

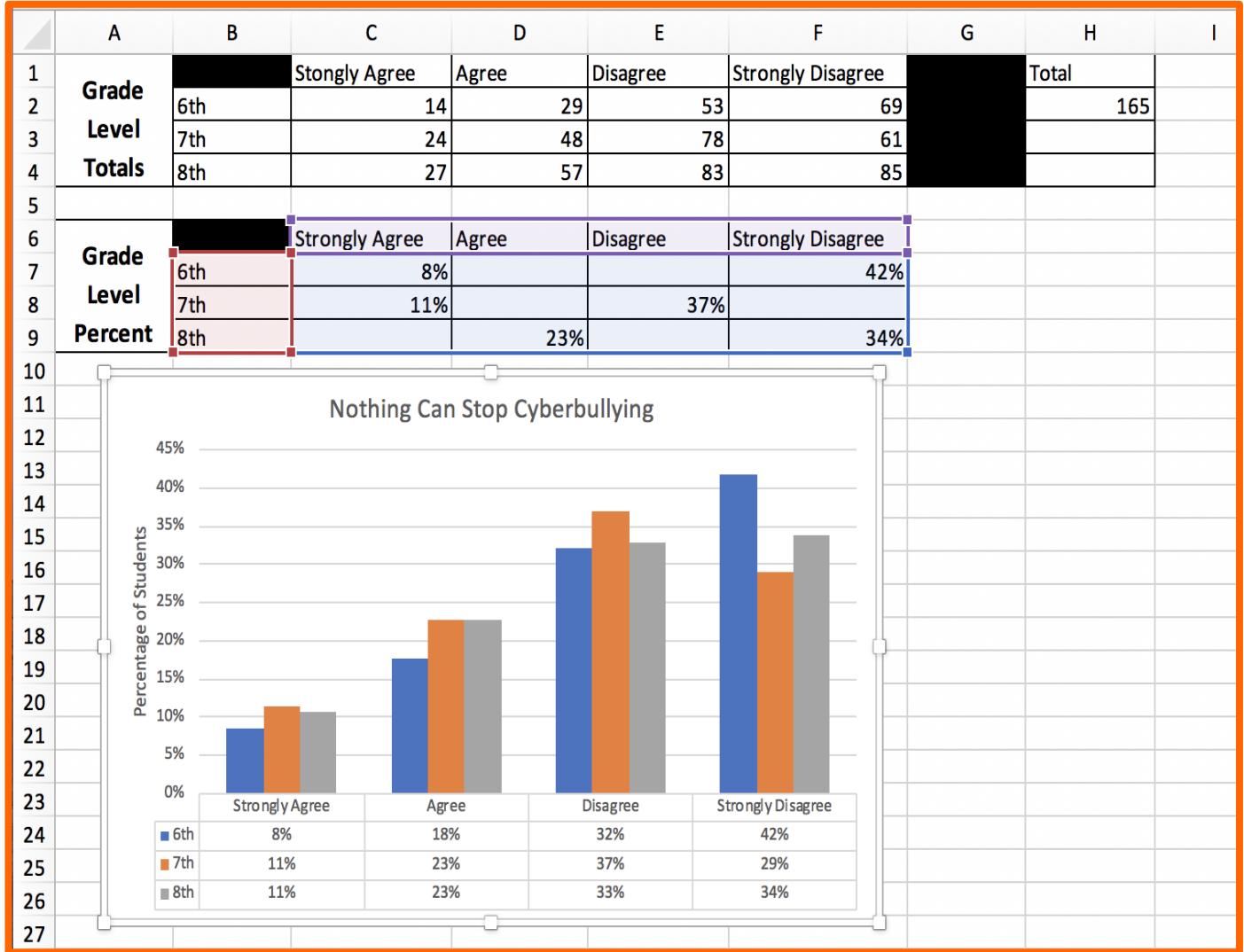


# 8<sup>th</sup> Grade

## Nothing Can Stop Cyberbullying



# 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 'Nothing Stops Cyberbullying'. It includes sections for 'Instructions' (Use the direction booklet to help you.), 'Reference materials' (None), and 'My work'. In the 'My work' section, there is a document named 'stopcyberbullying.xls'. A context menu is open over this document, showing options: 'Open in Teams', 'Open in Excel', 'Open in Excel Online', and 'Download'. An orange arrow points to the 'Open in Excel' option. To the right of the document, there are details: 'Due Date: Thu May 30, 2019 at 11:59 PM' and 'Points: 50 points possible'.

