

Class Survey

Description: Students will gather data and use Microsoft Excel to create a graph on any teacher approved topic.

Standards:, 21C.O.3-4.1.TT.3 and 21C.O.3-4.1.TT.6

Directions:

- 1) Choose topic
- 2) Poll class, classes or school
- 3) Record data
- 4) **Enter data** in Microsoft Excel

a. Enter Title in cell A1

b. Enter choices horizontally in cell A2, B2, C2, D2, E2 as needed

(Widen columns: Position cursor on header row between two columns until the cursor changes to a cross. When you have the cross you can drag left or right to customize size or double click on an entire column to auto fit)



c. Enter numbers gathered per choice horizontally in cells A4, B4, C4, D4, E4 as needed

5) **Merge and Center Title**

Center the title across the columns so that it is clear the title applies to the whole table.

- a. Select a Cell Range by clicking in the first cell A1 hold down the left mouse button and drag to the end of table choices.
- b. Click on the Home tab, in the Alignment Group, click Merge & Center.
- c. Use the cell style tool under the home tab to make the title stand out

6) Create Chart

Your TIS is available for Training, Collaboration and/or Co-Teaching

- a. Click on title hold down the left mouse button and highlight choices and data
- b. Click on the Insert Tab
- c. Under Chart select the column option
- d. Students may select any option in the first row
- e. When the chart appears allow students to select the colors under Chart Tool Tab select Design