

BIKE SALES ACTIVITY CREATING A CHART

3rd Grade

Created by Mrs. Butcher



EXCEL SPREADSHEETS

Excel is software that lets you create tables, and calculate and analyze data. This type of software is called spreadsheet software. Excel lets you create tables that automatically calculate the totals of numerical values you input, print out tables in neat layouts, and create simple graphs.

Microsoft Excel

Vocabulary

MICROSOFT EXCEL VOCABULARY WORDS

Active Cell – The cell in your worksheet that has been selected. It will have bolder gridlines around it.

AutoFill – A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected.

AutoSum – A function that automatically identifies and adds ranges of cells in your worksheet.

Cell – The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.

Cell Address – The name of the cell is determined by the name of the row and the column intersecting, such as A8.

Cell Grid – The lines on your worksheet that separate the columns and rows.

Column – In a worksheet, the vertical spaces with headings A, B, C, and so on.

Drag – When you move the mouse while holding down the mouse button (usually the left) to select a range of cells.

File – A document that is stored on your computer. In Excel, a file is also known as a workbook.

Fill Down – A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically.

Fill Right – A feature that allows you to copy information in an active cell to another cell or range of cells you have selected horizontally.

Formula – A combination of numbers and symbols used to express a calculation.

Formula Bar – A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.

Function – A drop-down menu item and a button on the standard toolbar that allows you to select a formula that you wish to apply to data in your worksheet.

Headings – The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.

Label – The identifying name that reflects the information contained in a column or row in a worksheet, such as *name* or *date*.

Row – In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.

Sheet Tabs – Tabs you see at the bottom of your workbook file, labeled Sheet 1, Sheet 2, and so on. You can rename the tabs. They represent worksheets within the workbook.

Workbook – An Excel file that contains individual worksheets. Also called a spreadsheet file.

Worksheet – A “page” within an Excel workbook that contains columns, rows, and cells.

Excel Rubric

Criteria	Score
<ul style="list-style-type: none">• Correctly open and use the file.• Correctly format the assigned spreadsheet, data, and chart.• Followed all the required steps and completed all tasks.• Correctly turn in the assignment when completed.	4
<ul style="list-style-type: none">• Correctly open and use the file.• Mostly correct spreadsheet, data, and charts.• Followed most of the required steps.• Completed most tasks.• Correctly turn in the assignment when completed.	3
<ul style="list-style-type: none">• Needed help to open and use the file.• Some mistakes in the spreadsheet, data, and chart.• Followed some of the required steps.• Completed some tasks.• Needed help to turn in the assignment when completed.	2
<ul style="list-style-type: none">• Needed help to open and use the file.• Many mistakes in the format of the spreadsheet, data, and chart.• Missing most of the required steps.• Missing most tasks.• Needed help to turn in the assignment when completed.	1

Accessing the File

The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments' (which is selected). Below the tabs, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area displays the assignment details for 'Bike Sales Activity'. It includes a 'Due Date' of 'Thu May 30, 2019 at 11:59 PM' and 'Points' of '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 document titled 'Bike Sales Activity' with a context menu open. The menu options are: 'Open in Teams', 'Open in Excel', 'Open in Excel Online', and 'Download'. The 'Open in Excel' option is highlighted.

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on Bike Sales Activity
5. Click on next to document in MY WORK
6. Select OPEN IN EXCEL.