1. Sign in to Microsoft Teams
2. Login: [sID#@phsd144.net](mailto:sID#@phsd144.net)  
District Password
3. Click on ASSIGNMENTS
4. Click on NOTHING STOPS CYBERBULLYING
5. Click on  next to document in MY WORK
6. Select OPEN IN EXCEL.



# Raw Data Table

# Column/Row Titles

	A	B	C	D	E	F	G	H
1			Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2		6th						
3		7th						
4		8th						
5								
6								

1. Enter the column titles in cells C1-F1 & H1.
2. Enter the row title in cells B2 – B4.
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.



# 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

Wrap Text

General

Merge & Center

G1

	A	B	C	D	E	F	G	H
1			Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2		6th						
3		7th						
4		8th						
5								
6								

1. Click on cell B1.
2. Click on the SHADING button and select BLACK.
3. Repeat shading for cells G1-G4.

# Formatting Cells

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The 'Merge & Center' button is highlighted with an orange arrow, and the 'Wrap Text' button is also highlighted with an orange arrow. The spreadsheet below shows a table with columns A-H and rows 1-6. Cell A1 is selected and contains the text 'Grade Level Totals'. The table data is as follows:

	A	B	C	D	E	F	G	H
1	Grade Level Totals		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2		6th						
3		7th						
4		8th						
5								
6								

1. Select A1-A4
2. Click on MERGE & CENTER.
3. Click on WRAP TEXT.
4. Type GRADE LEVEL TOTALS in the box.
  - ☐ Font: CALIBRI/SIZE 14/ BOLD

# 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)' with an orange arrow pointing to it. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
1	<b>Grade</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2	<b>Level</b>	6th	14	29	53	69		
3		7th	24	48	78	61		
4	<b>Totals</b>	8th	27	57	83	85		
5								
6								

1. Enter the information for cells C2 – F4 into your spreadsheet.
2. Select cells A1 – H4
3. Click on the BORDERS button.
4. Select ALL BORDERS.



# SUM Equation

	A	B	C	D	E	F	G	H
1	<b>Grade Level Totals</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2		6th	14	29	53	69		165
3		7th	24	48	78	61		
4		8th	27	57	83	85		
5								

1. In cell H2 type the SUM EQUATION

=SUM(C2:F2)

2. Hit ENTER

Number in cell H2 should be 165.

Total # of 6<sup>th</sup> grade responses.

$C2:F2 = C2+D2+F2$

# Cells B8 – H8

Excel interface showing the formula bar with  $=SUM(C2:F2)$  and the spreadsheet grid. The grid shows data for Grade Level (6th, 7th, 8th) across response categories (Stongly Agree, Agree, Disagree, Strongly Disagree) and a Total column (H). The value 165 is shown in cell H2, with an orange arrow pointing to the bottom right corner of the cell, indicating the fill handle.

	A	B	C	D	E	F	G	H
1	<b>Grade Level</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2		6th	14	29	53	69		165
3		7th	24	48	78	61		
4		8th	27	57	83	85		
5								

1. Hold the cursor over the bottom right corner of cell H2 until see a + sign.
2. Click & drag to cell H4 to copy equation to other cells.
3. Click on cells H3 & H4 to check equations.

