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
 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
 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
 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
 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



		_					
File Home	Insert Pa	ge Layout	Formulas	Data	Review	View	Help '
😬 👗 Cut					- N	ab	
Paste • V Format	Painter B I	<u>u</u> . <u></u> .	<u>А</u> - <u>А</u> -	E	XCEL	. ME	NU
Clipboard	G	Font	I		File	Ż	
A1 -		f _x		2	. Но	me	
A 1	B C	D	E	- 3	Ins	≏rt	
2							
3				4	. Pa	ge L	.ayout
4				5	. For	mul	as
5							
7							
8				— 7	. Re	view	/
9				8	S Vie	<i>5</i> ∕∕∖	
				۲	. не	Iр	

Excel Spreadsheet



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



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

Conversations Files Class Notebook Assignments	k _⊿ Ω
K Back	Turn in
Cell Phone Use Excel Activity	 Due Date Thu May 30, 2019 at 11:59 PM
Instructions Use the direction booklet to help you.	 Points 50 points possible
Reference materials None	1. Sign in to Microsoft Teams
My work	2. Login: <u>sID#@phsd144.net</u>
Cell Phone Use Excel Activity	District Password
+ Add work Open in Teams	3. Click on ASSIGNMENTS
Open in Excel	4. Click on Cell Phone Use Excel
↓ Download	Activity
	5. Click on <u>-</u> next to document
	in MY WORK
	6. Select OPEN IN EXCEL.

Saving the Excel File



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.

	<mark>ਜ਼ 5</mark> • ੇ						
F	File Hon	ne Inser	t Pa	ige Layout	Formulas	Data	Review
Pa	Cut Copy ste Forma	• at Painter	Calibri B I	<u> </u>	11 · A A	,	₩ ₩
	Clipboard	G.		Font		E.	
E		: ×	~	f_{x}			
	A +	→ B	С	D	E	F	G
1	YouTube	40					
2	Facebook	35					
З	Snapchat	25					
4	Instagram	15					
5	Twitter	1					
6							
7							
8							
9							
10							

Create a 2-D Column Chart

		ਜ਼ •ਾ ੇ	· =							Book	- Excel
	F	ile Horr	ne Insert	Page	Layout	For	mulas	Data	3	w Viev	v Q1
		\$?		S	3		?		• <mark>1</mark> 4 •	
	Piv	otTable Recom	imended Ta	ble Illust	rations	Add-	Recomm	mendec	2-D Colu	mn	
		Pivo	tTables		*	ins *	Ch	arts			
\sim		Tab	les					N			
1	\sim	0 -	: ×		ę. –		5	4/			
2	_	10					L	V	3-D Colu	mn	
		A	В	С	D		E	F	60		aa
	1	YouTube	40						AIN		<u></u>
	2	Facebook	35								
	3	Snapchat	25						2-D Bar		
	4	Instagram	15								
	5	Twitter	1								
	6										
	7										
	8										

~

<u>Steps:</u>

- 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



Steps:

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



Steps:

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



Steps:

 Click on the Vertical Axis Title Box. Type Minutes Per Day.

 Click on the Horizontal Axis Title Box. Type Social Media.



F	ile	Home	Inser	t Pagel	Layout	Formulas	Data	Review	View	♀ Tell me v	what you wan	t to do			Coach But	cher 🖇	
Pa	u X ⊡ ⊡ ,	Calib B	ori I <u>U</u> ≁	• 11	• A A •		= ≫ · = •= •=	G G	eneral	▼ .00 0.00 .00 →.0	Conditional Formatting ▼	Format as Table *	Cell Styles •	Finsert - Delete - Format -	∑ - A ↓ Z So Filt	rt& Fin ter ∗ Sele	
Clip	board	G.		Font	G	Al	ignment	G	Number	- G		Styles		Cells	Ed	liting	
N	30	-	: ×	√ f:	°. Xr												
	А		В	С	D	E	F	G	Н	I.	J	к	L	м	N	C	
1	YouTub	e	40														
2	Facebo	ok	35														
3	Snapcha	at	25														
4	Instagra	am	15														
5	Twitter		1														
6														Vou	rccr	oon	
7														rou	I SUI	eens	siloulu
8															k like	this	
9								Average	Time on	Cocial N	Andia					ting	•
10								Average	i nne on	I SOCIAL IN	neula						
12						45											
12						40											
14						35											
15						ຍັງເ ພັງເ											
16						2 2 S											
17						15 LO											
18						Ξ 10											
19						5											
20						0											
21							YouTube	Faceb	ook Sn	apchat	Instagram	Twitter					
22									Soci	al Media							
23							-	-									
24																	
25																	16

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?