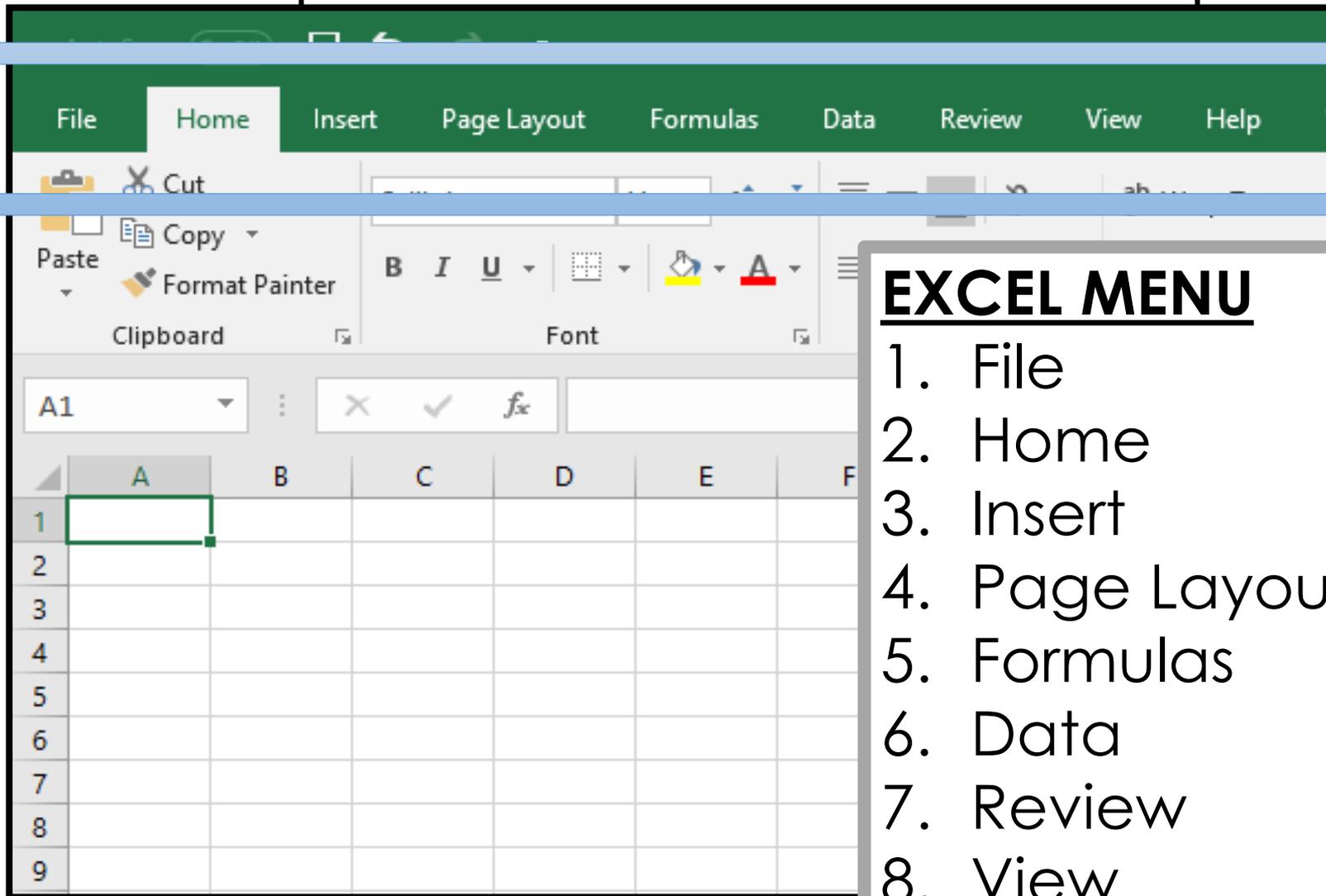
Saving the Excel File



When saving the file click on the picture of the disk.

