

Social Media Excel Activity

4th 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.

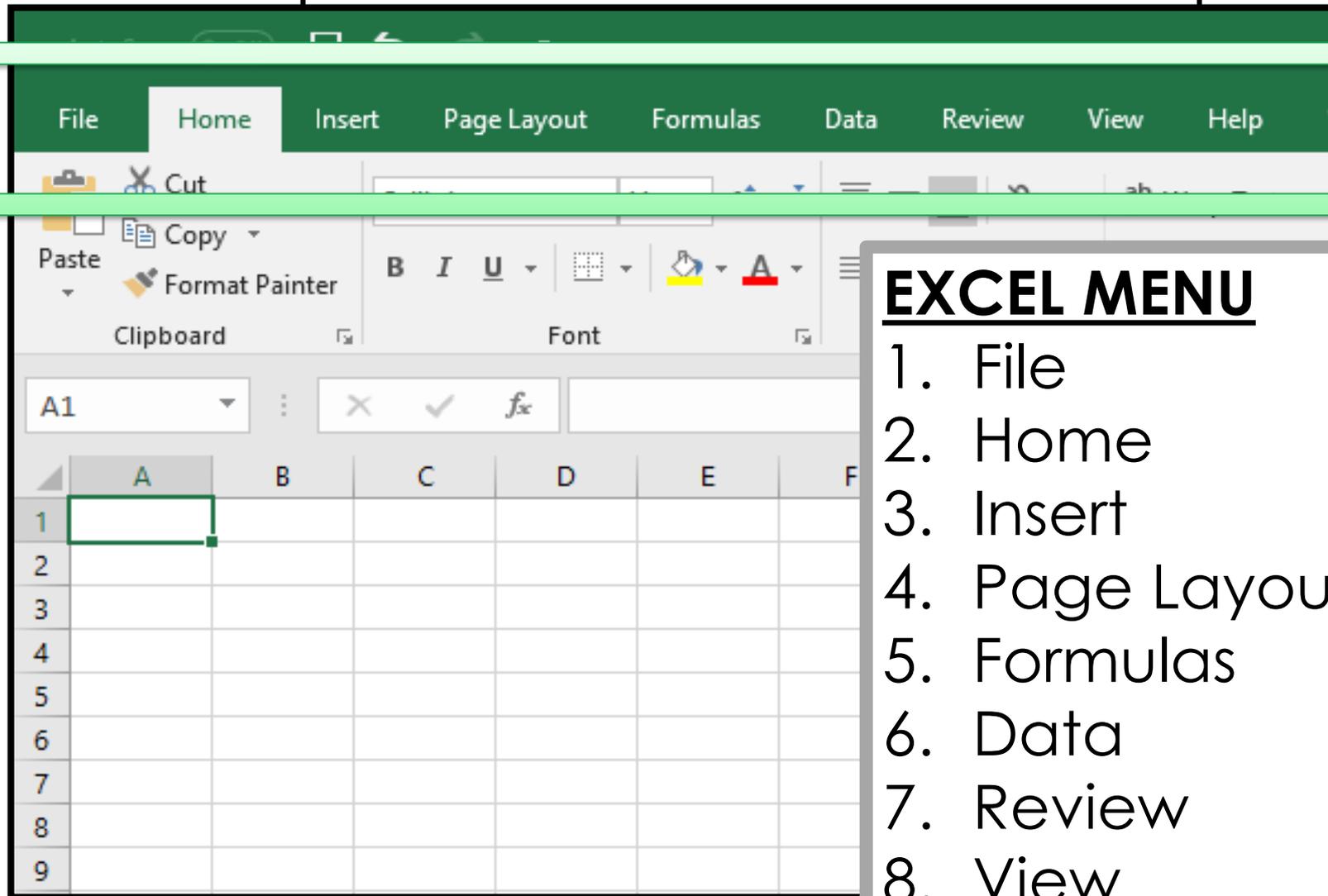
Workbook – An Excel file that contains individual worksheets. Also called a spreadsheet file.

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 charts.• 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

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

Task

- A chart is sometimes referred to as a graph and is a picture of numeric data. For this project, you will create different charts with Titles, Data Labels, Axis Titles, and Styles. Everywhere we go today we see people with a cell phone in hand texting, talking, or searching the Internet. Your task is to create charts based on what people are doing with their cell phones.

Accessing the File

The screenshot shows the Microsoft Teams interface for an assignment. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments' (which is selected). A 'Turn in' button is in the top right. Below the navigation, there is a 'Back' button and the assignment title 'Cell Phone Use Excel Activity'. To the right of the title, the 'Due Date' is '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 document icon for 'Cell Phone Use Excel Activity' and an '+ Add work' button. A context menu is open over the document, showing options: 'Open in Teams', 'Open in Excel', 'Open in Excel Online', and 'Download'.

