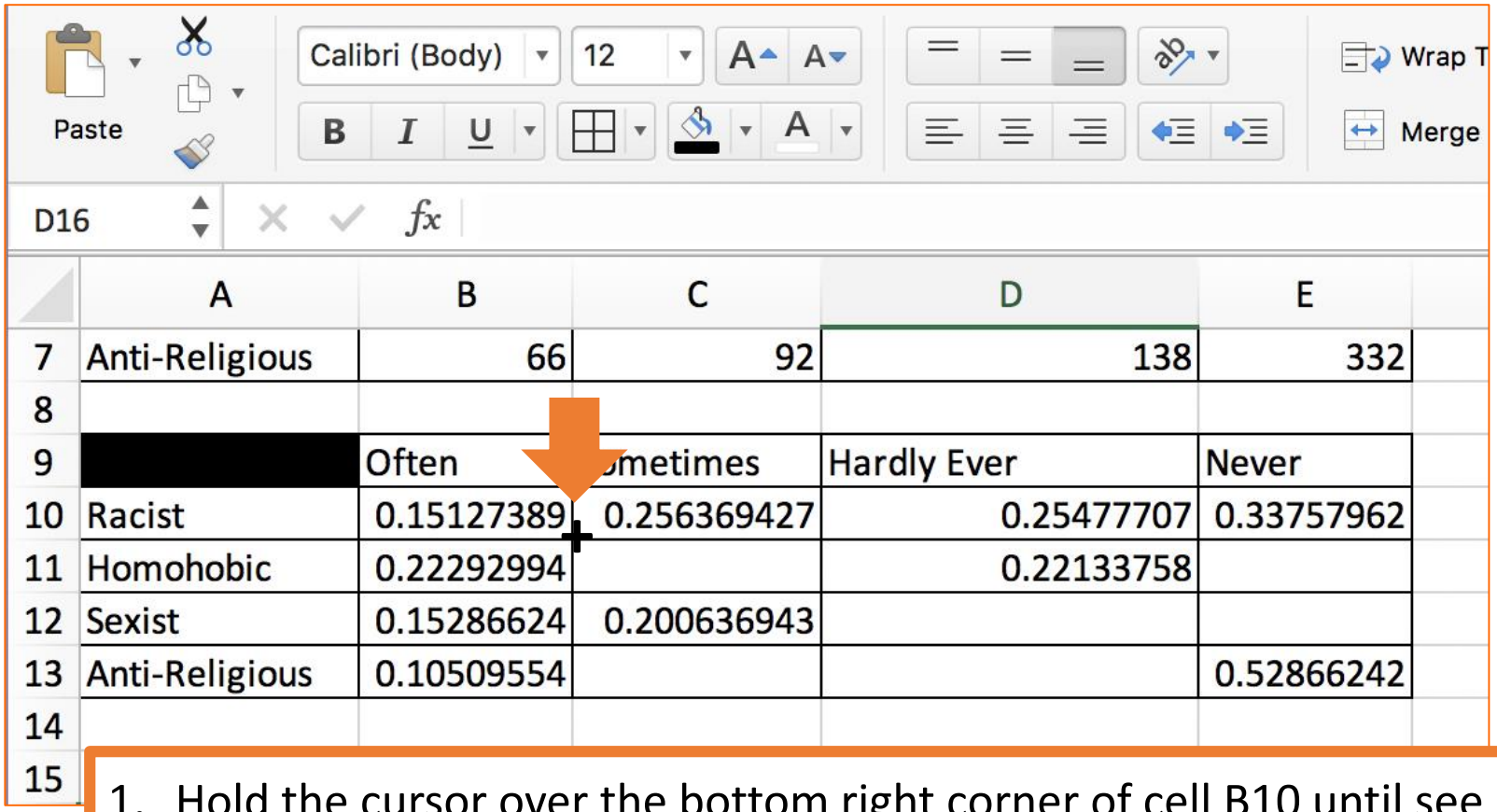
Copying Formulas



	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	metimes	Hardly Ever	Never	
10	Racist	0.15127389				
11	Homohobic	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	ometimes	Hardly Ever	Never
10	Racist	0.15127389	0.256369427	0.25477707	0.33757962
11	Homohobic	0.22292994		0.22133758	
12	Sexist	0.15286624	0.200636943		
13	Anti-Religious	0.10509554			0.52866242
14					
15					