Do not select File → Save As

EXCEL MENU / RIBBON



EXCEL MENU

1. File
2. Home
3. Insert
4. Page Layout
5. Formulas
6. Data
7. Review
8. View
9. Help



Excel Spreadsheet

Spreadsheets consist of columns (vertical) and rows (horizontal)

	A	B	C	D
1				
2				
3				
4				

← ROW (Horizontal)

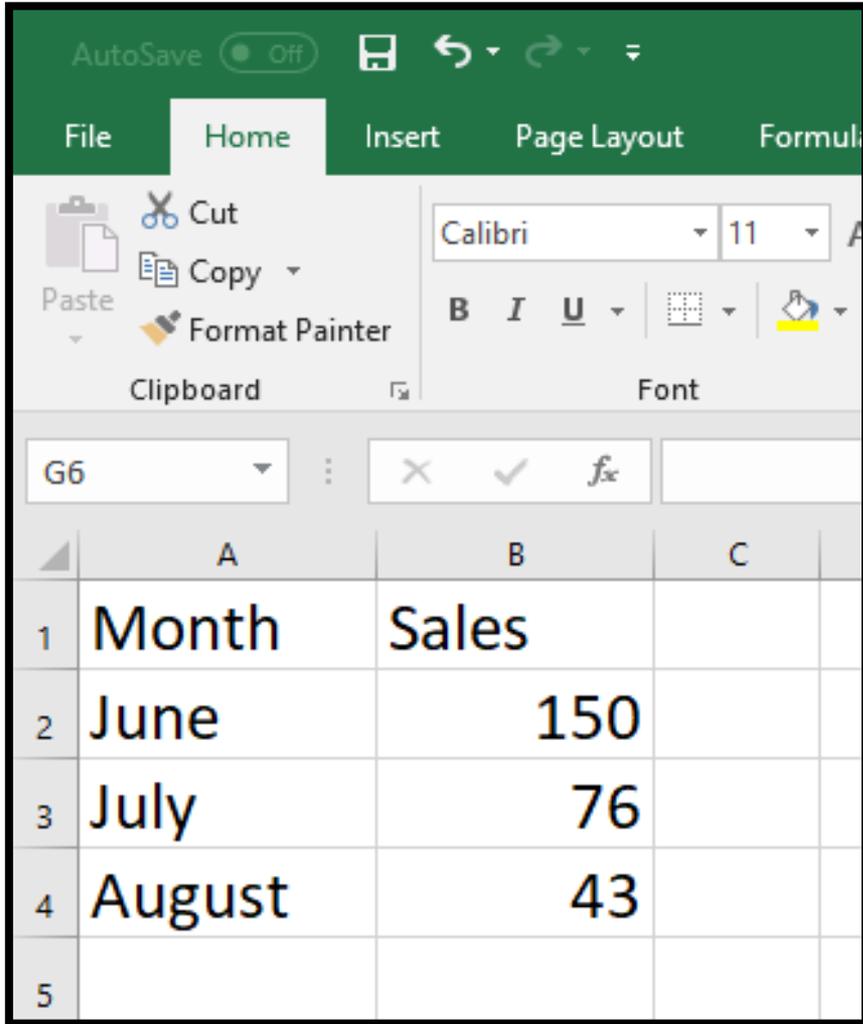
↑
COLUMN
(Vertical)

↙ The intersection of
a row and column
is called a CELL

Letters indicate COLUMNS and Numbers indicate ROWS

BIKE SALES

CREATING A SPREADSHEET



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The font is 'Calibri' and the size is 11. The spreadsheet has columns for 'Month' and 'Sales'. The data is as follows:

	A	B	C
1	Month	Sales	
2	June	150	
3	July	76	
4	August	43	
5			

Task:

You are the owner of a bicycle shop. Follow the steps to create a spreadsheet for your June, July, and August sales.

Steps:

1. Enter the information into the cells on your spreadsheet.

CREATING A COLUMN OR BAR CHART

AutoSave Off Learing EXCEL - Excel

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

PivotTable Recommended PivotTables Tables

Pictures Shapes Icons Illustrations

Online Pictures 3D Models SmartArt Screenshot

Store My Add-ins Add-ins

Bing Maps People Graph

Recommended Charts

Maps PivotChart 3D Map Tours Sparklines

Month

Month	Sales
June	150
July	76
August	43

Insert Column or Bar Chart

Use this chart type to visually compare values across a few categories.

