

Show Me the Color...

Name: _____

Each person in your small computer group will need to complete the following steps to create a finished spreadsheet and graphical analysis tool.

Creating a spreadsheet:

1. Open your spreadsheet program.
2. Click on the cell A1 and type in the label "Student Name."
3. Click on the cell B2 and type in the color of one of your candies.
4. Hit the TAB button to move across the spreadsheet in the same line. Type a different color in each cell as you go across the page.
5. Click on the cell A3, and enter your name in this cell.
6. Hit the TAB button to move across the row and enter your data for each color listed from your tally sheet. This completes your individual spreadsheet.
7. Each student in the class will add their data to the class spreadsheet until all of the class data has been entered.

Creating a graphic analyzer:

1. Select the area of your spreadsheet that includes your data only. You will highlight this data in a click and drag motion. The row of colors and your data should both be highlighted.
2. Select Insert from the menu at the top of your screen.
3. Select Chart from the drop-down menu.
4. You may preview your chart type selection by clicking on a chart type and then placing the cursor over the preview bar and holding the mouse button down.
5. Select the type of chart you think will be the most useful for your data interpretation. Be prepared to defend your selection.

6. Complete the chart wizard. Be sure to add a title, appropriate labels, and legend to your graph.
7. Make sure that you choose to place your chart on the spreadsheet while going through the wizard. DO NOT create the chart as a separate sheet.
8. If you have trouble reading the labels on your chart, you may change the font by clicking on the label(s) and selecting Chart from the menu bar, then Options. Go to labels, then format and change the font type and/or font size to allow for ease of reading.
9. Return to the spreadsheet and size the chart below the data entries by using the corner squares to click and drag it to the desired size and shape.
10. Click anywhere on the spreadsheet to deselect the chart.
11. Print a copy of your spreadsheet data and chart for future comparison.
12. Make sure that you use the Save As: function for the menu bar (found under File) to save your individual material to the disc found in the "A" drive of your computer. Do not save your data or chart to the desktop and/or hard drive. Your teacher will instruct you as to where to save your file.