



# 8<sup>th</sup> Grade

## Stay Online



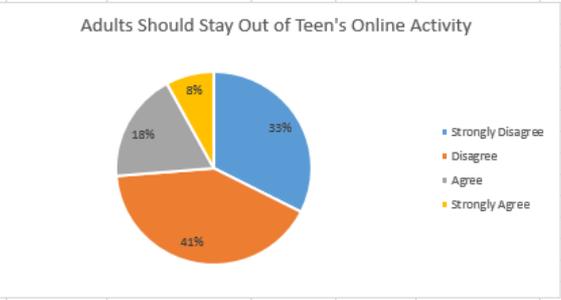
# Sample Draft

	A	B	C	D	E	F	G	H	I	J	K	L
1	What is your gender?	What grade are you in?	Things that happen online should stay online.	Adults should stay out of what teens do online.								
2	Male	8th	Agree	Strongly Agree			<b>Things that happen online should stay online.</b>					
3	Male	8th	Disagree	Disagree			Strongly Disagree	Disagree	Agree	Strongly Agree		
4	Male	8th	Strongly Agree	Agree			PHJH Student	160			114	
5	Male	8th	Strongly disagree	Agree			<b>Adults should stay out of what teens do online.</b>					
6	Male	8th	Agree	Disagree			Strongly Disagree	Disagree	Agree	Strongly Agree		
7	Male	8th	Disagree	Disagree			PHJH Student	204			50	
8	Female	8th	Disagree	Agree								
9	Male	8th	Disagree	Agree								
10	Female	8th	Disagree	Strongly disagree								
11	Male	8th	Strongly Agree	Disagree								
12	Female	8th	Strongly disagree	Strongly disagree								
13	Female	8th	Strongly disagree	Strongly disagree								
14	Male	8th	Strongly disagree	Strongly disagree								
15	Female	8th	Strongly disagree	Strongly disagree								
16	Male	8th	Agree	Agree								
17	Female	8th	Strongly disagree	Strongly disagree								
18	Male	8th	Strongly disagree	Disagree								
19	Female	8th	Strongly disagree	Disagree								
20	Male	8th	Disagree	Strongly disagree								
21	Male	8th	Agree	Strongly disagree								
22	Female	8th	Agree	Strongly disagree								
23	Female	8th	Strongly Agree	Strongly Agree								
24	Female	8th	Disagree	Disagree								
25	Female	8th	Strongly disagree	Disagree								
26	Female	8th	Strongly Agree	Disagree								
27	Female	8th	Disagree	Disagree								
28	Male	8th	Strongly disagree	Disagree								
29	Female	8th	Disagree	Disagree								
30	Male	8th	Agree	Strongly disagree								
31	Female	8th	Disagree	Disagree								
32	Male	8th	Disagree	Disagree								
33	Male	8th	Disagree	Disagree								
34	Female	8th	Strongly disagree	Strongly Agree								
35	Male	8th	Strongly disagree	Disagree								
36	Male	8th	Agree	Disagree								
37	Female	8th	Agree	Strongly disagree								
38	Male	8th	Agree	Disagree								
39	Female	8th	Disagree	Disagree								

Things that happen online should stay online.				
	Strongly Disagree	Disagree	Agree	Strongly Agree
PHJH Student	160			114

Adults should stay out of what teens do online.				
	Strongly Disagree	Disagree	Agree	Strongly Agree
PHJH Student	204			50



# Accessing Document

Conversations Files Class Notebook Assignments

< Back Turn in

Stay Online

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

stayonline.xls

+ Add work

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

1. Sign in to Microsoft Teams
2. Login: [sID#@phsd144.net](mailto:sID#@phsd144.net)  
District Password
3. Click on ASSIGNMENTS
4. Click on STAY ONLINE
5. Click on  next to document in MY WORK
6. Select OPEN IN EXCEL.



# Formatting Data Table

# Cells G2-K2

The screenshot shows the Excel interface with the 'Merge & Center' dropdown menu open. The 'Merge Across' option is highlighted. The spreadsheet below shows a survey table with columns C and D, and a merged cell in row 2 spanning columns G to K.

	C	D	G	H	I	J	K	L
1	<b>Things that happen online should stay online.</b>	<b>Adults should stay out of what teens do online.</b>						
2	Agree	Strongly Agree	<b>Things that happen online should stay online.</b>					
3	Disagree	Disagree						
4	Strongly Agree	Agree						
5	Strongly disagree	Agree						
6	Agree	Disagree						
7	Disagree	Disagree						

1. Select G2 – K2.
2. Click on MERGE & CENTER.
3. Select MERGE ACROSS
4. Type the question in the box.
5. Change the font to CALIBRI/SIZE 16/ BOLD.
6. Resize the box if necessary.