**H3**

$=SUM(C3:F3)$

**H4**

$=SUM(C4:F4)$



# Percentage Table

# Row/Column Titles

	A	B	C	D	E	F	G	H
1	<b>Grade Level</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2		6th	14	29	53	69		165
3		7th	24	48	78	61		
4		8th	27	57	83	85		
5								
6			Strongly Agree	Agree	Disagree	Strongly Disagree		
7		6th						
8		7th						
9		8th						
10								

1. Re-enter the column titles in cells C6-F6.
2. Re-enter the row titles in cells B7-B9.
3. Click on cell B1.
4. Click on the SHADING button & select BLACK.

# Formatting Cells

	A	B	C	D	E	F	G	H	I
1	<b>Grade Level Totals</b>		Strongly Agree	Agree	Disagree	Strongly Disagree		Total	
2		6th	14	29	53	69		165	
3		7th	24	48	78	61			
4		8th	27	57	83	85			
5									
6	<b>Grade Level Percent</b>		Strongly Agree	Agree	Disagree	Strongly Disagree			
7		6th							
8		7th							
9		8th							
10									

1. Select A6 – A9
2. Click on MERGE & CENTER.
3. Click on WRAP TEXT.
4. Type GRADE LEVEL PERCENT in the box.  
 Font: CALIBRI/SIZE 12/ BOLD

# Table Borders

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The 'BORDERS' button in the Font group is highlighted with an orange arrow. The spreadsheet below shows a table with columns A-H and rows 1-11. An orange arrow points to the 'Grade Level Percent' table in rows 6-9, columns A-F.

	A	B	C	D	E	F	G	H
1	<b>Grade</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2	<b>Level</b>	6th	14	29	53	69		165
3	<b>Totals</b>	7th	24	48	78	61		
4		8th	27	57	83	85		
5								
6	<b>Grade</b>		Strongly Agree	Agree	Disagree	Strongly Disagree		
7	<b>Level</b>	6th						
8	<b>Percent</b>	7th						
9		8th						
10								
11								

1. Select cells A6 – F9
2. Click on the BORDERS button.
3. Select ALL BORDERS.

# Percent Formula

	A	B	C	D	E	F	G	H	I
1			Stongly Agree	Agree	Disagree	Strongly Disagree		Total	
2	Grade Level	6th	14	29	53	69		165	
3	Grade Level	7th	24	48	78	61			
4	Totals	8th	27	57	83	85			
5									
6	Grade Level		Strongly Agree	Agree	Disagree	Strongly Disagree			
7	Grade Level	6th	0.084848485						
8	Grade Level	7th							
9	Percent	8th							
10									
11									

1. In cell C7 type the PERCENT FORMULA

=C2/\$H\$2

2. Hit ENTER

Number in cell C7 should be 0.84848485

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

# Copying Formulas



	A	B	C	D	E	F	G	H
1	<b>Grade</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2	<b>Level</b>	6th	14	29	53	69		165
3	<b>Totals</b>	7th	24	48	78	61		
4		8th	27	57	83	85		
5								
6	<b>Grade</b>		Strongly Agree	Agree	Disagree	Strongly Disagree		
7	<b>Level</b>	6th	0.084848485	0.175757576	0.321212121	0.418181818		
8	<b>Percent</b>	7th						
9		8th						
10								

Formula bar:  $=F2/SH\$2$

Cell C7:  $+ \quad 0.084848485$



<b>D7</b>	$=D2/SH\$2$
<b>E7</b>	$=E2/SH\$2$
<b>F7</b>	$=F2/SH\$2$

1. Hold the cursor over the bottom right corner of cell C7 until see a  $+$  sign.
2. Click & drag to cell F7 to copy formula to the other cells in the row.
3. Click on cells D7-F7 to check the equations.