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on Cell Phone Use Excel 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

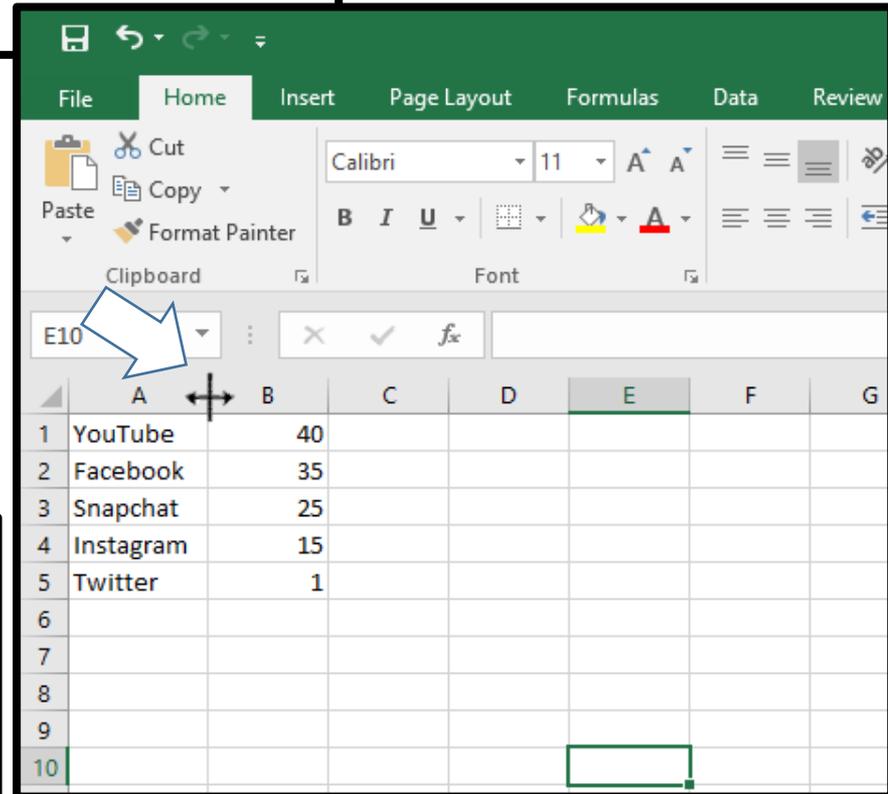
Create a Spreadsheet

In 2018, the average person spent 135 minutes per day on social media sites. This is over 2 hours per day.

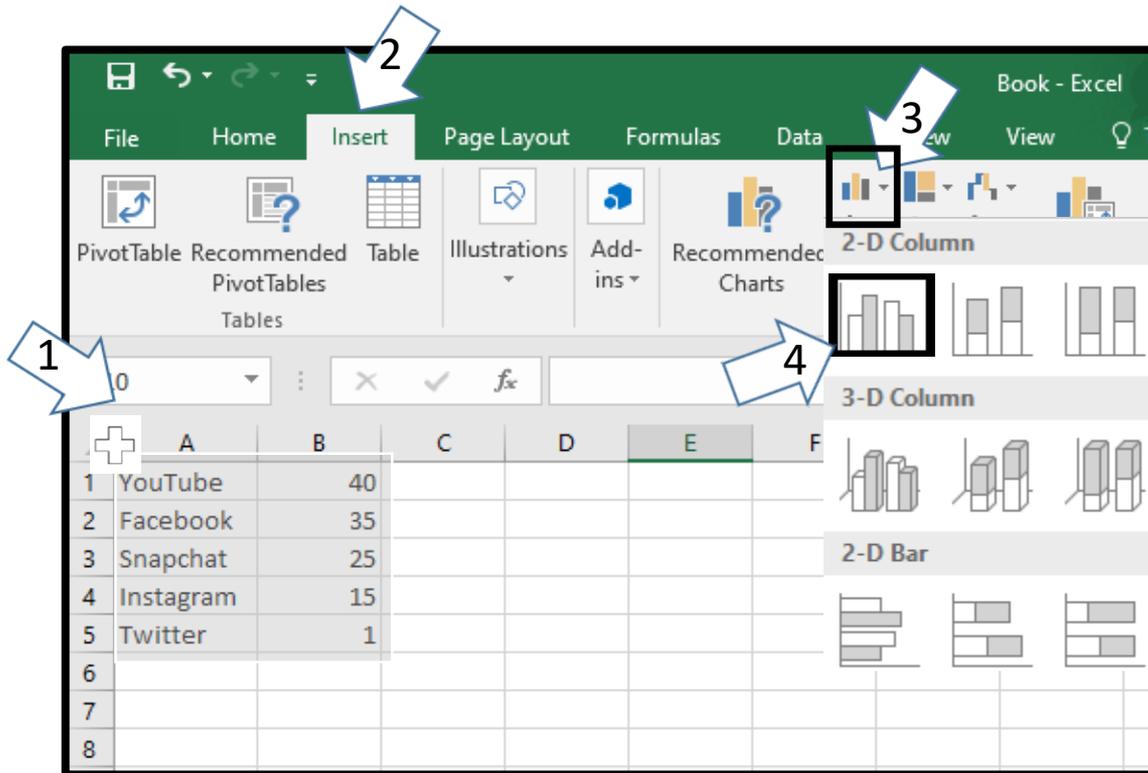
Steps:

1. Type the information into your chart.

Hint- You may need to resize the cells using the two-way arrow and double-click between Column A and Column B. 