File Hom Inset Page Layout Formulas Data Review View \bigcirc Tell me what you want to do Image: Stress of the	ы	(C T -	Ŧ							Book -	Excel				
Calibri IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	File H	Home	Insert	t Page La	ayout	Formulas	Data	Review	View (🛛 Tell me w	hat you wan	t to do			
A B C D E F G H I J K L M N YouTube 40	Paste	Calibri B I	<u>U</u> ≁	+ 11 · ·	• A A • <u>A</u> •		≫ - €≣ ∋≣ Align	🔐 Wrap 🖃 Merge ment	Text e & Center	General • \$ • %	6 9 €.0	Cond Forma	itional Form tting ← Tak Styles	nat as Ce ble = Style	ell Ins
A B C D E F G H I J K L M N YouTube 40	B18	-	×	√ f _x											
YouTube 40	Α		в	с	D	E	F	G	Н	1	J	к	L	м	
Facebook 35	1 YouTube	2	40												
Snapchat 25	2 Faceboo	k	35												
Instagram 15 Image: marking and mar	Snapcha	t	25												
Twitter 1 Image: state	4 Instagrar	m	15												
Average Time on Social Media	5 Twitter		1												
Average Time on Social Media	5														
Average Time on Social Media Averag	7														
Average Time on Social Media Average Time on Social Media Average Time on Social Media Average Time on Social Media Auerage Time on Social Media	3														
Average Time on Social Media Averag	9					_									
4 4 4 5 5 6 7 7 7 7 7 7 7 7 7 7 7 7 7	0					_		Average	Time on	Social N	ledia				
4 40 35 4 35 5 25 5 30 7 30 8 15 10 15 10 10 5 10 7 10 10 5 10 10 10 10	1					45	40								
3 3 25 25 5 30 25 15 3 3 15 16 0 5 0 5 0 5 0 1 6 6 3 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 6 6 1 7 7 1 7 7 1 7 7 1 7 7 1 7 7 1 7 7 1 7 7 1 7 7 1 7 7 1 7 7 1 7 <	2					40		35							
3 30 25 15 3 3 15 15 3 3 15 16 4 1 1 1	3					35 ≳									
i i <th>5</th> <td></td> <td></td> <td></td> <td></td> <td>30</td> <td></td> <td></td> <td></td> <td>25</td> <td></td> <td></td> <td></td> <td></td> <td></td>	5					30				25					
15 15 16 15 10 10 10 5 0 0 11 0 12 0 13 10 14 10 15 10 16 10 17 10 18 10 19 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 11 10 11 10 12 10 13 10 14 10	6					¥ 25									
3 3 3 3 13 13 14 1	7					15 P					15				
0 5 1 <th>8</th> <td></td> <td></td> <td></td> <td></td> <td>Ξ 10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>_</td> <td></td>	8					Ξ 10								_	
0 1 0 1 <th>9</th> <td></td> <td></td> <td></td> <td></td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td> <td></td> <td>_</td> <td></td>	9					5						4		_	
I I YouTube Facebook Snapchat Instagram Twitter If youTube 2 Social Media Social Media Instagram Twitter Instagram Twitter 3 Image: Social Media 4 Image: Social Media Image: Social Media Image: Social Media Image: Social Media	.0					0 -						Ţ			lf vo
2 Social Media finis 3 A Social Media your	1						YouTube	Faceb	ook Sna	apchat	Instagram	Twitter			
3	2								Socia	al Media				•	finis
your	.3								-						
	.4														youl