# Cells H3-K3

The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Font, Alignment, Number, Styles, and Cells. The worksheet contains a survey table with the following data:

	C	D	E	F	G	H	I	J	K	L
1	Things that happen online should stay online.	Adults should stay out of what teens do online.								
2	Agree	Strongly Agree								
3	Disagree	Disagree								
4	Strongly Agree	Agree								
5	Strongly disagree	Agree								
6	Agree	Disagree								
7	Disagree	Disagree								

Orange arrows point to the font color button in the ribbon, the formula bar, and the shading button in the ribbon. A black box highlights cell G3, and an orange arrow points to it from the text in the instructions below.

1. Enter the column titles in cells H3-K3.
2. 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.
3. Click on cell G3
4. Click on the shading button & select BLACK.



# Cells G4-K5

The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes Font, Paragraph, Alignment, Number, Styles, and Cells groups. The font color button in the Font group is highlighted with an orange arrow. The worksheet grid shows columns C through L and rows 1 through 9. Column C contains the text 'Things that happen online should stay online.' and column D contains 'Adults should stay out of what teens do online.' Row 1 is the header row. Row 2 contains 'Agree' and 'Strongly Agree'. Row 3 contains 'Disagree' and 'Disagree'. Row 4 contains 'Strongly Agree' and 'Agree'. Row 5 contains 'Strongly disagree' and 'Agree'. Row 6 contains 'Agree' and 'Disagree'. Row 7 contains 'Disagree' and 'Disagree'. Row 8 contains 'Disagree' and 'Agree'. Row 9 contains 'Disagree' and 'Agree'. Cell G4 contains 'PHJH Students' and is highlighted. Cells G5-K5 are selected and shaded black. An orange arrow points to cell G4, and another orange arrow points to the shading button in the Cells group of the ribbon.

	C	D	E	F	G	H	I	J	K	L
1	<b>Things that happen online should stay online.</b>	<b>Adults should stay out of what teens do online.</b>								
2	Agree	Strongly Agree			<b>Things that happen online should stay online.</b>					
3	Disagree	Disagree				Stongly Disagree	Disagree	Agree	Strongly Agree	
4	Strongly Agree	Agree			PHJH Students					
5	Strongly disagree	Agree								
6	Agree	Disagree								
7	Disagree	Disagree								
8	Disagree	Agree								
9	Disagree	Agree								

1. Type PHJH STUDENTS in cell G4.
2. Resize column G is necessary.
3. Select cells G5-K5.
4. Click on the shading button & select BLACK.

# Cells G6 – K8

	D	E	F	G	H	I	J	K	L
1	of what teens do online.								
2	Strongly Agree			<b>Things that happen online should stay online.</b>					
3	Disagree				Stongly Disagree	Disagree	Agree	Strongly Agree	
4	Agree			PHJH Students					
5	Agree								
6	Disagree			<b>Adults should stay out of what teens do online.</b>					
7	Disagree				Strongly Disagree	Disagree	Agree	Strongly Agree	
8	Agree			PHJH Students					
9	Agree								
10	Strongly disagree								
11	Disagree								



**Recreate this table (Cells G6-K8).**

- Use slides 5 – 7 for reference if needed.

# Cells G2-K8

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'BORDERS' button in the ribbon is highlighted with an orange arrow. A dropdown menu is open, showing various border options, with 'ALL BORDERS' selected. Another orange arrow points to this option. The selected range G2:K8 is highlighted with a green border. The content of the selected cells is as follows:

	F	G	H	I	J	K	L
1		<b>Things that happen online should stay online.</b>					
2	Strongly Agree						
3	Disagree						
4	Agree						
5	Agree						
6	Disagree						
7	Disagree						
8	Agree						
9	Agree						
10	Strongly disagree						

The table content is as follows:

	F	G	H	I	J	K	L
1		<b>Things that happen online should stay online.</b>					
2	Strongly Agree						
3	Disagree						
4	Agree						
5	Agree						
6	Disagree						
7	Disagree						
8	Agree						
9	Agree						
10	Strongly disagree						

1. Select cells G2 – K8.
2. Click on the BORDERS button.
3. Select ALL BORDERS.



# Filtering Raw Data

# Column C Data

The screenshot shows an Excel spreadsheet with the following data:

	C	D	E	F	G	H	I	J	K	L
1	Things that happen online should stay online.	Adults should stay out of what teens do online.								
2	Agree	Strongly Agree			Things that happen online should stay online.					
3	Disagree	Disagree			Strongly Disagree	Disagree	Agree	Strongly Agree		
4	Strongly Agree	Agree			PHJH Students	160				
5	Strongly disagree	Agree								
6	Agree	Disagree			Adults should stay out of what teens do online.					
7	Disagree	Disagree			Strongly Disagree	Disagree	Agree	Strongly Agree		
8	Disagree	Agree			PHJH Students					
9	Disagree	Agree								
10	Disagree	Strongly disagree								

The formula bar at the top shows: `=COUNTIF(C2:C629, "STRONGLY DISAGREE")`

1. In cell H4 type the COUNTIF FUNCTION  
 `=COUNTIF(C2:C629, "STRONGLY DISAGREE")`
2. Hit ENTER  
 Number in cell B8 should be 160

**COUNTIF Function:**  
Counts the number of cells in that range that have that response.

**160 students responded "strongly disagree" to this statement.**

# Column C Data



	C	D	E	F	G	H	I	J	K	L
	<b>Things that happen online should stay online.</b>	<b>Adults should stay out of what teens do online.</b>								
1										
2	Agree	Strongly Agree								
3	Disagree	Disagree								
4	Strongly Agree	Agree								
5	Strongly disagree	Agree								
6	Agree	Disagree								
7	Disagree	Disagree								
8	Disagree	Agree								
9	Disagree	Agree								
10	Disagree	Strongly disagree								
11	Strongly Agree	Disagree								

Formula bar: =COUNTIF(C2:C629, "DISAGREE")

<b>Things that happen online should stay online.</b>				
	Strongly Disagree	Disagree	Agree	Strongly Agree
PHJH Students	10			

<b>Adults should stay out of what teens do online.</b>				
	Strongly Disagree	Disagree	Agree	Strongly Agree
PHJH Students				

1. In cell I4 type the COUNTIF FUNCTION  
 =COUNTIF(C2:C629, "DISAGREE")

2. Hit ENTER

How many students responded "Disagree"?

## COUNTIF Function:

Counts the number of cells in that range that have that response.

# Column C Data

Excel spreadsheet showing data for two surveys. The formula bar in cell J4 contains the formula: `=COUNTIF(C2:C629, "AGREE")`.

	C	D	E	F	G	H	I	J	K	L
1	<b>Things that happen online should stay online.</b>	<b>Adults should stay out of what teens do online.</b>								
2	Agree	Strongly Agree								
3	Disagree	Disagree								
4	Strongly Agree	Agree								
5	Strongly disagree	Agree								
6	Agree	Disagree								
7	Disagree	Disagree								
8	Disagree	Agree								
9	Disagree	Agree								
10	Disagree	Strongly disagree								

<b>Things that happen online should stay online.</b>				
	Stongly Disagree	Disagree	Agree	Strongly Agree
PHJH Students	160			

<b>Adults should stay out of what teens do online.</b>				
	Strongly Disagree	Disagree	Agree	Strongly Agree
PHJH Students				

1. In cell J4 type the COUNTIF FUNCTION

`=COUNTIF(C2:C629, "AGREE")`

2. Hit ENTER

How many students responded "Disagree"?

## COUNTIF Function:

Counts the number of cells in that range that have that response.

# Column C Data

	C	D	E	F	G	H	I	J	K	L
1	Things that happen online should stay online.	Adults should stay out of what teens do online.								
2	Agree	Strongly Agree								
3	Disagree	Disagree								
4	Strongly Agree	Agree								
5	Strongly disagree	Agree								
6	Agree	Disagree								
7	Disagree	Disagree								
8	Disagree	Agree								
9	Disagree	Agree								
10	Disagree	Strongly disagree								
11	Strongly Agree	Disagree								

Formula Bar: =COUNTIF(C2:C629, "STRONGLY AGREE")

Cell K4: 114

**COUNTIF Function:**  
Counts the number of cells in that range that have that response.

1. In cell K4 type the COUNTIF FUNCTION  
 =COUNTIF(C2:C629, "STRONGLY AGREE")
2. Hit ENTER  
 Number in cell K4 should be 114.