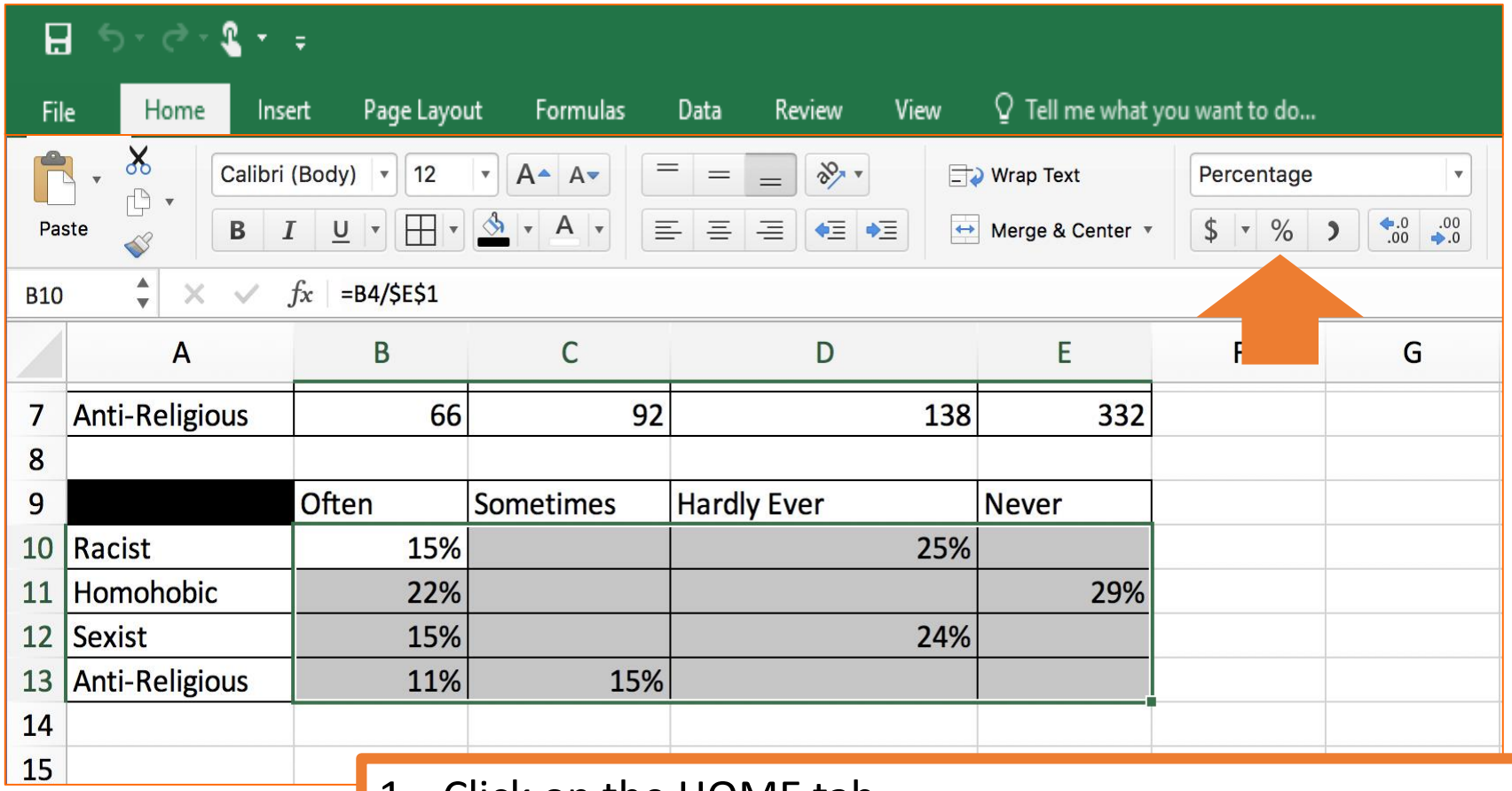
1. Hold the cursor over the bottom right corner of cell B10 until see a **+** sign.
2. Click & drag to cell E10 to copy equation to other cells in the row.
3. Repeat for rows 11 – 13.
4. Check your equations using slide 15.