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



# Copying Formulas



	A	B	C	D	E	F	G	H
1	<b>Grade Level Totals</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2		6th	14	29	53	69		165
3		7th	24	48	78	61		
4		8th	27	57	83	85		
5								
6	<b>Grade Level Percent</b>		Strongly Agree	Agree	Disagree	Strongly Disagree		
7		6th	0.084848485	0.175757576	0.321212121	0.418181818		
8		7th	0.113744076	0.227488152	0.369668246	0.289099526		
9		8th						
10								
11								

1. In cell C8 type the PERCENT FORMULA  
 =C3/\$H\$3
2. Click & drag to cell F8 to copy formula to the other cells in the row.  
 For help, see slide 10.
3. Click on cells D8-F8 to check the equations.

<b>D8</b>	=D3/\$H\$3
<b>E8</b>	=E3/\$H\$3
<b>F8</b>	=F3/\$H\$3

# Copying Formulas

	A	B	C	D	E	F	G	H
1	<b>Grade</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2	<b>Level</b>	6th	14	29	53	69		165
3	<b>Totals</b>	7th	24	48	78	61		
4		8th	27	57	83	85		
5								
6	<b>Grade</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		
7	<b>Level</b>	6th	0.084848485	0.175757576	0.321212121	0.418181818		
8		7th	0.113744076	0.227488152	0.369668246	0.289099526		
9	<b>Percent</b>	8th	0.107142857	0.226190476	0.329365079	0.337301587		
10								
11								

1. In cell C9 type the PERCENT FORMULA

=C4/\$H\$4

2. Click & drag to cell F9 to copy formula to the other cells in the row.

For help, see slide 10.

3. Click on cells D9-F9 to check the equations.

**D9** =D4/\$H\$4

**E9** =E4/\$H\$4

**F9** =F4/\$H\$4

# 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  $=C2/SH\$2$ . The table below shows the following data:

	A	B	C	D	E	F	G	I
1	<b>Grade Level Totals</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total
2		6th	14	29	53	69		165
3		7th	24	48	78	61		
4		8th	27	57	83	85		
5								
6	<b>Grade Level Percent</b>		Strongly Agree	Agree	Disagree	Strongly Disagree		
7		6th	8%			42%		
8		7th	11%		37%			
9		8th		23%		34%		
10								
11								

1. Click on the HOME tab.
2. Select cells C7 – F9
3. In the NUMBERS section, click on the PERCENT (%) button.



# Adding & Formatting Chart

# Inserting a Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Recommended Charts' task pane is open, showing various chart options. The '2-D Column' chart type is highlighted, and an orange arrow points to it. Below the task pane, a data table is visible, and a 2D clustered bar chart is displayed below it. The chart shows the percentage of students in each grade level (6th, 7th, 8th) who chose each response category (Strongly Agree, Agree, Disagree, Strongly Disagree).

	A	B	C	D	E	F
4	<b>Totals</b>	8th	27	57	83	85
5						
6	<b>Grade</b>		Strongly Agree	Agree	Disagree	Strongly Disagree
7	<b>Level</b>	6th	8%			42%
8	<b>Percent</b>	7th	11%		37%	
9		8th		23%		34%