**114 students responded "strongly agree" to this statement.**

# Cells B8 – H8

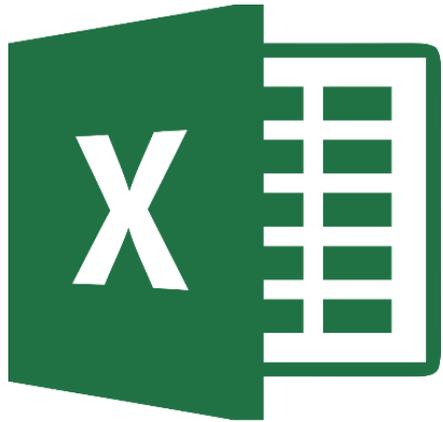


H8    =COUNTIF(D2:D629, "STRONGLY DISAGREE")

	C	D	E	F	G	H	I	J	K	L
1	<b>Things that happen online should stay online.</b>	<b>Adults should stay out of what teens do online.</b>								
2	Agree	Strongly Agree				<b>Things that happen online should stay online.</b>				
3	Disagree	Disagree				Stongly Disagree	Disagree	Agree	Strongly Agree	
4	Strongly Agree	Agree				PHJH Students	160			114
5	Strongly disagree	Agree				<b>Adults should stay out of what teens do online.</b>				
6	Agree	Disagree				Stongly Disagree	Disagree	Agree	Strongly Agree	
7	Disagree	Disagree				PHJH Students	204			50
8	Disagree	Agree								
9	Disagree	Agree								
10	Disagree	Strongly disagree								

**Use the COUNTIF function to filter data from COLUMN D for cells H8 – K8.**  
 Use the table below to check your formulas.

<b>H8</b>	=COUNTIF(D2:D629, "STRONGLY DISAGREE")	<b>I8</b>	=COUNTIF(D2:D629, "DISAGREE")
<b>J8</b>	=COUNTIF(D2:D629, "AGREE")	<b>K8</b>	=COUNTIF(D2:D629, "STRONGLY AGREE")



# Adding & Formatting Chart

# G3-K4: Inserting a Chart

The screenshot shows the Excel interface with the 'Insert' tab selected. The 'Recommended Charts' task pane is open, showing a pie chart for 'PHJH Students'. The data source is a table with two survey questions and their corresponding response counts.

Things that happen online should stay online.				
	Stongly Disagree	Disagree	Agree	Strongly Agree
PHJH Students	160			114

Adults should stay out of what teens do online.				
	Strongly Disagree	Disagree	Agree	Strongly Agree
PHJH Students	204			50

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

1. Select cells G3-K4.
2. Click on INSERT.
3. Click on RECOMMENDED CHARTS.
4. Select the PIE chart & click OK.

# G3-K4: Chart Style

The screenshot shows the Microsoft Excel interface with the 'Chart Tools Design' tab selected. The 'Quick Layout' group is visible, and 'Layout 6' is highlighted. A pie chart titled 'PHJH Students' is displayed, showing the following data:

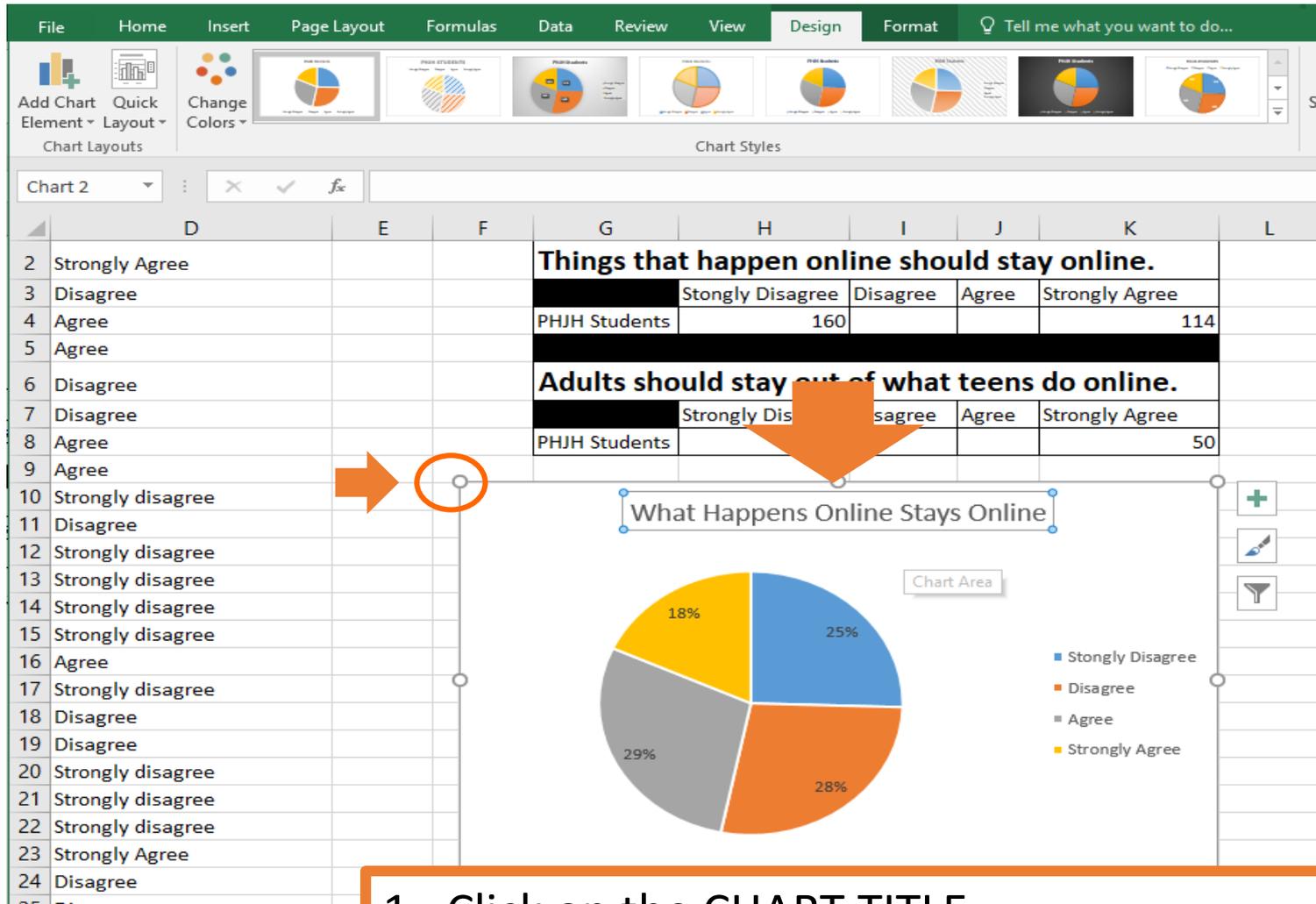
Response	Percentage
Strongly Disagree	25%
Disagree	28%
Agree	29%
Strongly Agree	18%

The background spreadsheet contains survey data for two statements:

Statement	Strongly Disagree	Disagree	Agree	Strongly Agree
Things that happen online should stay online.	160	114		
Adults should stay out of what teens do online.	204			50