Checking Formulas

Use the chart below to double-check your formulas.

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

Formatting Table

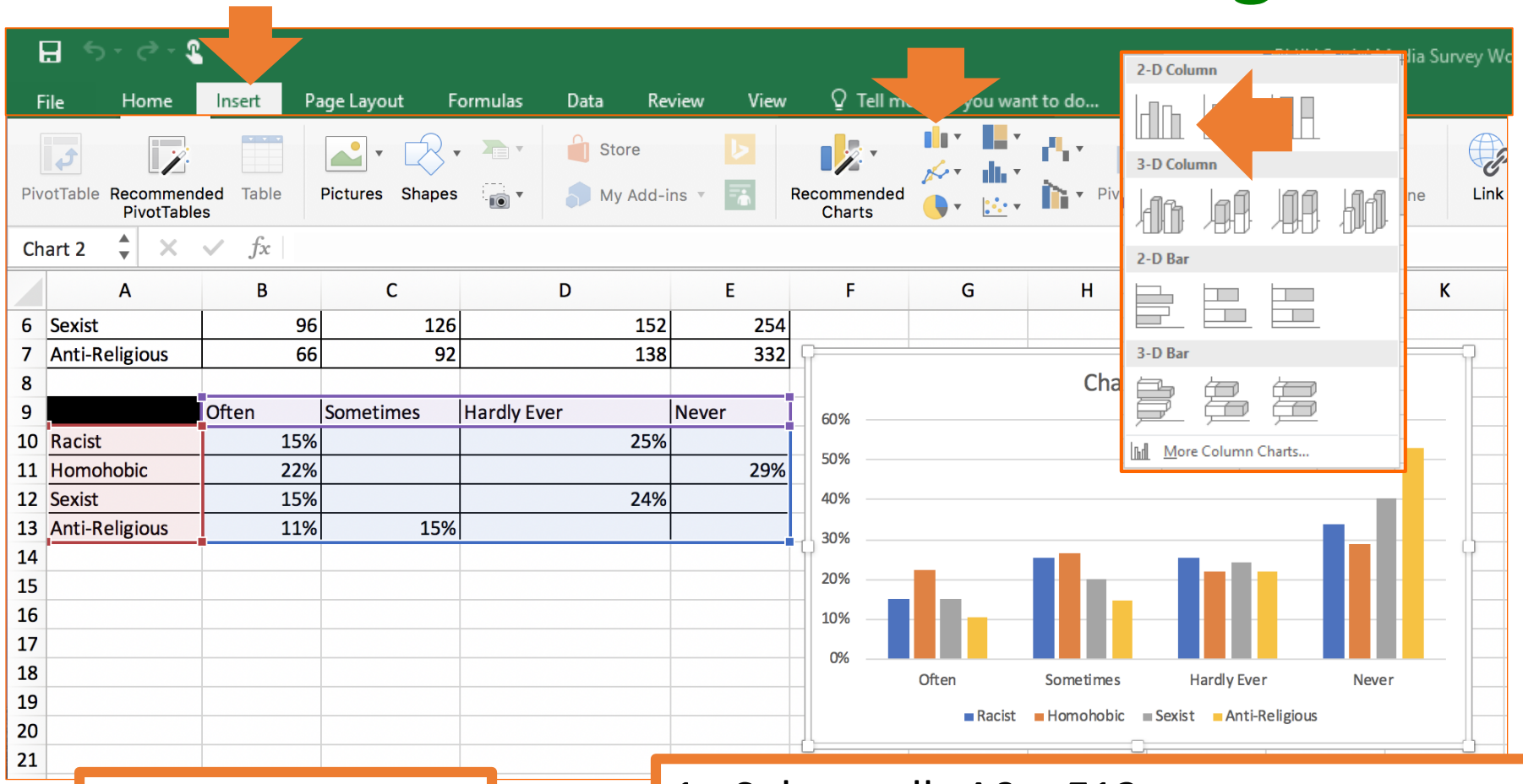


	A	B	C	D	E	F	G
7	Anti-Religious	66	92	138	332		
8							
9		Often	Sometimes	Hardly Ever	Never		
10	Racist	15%		25%			
11	Homohobic	22%			29%		
12	Sexist	15%		24%			
13	Anti-Religious	11%	15%				
14							
15							