Create a 2-D Column Chart



Steps:

1. Using the wide + cross, click into cell **A1** and select to cell **B5**.
2. Click the **Insert** tab.
3. **Select the down arrow** next to the chart icon.
4. **Click on 2-D Column.**

Create a 2-D Column Chart

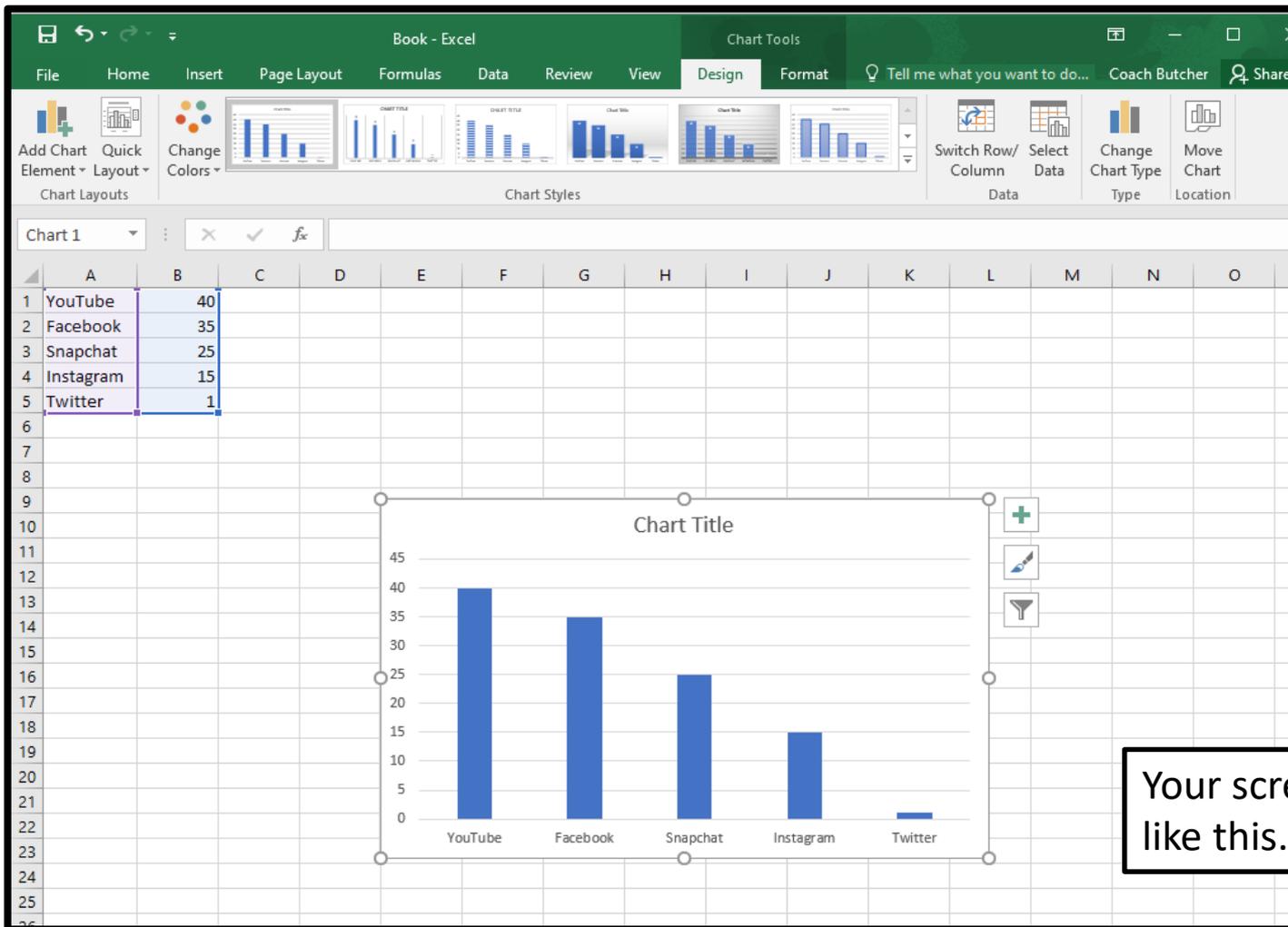


Chart Elements

Steps:

1. **Select** the chart by **clicking** on it.
2. Add a **chart title** by clicking on the **Chart Title box**. Type **Average Time on Social Media**.
3. Click on a blank cell