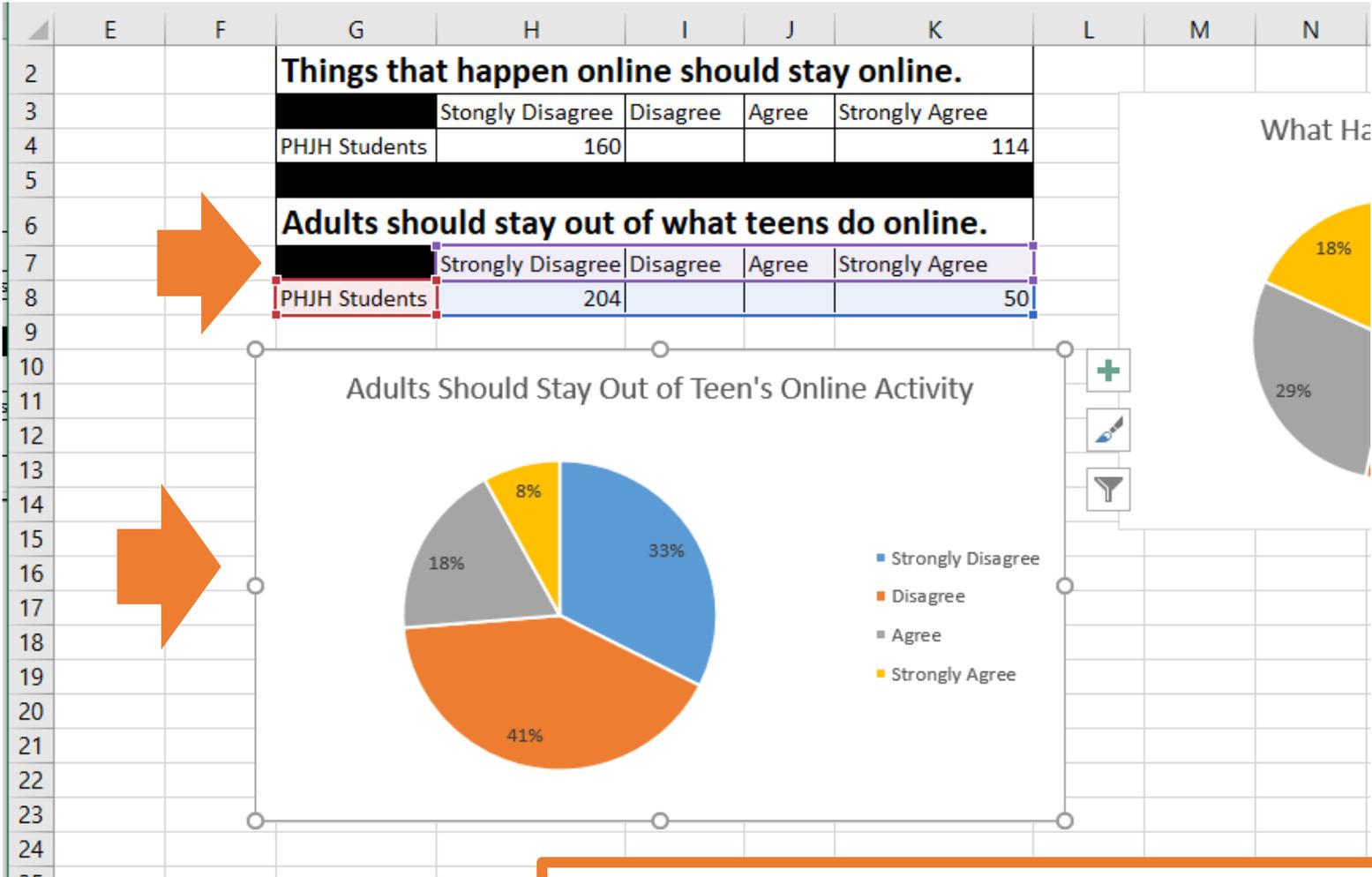
1. Click on the chart.
2. Click on CHART TOOLS DESIGN tab.
3. In QUICK LAYOUT select LAYOUT 6.

# G3-K4: Chart Title



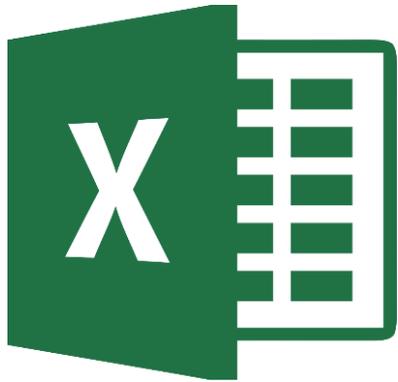
1. Click on the CHART TITLE
2. Change it to WHAT HAPPENS ONLINE STAYS ONLINE.
3. Resize the chart so the title is on ONE line.

# G7-K8 Chart



**Recreate the pie chart for cells G7-K8.**

**☐ Use slides 17 – 19 for reference if needed.**



# Saving Spreadsheet

# SAVE TO ONE DRIVE



	C	D	E	F	G	H	I	J	K	L
1		Things that happen online should stay online.	Adults should stay out of what teens do online.							
2	Agree	Strongly Agree			<b>Things that happen online should stay online.</b>					
3	Disagree	Disagree			Strongly Disagree	Disagree	Agree	Strongly Agree		
4	Strongly Agree	Agree			PHJH Students	160	174	180	114	
5	Strongly disagree	Agree			<b>Adults should stay out of what teens do online.</b>					
6	Agree	Disagree			Strongly Disagree	Disagree	Agree	Strongly Agree		
7	Disagree	Disagree			PHJH Students	204	259	115	50	
8	Disagree	Agree								
9	Disagree	Agree								
10	Disagree				What Happens Online Stays Online					
11	Strongly									
12	Strongly									



**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 titled "Stay Online". At the top, there are navigation tabs: "Conversations", "Files", "Class Notebook", and "Assignments". A "Turn in" button is located in the top right corner, with an orange arrow pointing to it. Below the title, there are sections for "Instructions" (Use the direction booklet to help you.), "Reference materials" (None), and "My work". Under "My work", a file named "stayonline.xls" is listed with a green Excel icon and a three-dot menu. An orange arrow points to this file. Below the file list is a "+ Add work" button. To the right of the main content, there are details for "Due Date" (Thu May 30, 2019 at 11:59 PM) and "Points" (50 points possible).

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