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

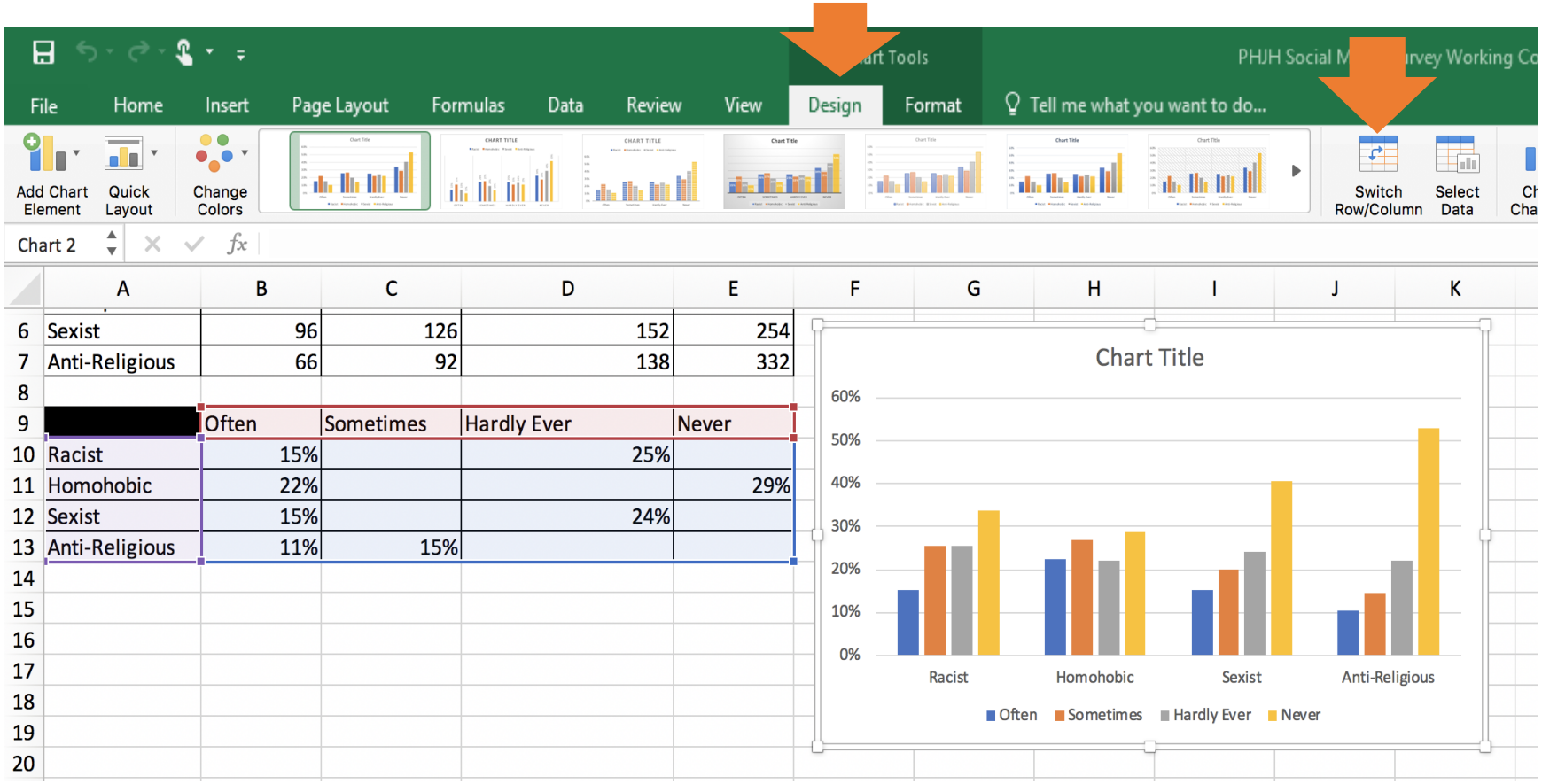


	A	B	C	D	E
6	Sexist	96	126	152	254
7	Anti-Religious	66	92	138	332
8					
9		Often	Sometimes	Hardly Ever	Never
10	Racist	15%		25%	
11	Homohobic	22%			29%
12	Sexist	15%		24%	
13	Anti-Religious	11%	15%		

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.