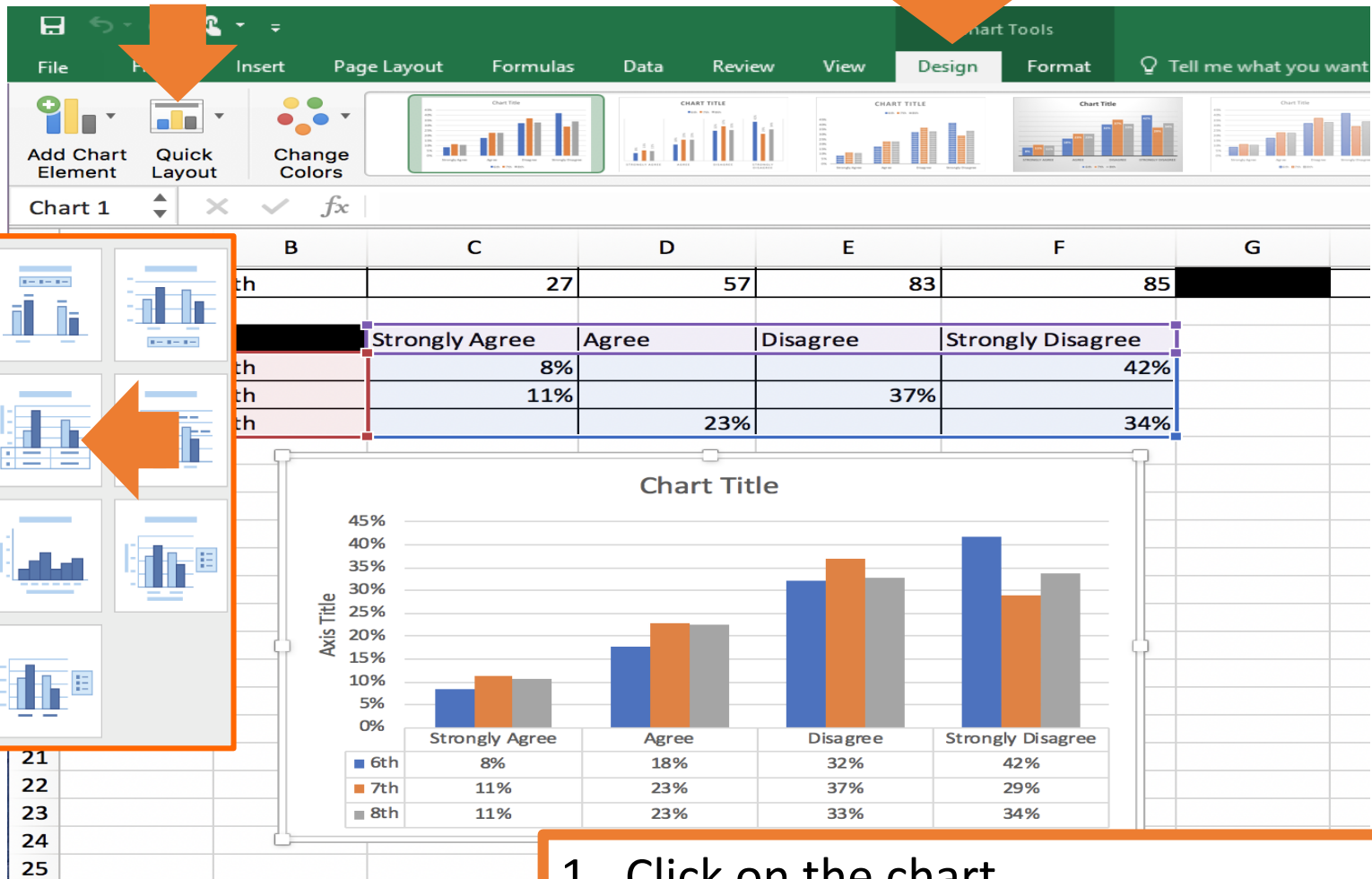
Chart Title

Legend: 6th (blue), 7th (orange), 8th (grey)