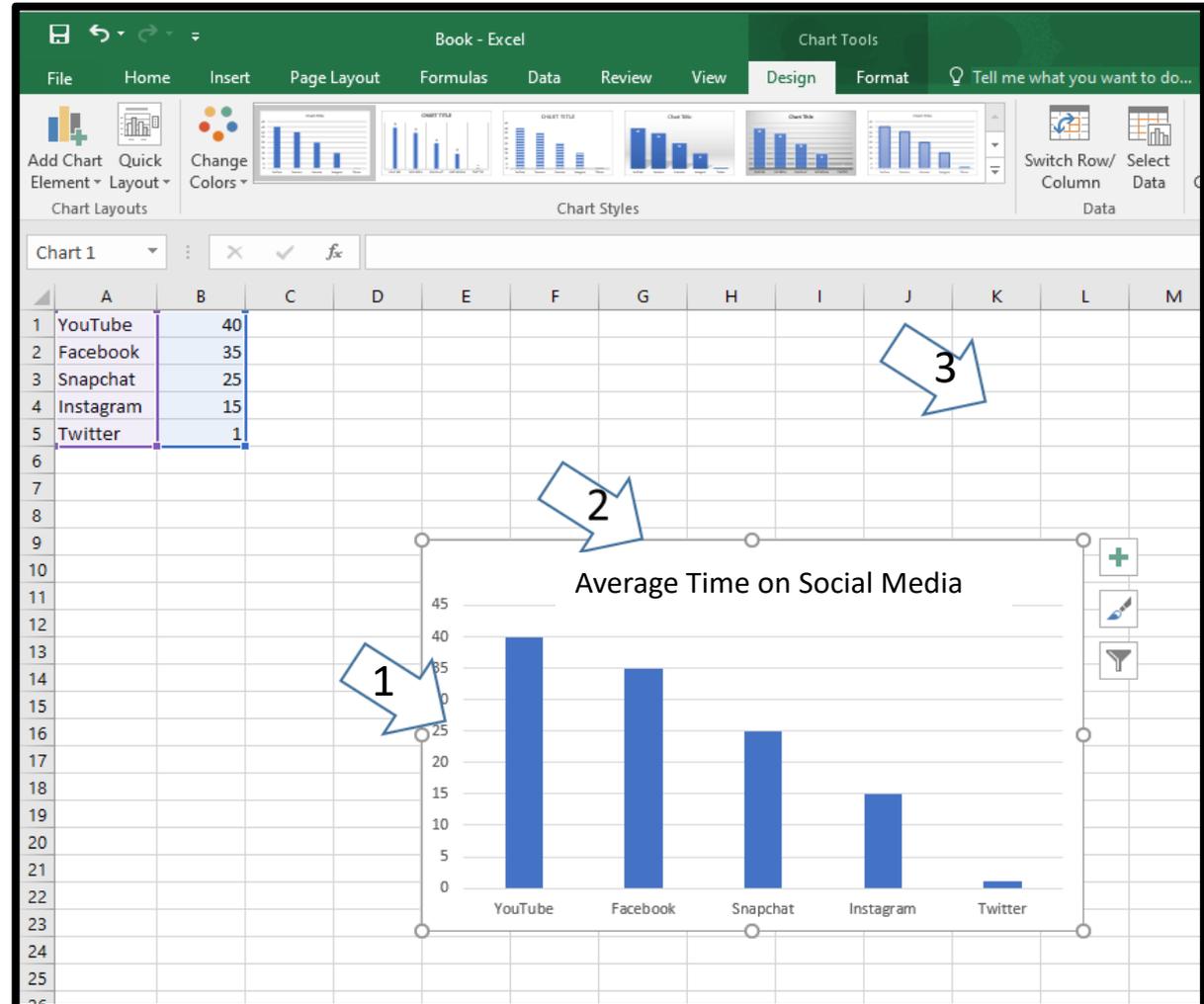


Chart Elements

Steps:

1. Click on the chart.
2. Select the **Chart Elements** button 
3. Click the box next to **Axis Titles**.

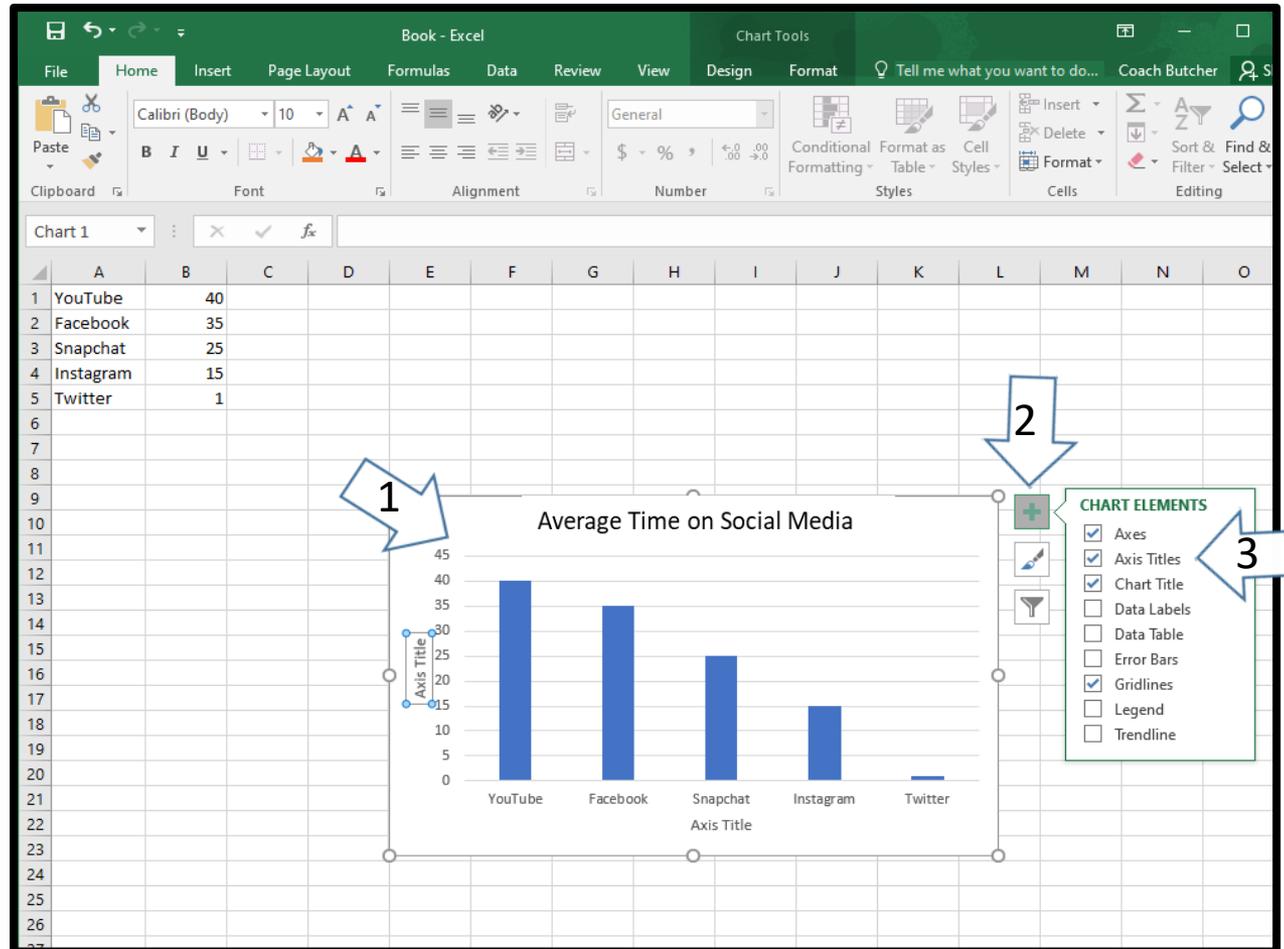


Chart Elements

Steps:

1. Click on the **Vertical Axis Title Box**.
Type **Minutes Per Day**.
2. Click on the **Horizontal Axis Title Box**.
Type **Social Media**.