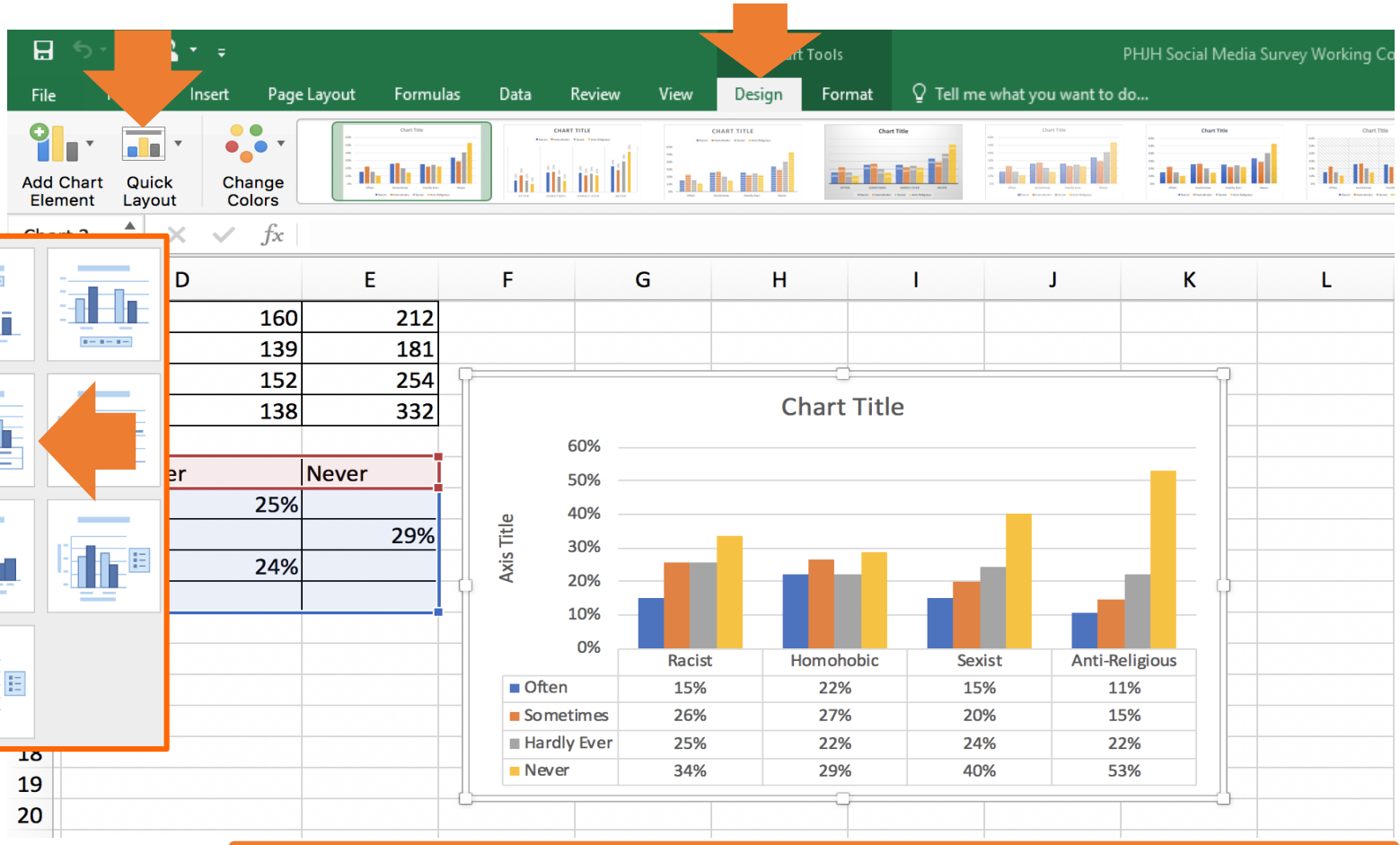
Formatting Chart



	A	B	C	D	E
6	Sexist	96	126	152	254
7	Anti-Religious	66	92	138	332
8					
9		Often	Sometimes	Hardly Ever	Never
10	Racist	15%		25%	
11	Homohobic	22%			29%
12	Sexist	15%		24%	
13	Anti-Religious	11%	15%		
14					
15					
16					
17					
18					
19					
20					