Click the arrow to see the different types of column and bar charts available and pause the pointer on the icons to see a preview in your document.

Steps

1. Select Insert on the menu bar.
2. Select Insert Column or Bar Chart.
3. Select Clustered Column.

AutoSave Off Learing EXCEL - Excel

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

PivotTable Recommended PivotTables Tables

Pictures Shapes Icons Illustrations

Online Pictures 3D Models SmartArt Screenshot

Store My Add-ins Add-ins

Bing Maps People Graph

Recommended Charts

2-D Column

3 Clustered Column

Use this chart type to:

- Compare values across a few categories.

Use it when:

- The order of categories is not important.

3-D Bar

More Column Charts...

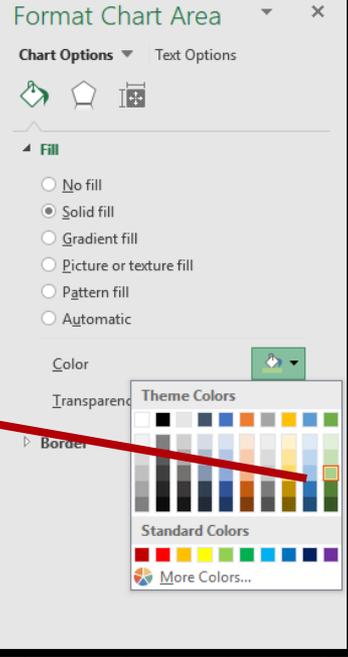
Chart 1

Month	Sales
June	150
July	76
August	43

Sales

FORMAT CHART AREA

- Steps
1. Select Format Chart Area
 2. Select Fill
 3. Color the background Green



Format Chart Area

Chart Options Text Options

Fill

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Automatic

Color

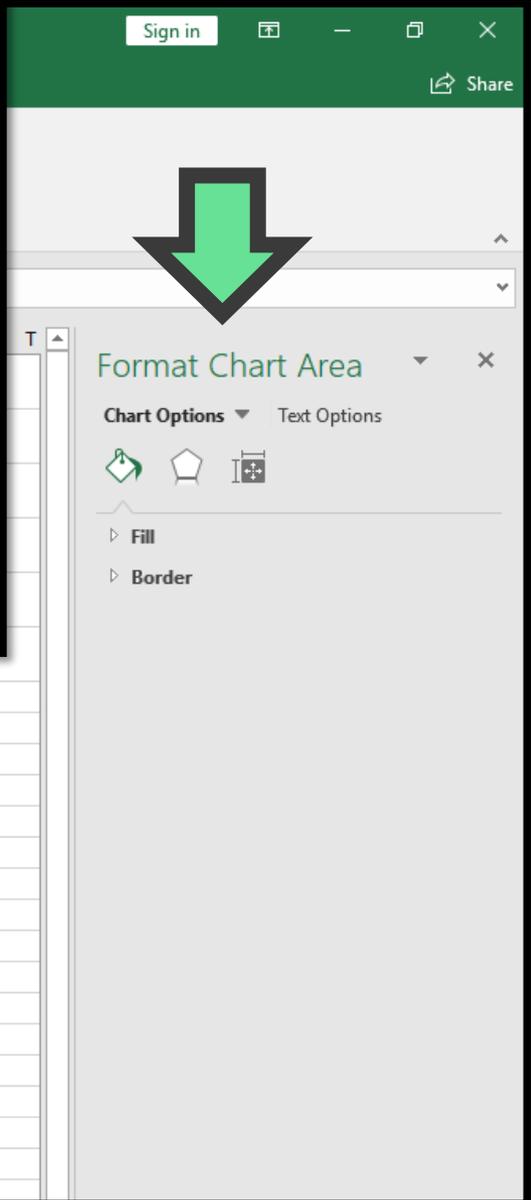
Transparency

Border

Theme Colors

Standard Colors

More Colors...