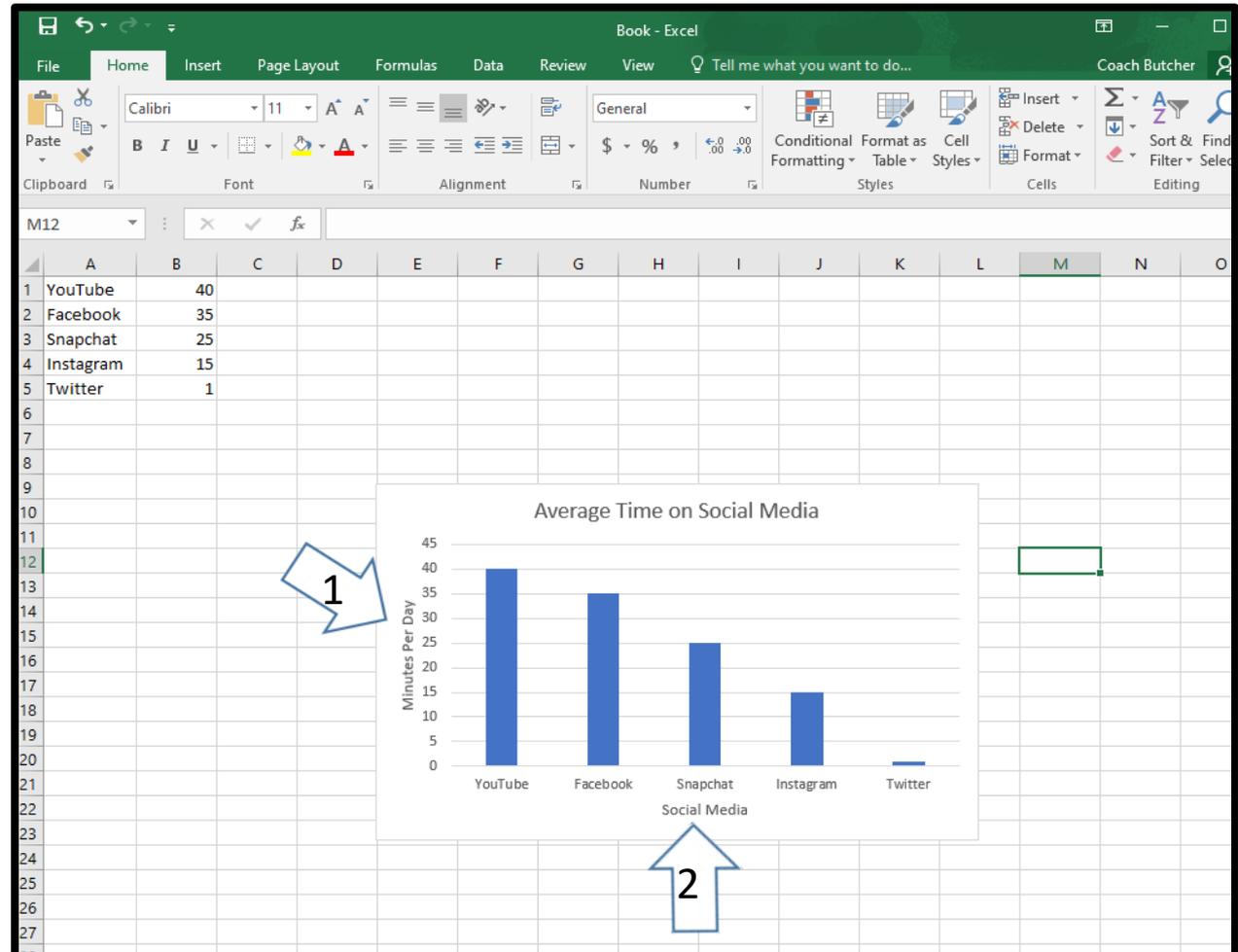
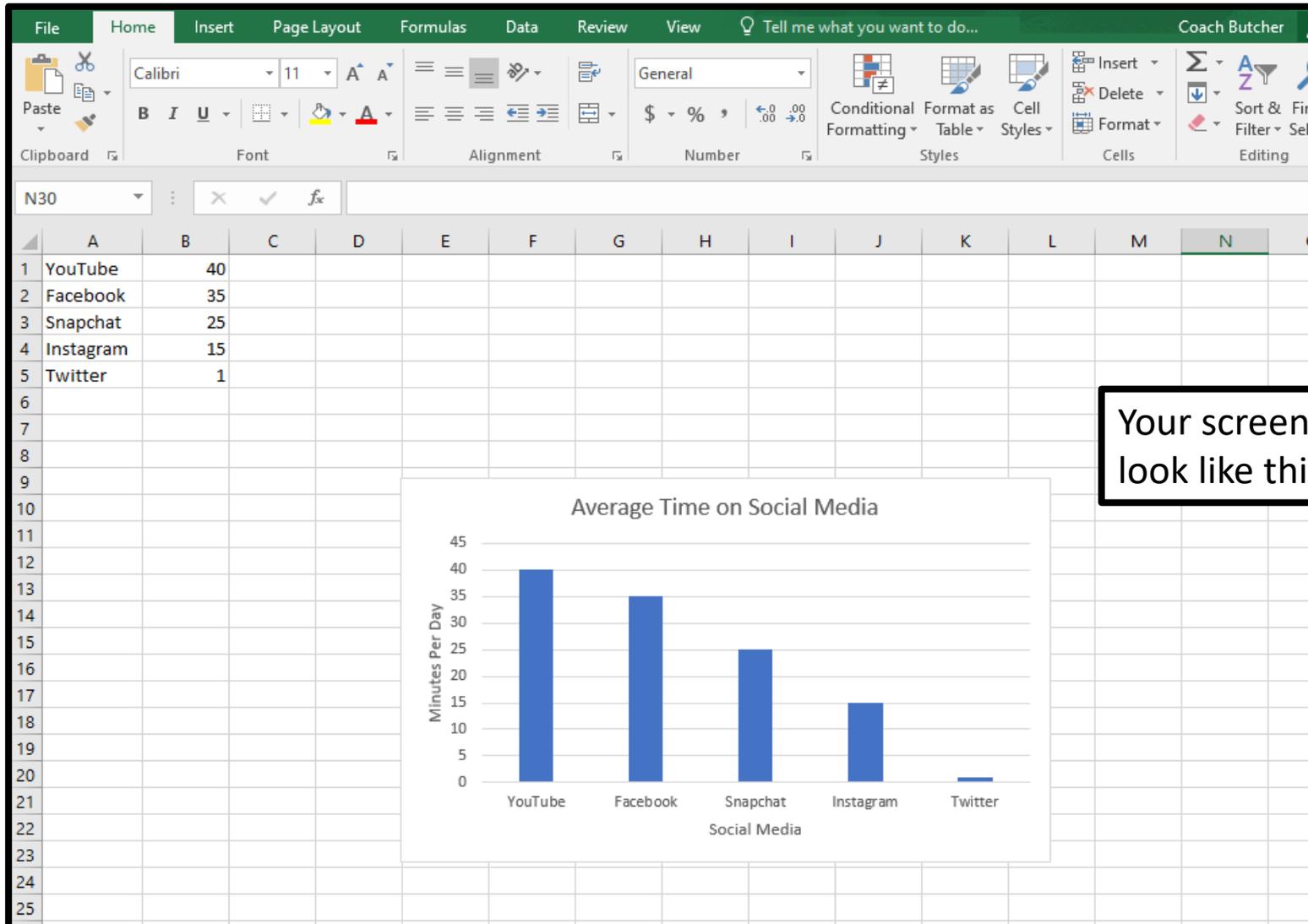
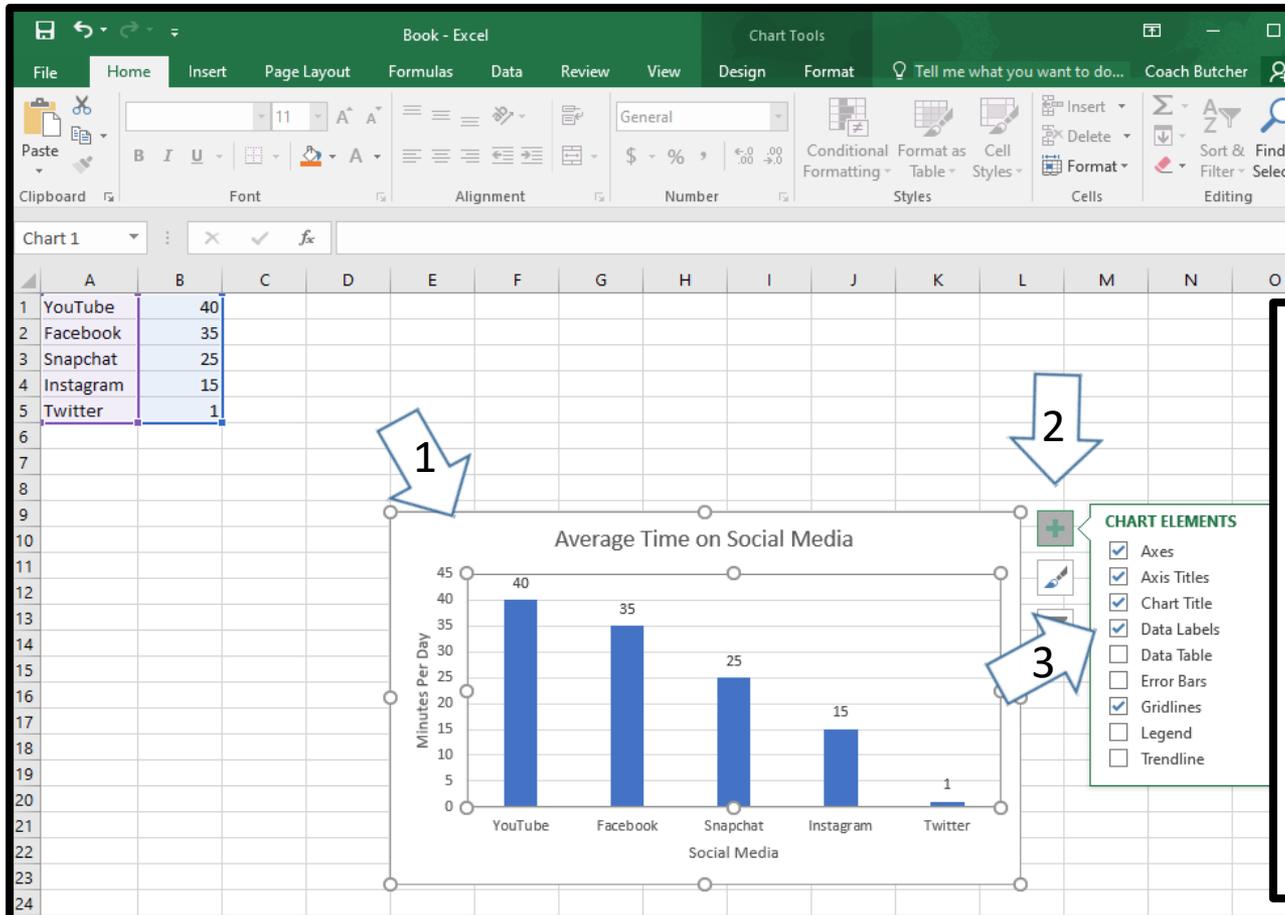