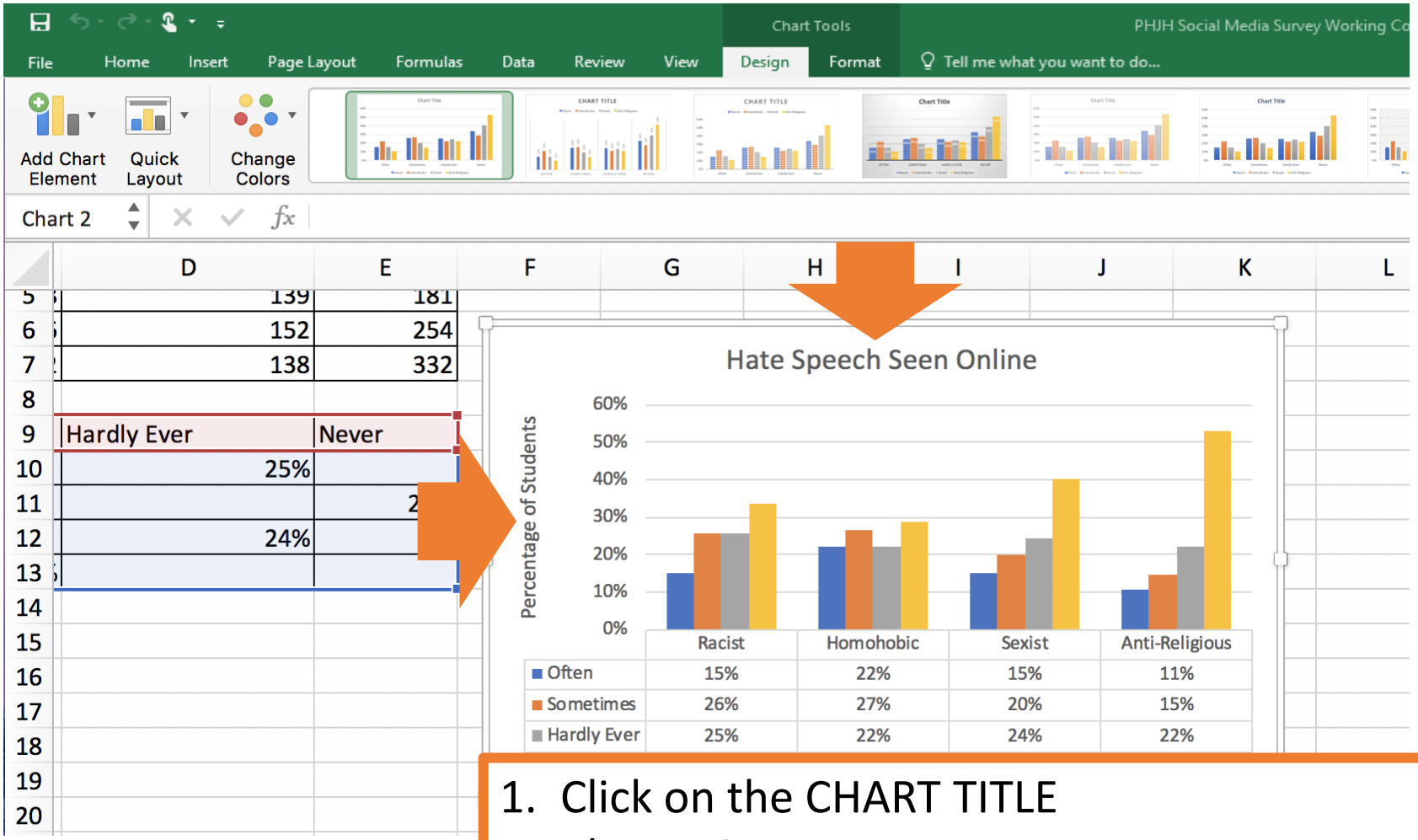
1. Click on the chart.
2. Click on the CHART TOOLS DESIGN tab.
3. Click on the SWITCH ROW/COLUMN button.