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

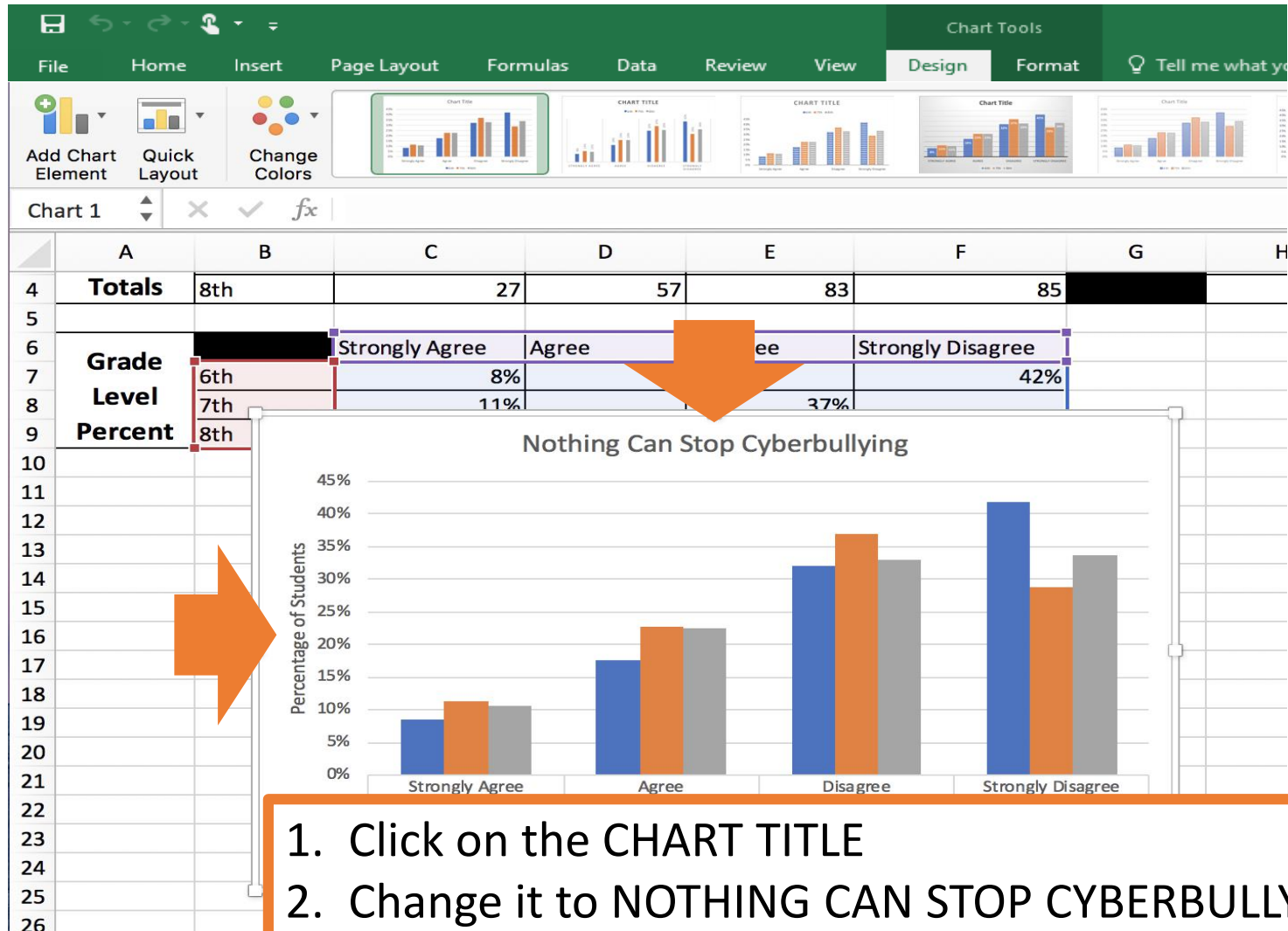
1. Select cells B6 – F9.
2. Click on INSERT.
3. Click on the COLUMN CHART button.
4. Select the 2D CLUSTERED BAR chart

# 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





# Saving Spreadsheet



# SAVE TO ONE DRIVE



Book1 - Excel

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

Paste

Clipboard

Font

Alignment

Number

Styles

	A	B	C	D	E	F	G	H	I
1	<b>Grade Level Totals</b>		Stongly Agree	Agree	Disagree	Strongly Disagree		Total	
2		6th	14	29	53	69		165	
3		7th	24	48	78	61			
4		8th	27	57	83	85			
5									
6	<b>Grade Level Percent</b>		Strongly Agree	Agree	Disagree	Strongly Disagree			
7		6th	8%			42%			
8		7th	11%		37%				
9		8th		23%		34%			
10									
11									
12									
13									
14									
15									

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. 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 assignment title is 'Nothing Stops Cyberbullying'. 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 'stopcyberbullying.xls' with a green arrow pointing to it, and a '+ Add work' button below it.

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