Chart Elements



Your screen should look like this.

Data Labels



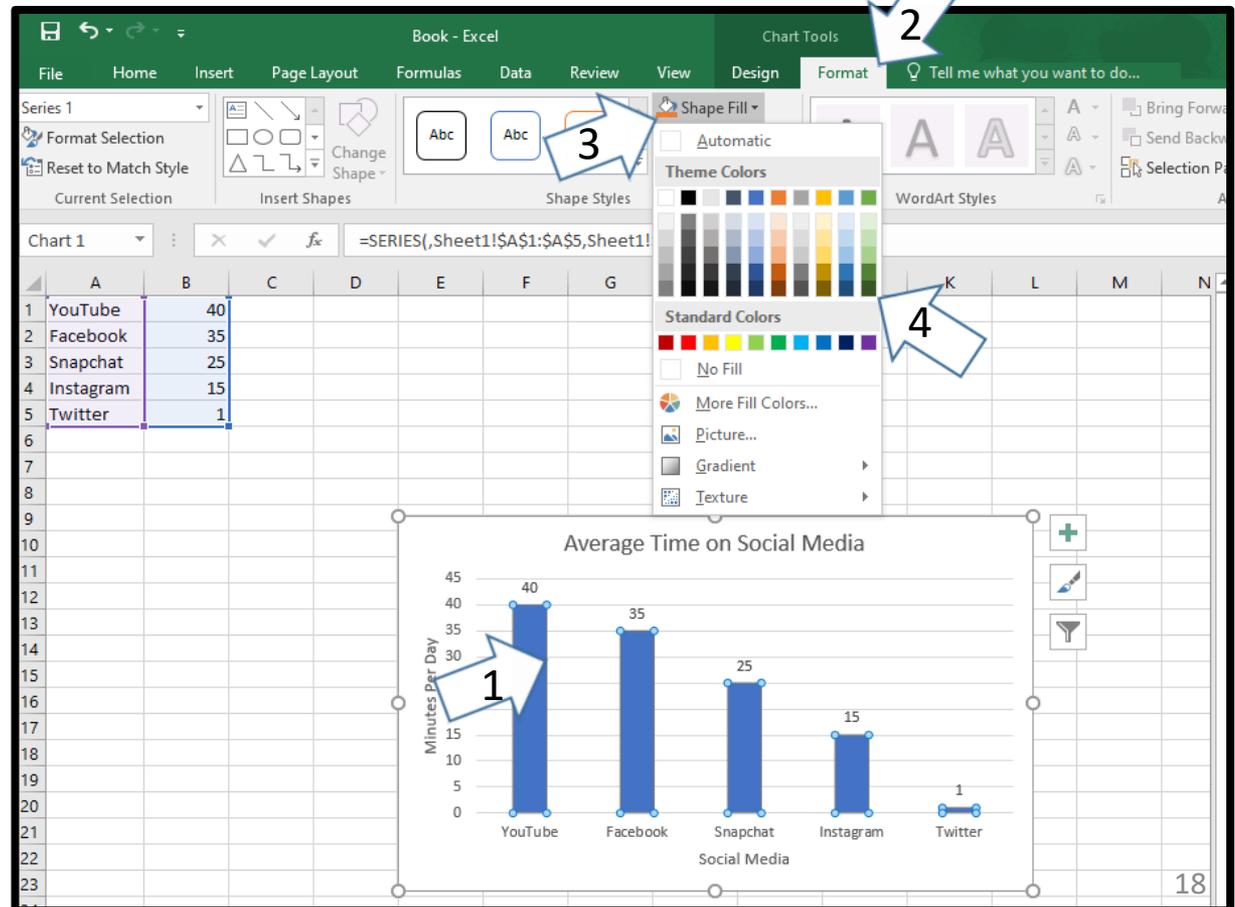
Steps:

1. Click on the chart.
2. Select the **Chart Elements** button.
3. Click the box next to **Data Labels**.

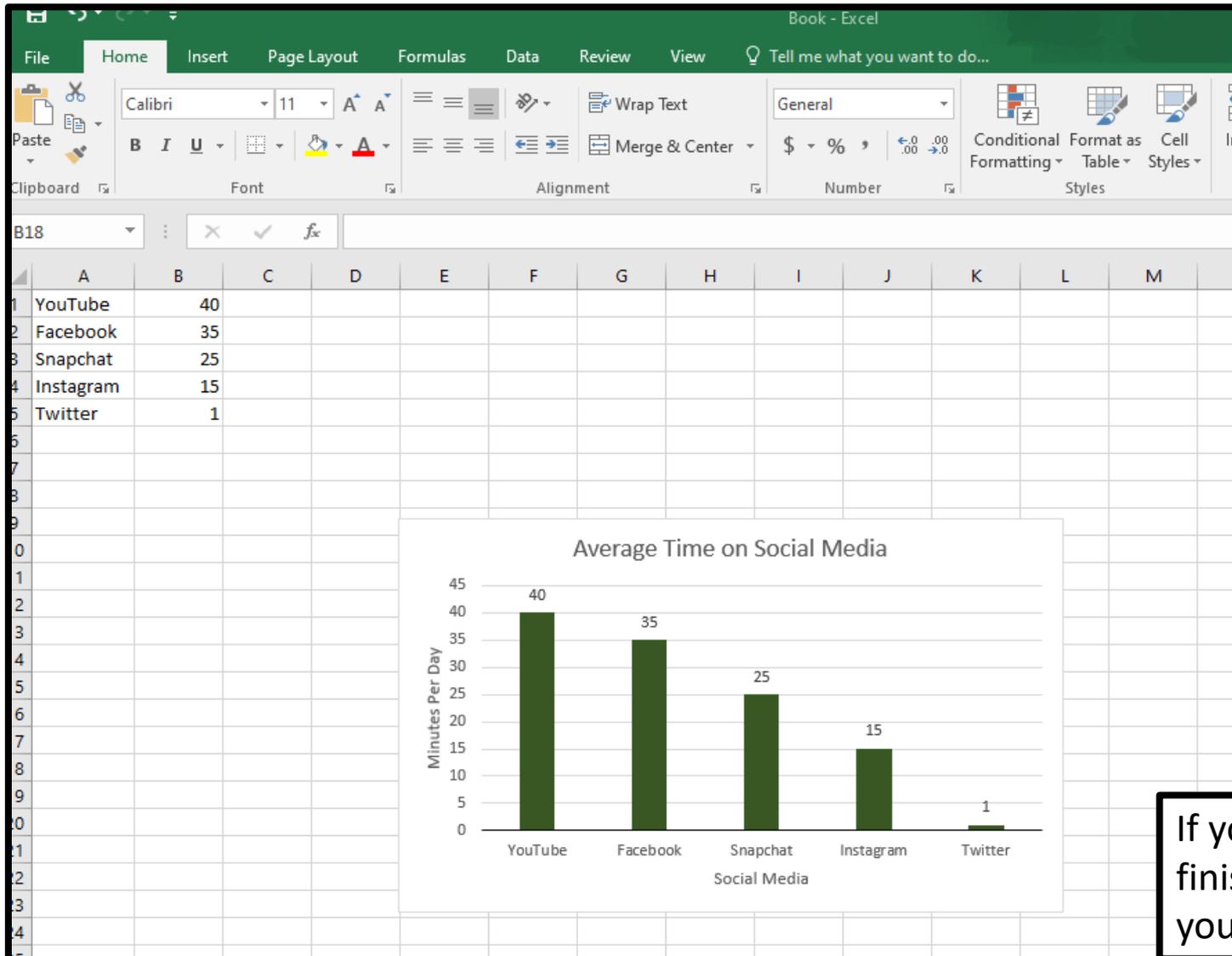
Chart Design

Steps:

1. Click on a bar in the chart.
2. Select the **Format** tab.
3. Select **Shape Fill**.
4. Select **Green** to change the color of the bars.



Does your screen look like this?



If you are finished turn in your assignment.