Chart Layout



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

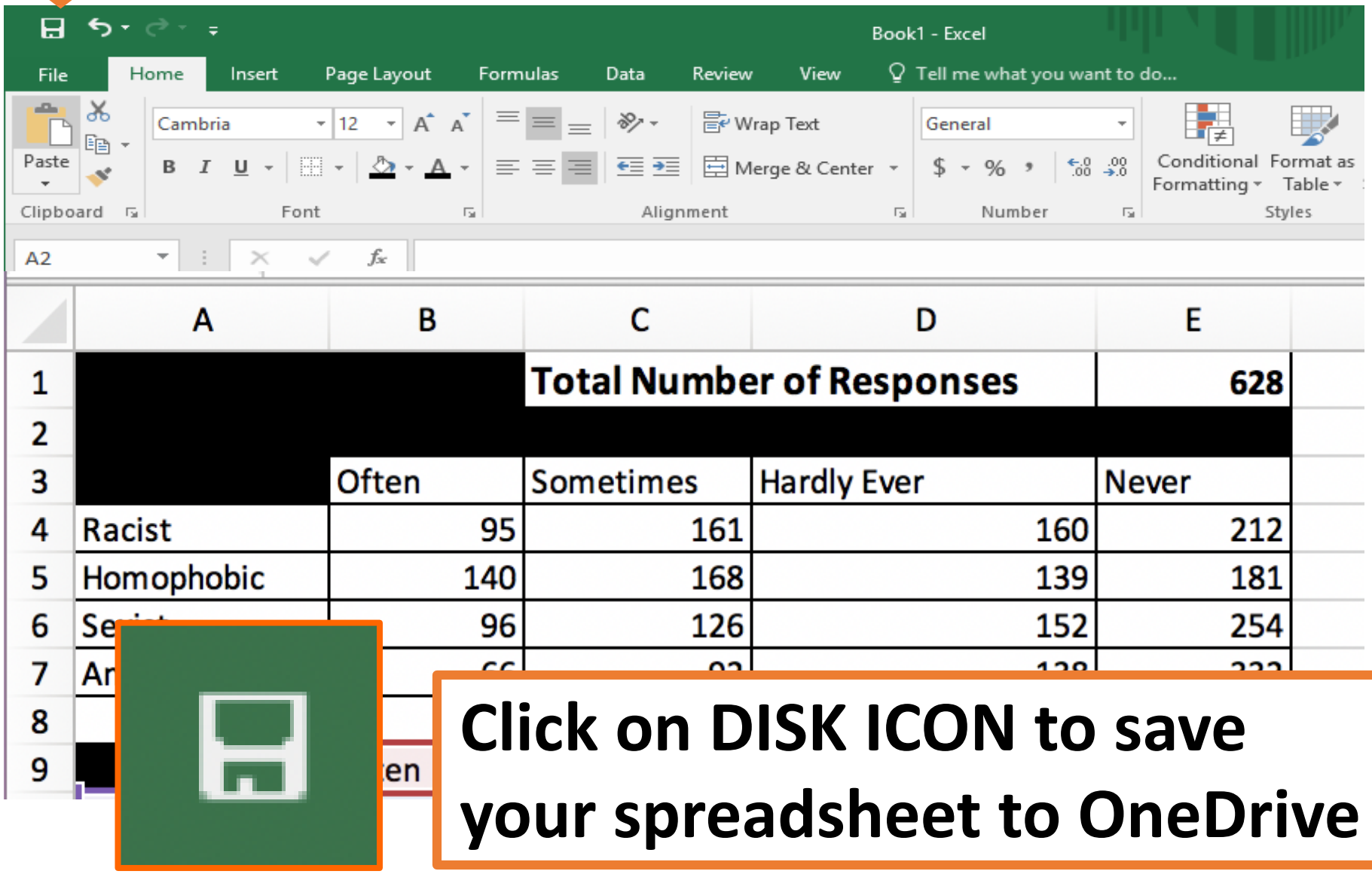
Chart/Axis Titles



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

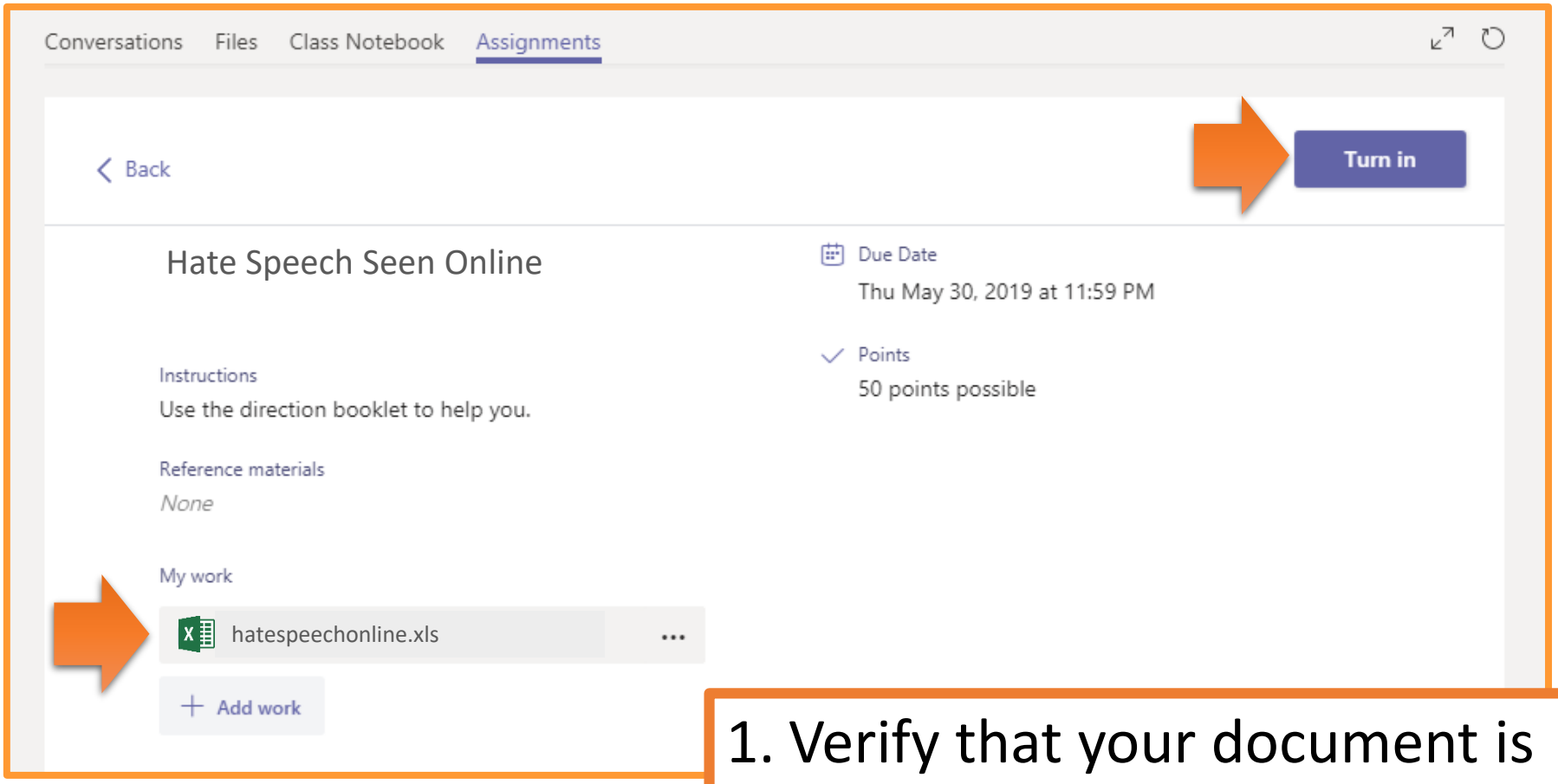


	A	B	C	D	E
1			Total Number of Responses		628
2					
3		Often	Sometimes	Hardly Ever	Never
4	Racist	95	161	160	212
5	Homophobic	140	168	139	181
6	Se	96	126	152	254
7	Ar				
8					
9					

Click on DISK ICON to save your spreadsheet to OneDrive

Turning In Assignment

TURN IN ASSIGNMENT



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