Sign in

Share

Format Chart Area

Chart Options Text Options

Fill

Border

A large green arrow points down from the top of the task pane.

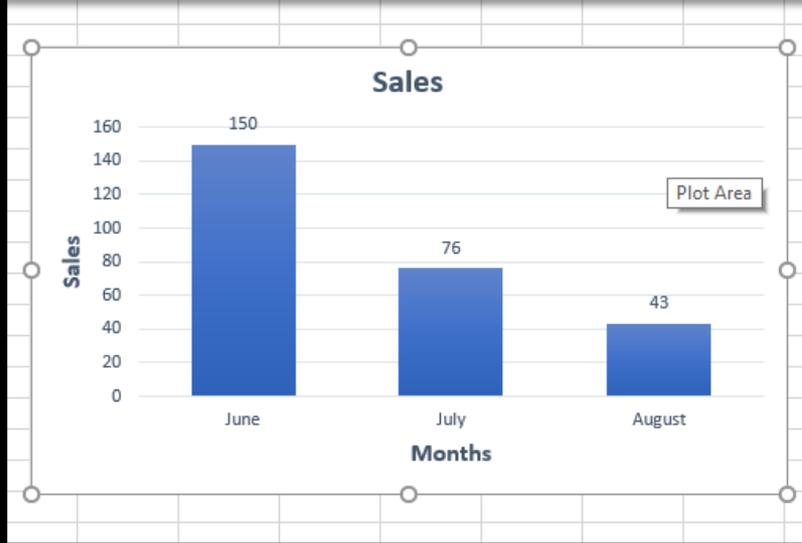
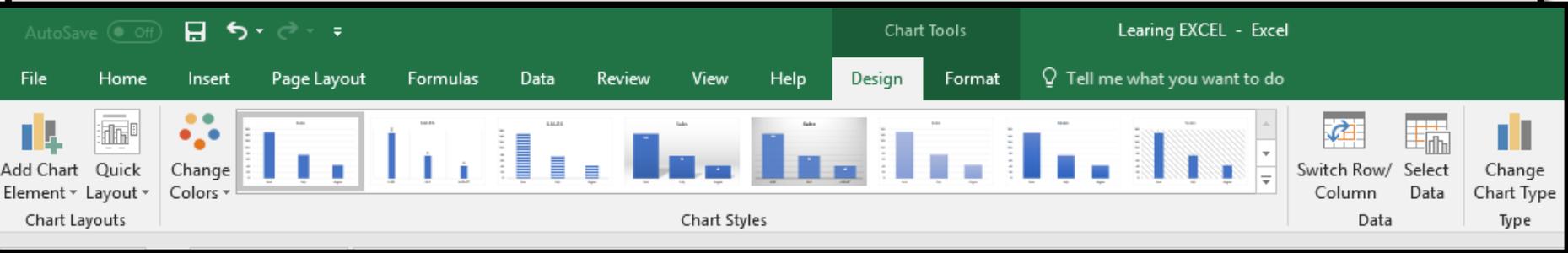
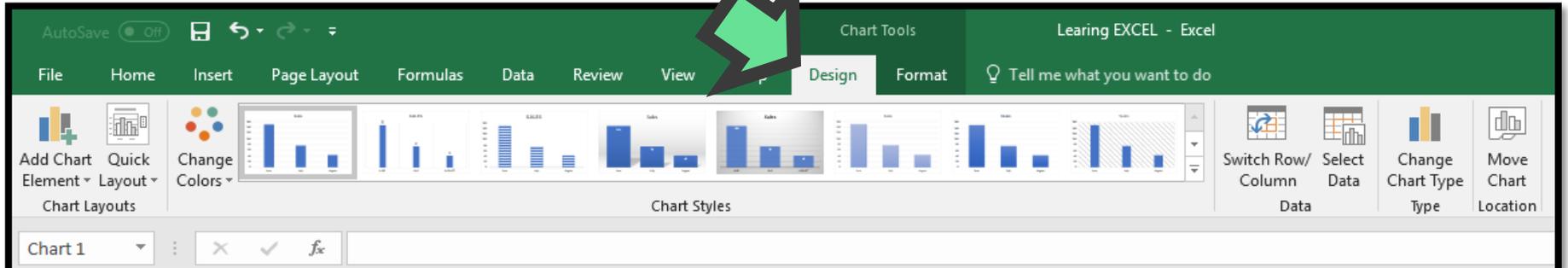
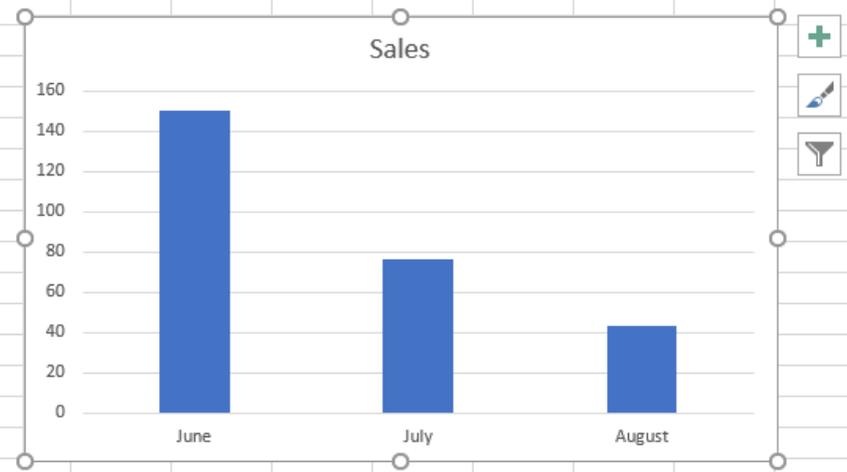


CHART TOOLS - DESIGN



Note: Double click on the graph to open Chart Tools



AXIS TITLES - HORIZONTAL

The image shows a Microsoft Excel spreadsheet with a bar chart titled "Sales". The chart displays sales data for three months: June (150), July (76), and August (43). The y-axis represents sales values from 0 to 160. The x-axis is labeled "Months". The chart is titled "Sales".

The steps to add a horizontal axis title are:

1. Add Chart Element
2. Axis Titles
3. Primary Horizontal
4. Type in the Axis Title

The chart area is labeled "Chart Area". The x-axis is labeled "Months". The y-axis is labeled "Sales".

Month	Sales
June	150
July	76
August	43

AXIS TITLES - VERTICAL

The image shows a Microsoft Excel spreadsheet with a bar chart titled "Sales". The chart displays sales data for three months: June (150), July (76), and August (43). The vertical axis is labeled "Sales" and the horizontal axis is labeled "Months". The chart is highlighted with a black border, and a red arrow points from the "Primary Vertical" option in the "Axis Titles" menu to the vertical axis label.

Steps

1. Add Chart Element
2. Axis Titles
3. Primary Vertical
4. Type in the Axis Title

Month	Sales
June	150
July	76
August	43

LEGEND

1

2

3

4

Steps

1. Add Chart Element
2. Legend
3. Right
4. Type in the Axis Title

Month	Sales
June	150
July	76
August	43

CHANGE COLORS

The screenshot shows the Excel interface with the 'Change Colors' task pane open. The pane displays various color palettes, including 'Colorful Palette 3' which is highlighted. The chart data is as follows:

Month	Sales
June	150
July	76
August	43

The chart is titled 'Sales' and has 'Months' on the x-axis and 'Sales' on the y-axis. The y-axis ranges from 0 to 160. The chart bars are currently yellow. A red arrow points from the 'Change Colors' pane to the chart, and another red arrow points from the 'Colorful Palette 3' to the bars in a second, identical chart below it.

- Steps
1. Change Colors
 2. Select a new color for the chart bars.

Does your screen look like this?

