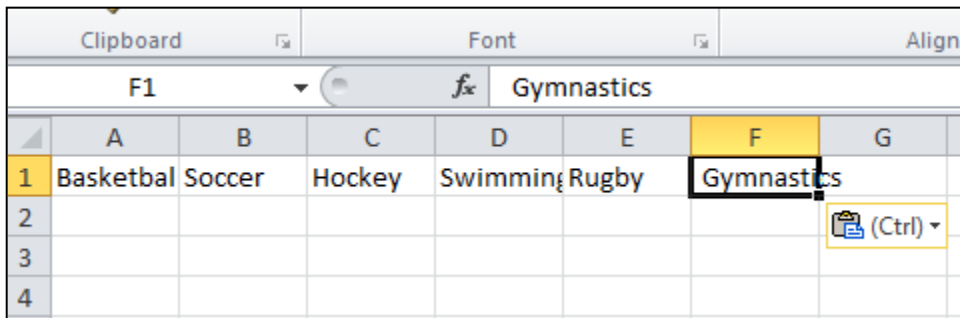# SPREADSHEETS

This lesson is designed for grades 3-6 and the object is to have your class create a spreadsheet in Microsoft Excel. For this lesson we are using the Desktop version of excel.

LESSON: Creating a spreadsheet and graph:

1. In class you have been learning how to create and conduct surveys. For your first spreadsheet lesson, it is best to do a whole class survey so the class is creating the same graph, after this, students can create their own surveys. Some possible topics include:
   - -pets owned by students in the class
   - -favorite sports
   - -favorite subject in school
   - -favorite fast food restaurant
   - -times that students go to bed
   - -what students eat for lunch

2. In the computer lab students open **Microsoft Excel (Start-All Programs-Microsoft Office-Microsoft Excel)** and select a **Spreadsheet**. Talk to them about where columns and rows are (columns are vertical and rows run horizontally) and have them practice clicking in the cells that you specify by row and column (e.g. E4).

3. Have students click in A1 and type the name of the first category in their survey (e.g. basketball). Notice that the typing shows up at the top in the white bar.

4. When they are done they can move to the next cell and enter the next category (for this task, it is easiest to move using the arrow keys or pressing the **Tab** key).

5. Now have the students click on A2 and type in the number of students who chose that category (e.g. sports). Use the arrow keys or Tab to type in all the results of your survey.
6. Click in A1 and hold your finger on the mouse clicker and move to last cell in the second row to **highlight all** the cells with information in them (the first cell that you started in will not be highlighted but will have a black square around it). Do not highlight any empty cells or your graph will have gaps in it.

7. Click **Insert** and then one of the chart types.

8. Click on **More … Charts** at the bottom

9. The down arrow on the right of **Types of Charts** brings down different types of graphs that you can create. Allow students some time to explore this. Every time that they click on one, it will show on the screen, to try a different one, make sure that the **Chart Design** tab is selected at the top and click on **Change Chart Type.**

10. Decide which type of graph you would like them to make and continue on (hint: if you wish to show them how to name the x and y axis, don't have them create a pie graph).

11. Click on **Chart Title** on your graph. This allows you to choose where you would like your title (e.g. Favorite Sports). When you choose the title place, it will put a text box on the graph and you just need to type in it to give your graph a name. You may wish to put the student's name here if you are printing. You can click and drag to move the title if you don't like where it is in the page.
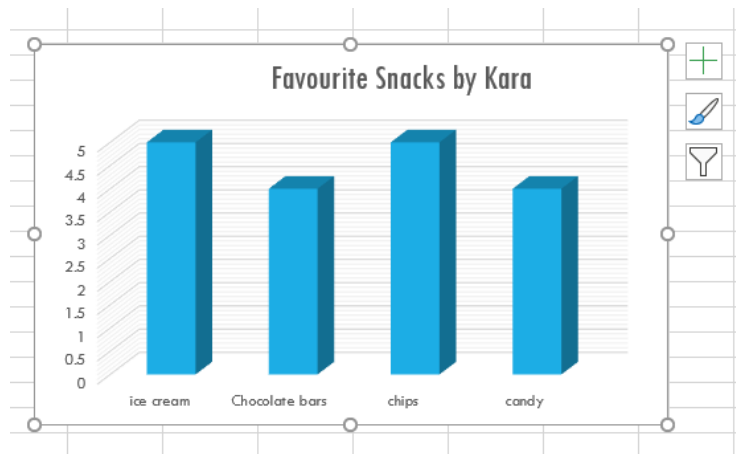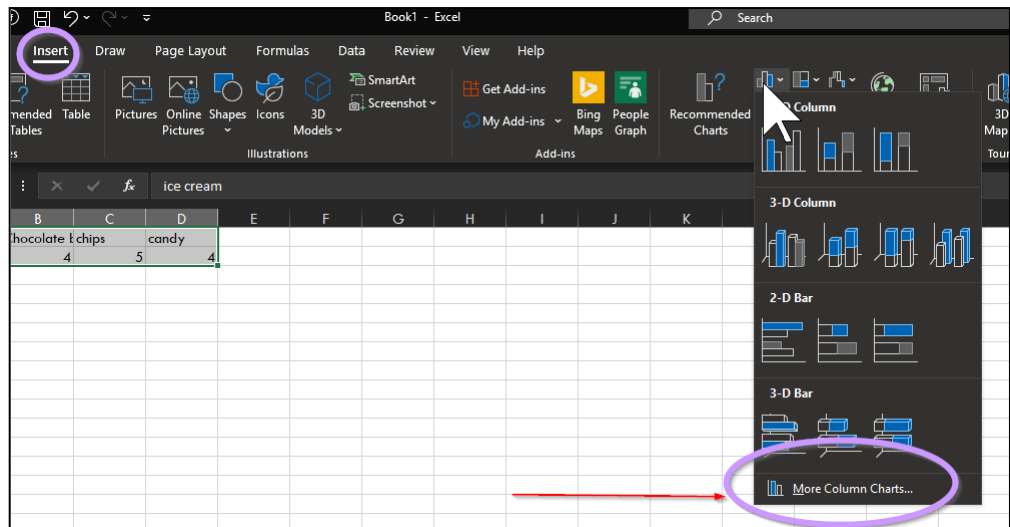
12. To label the Axis' click on the + to the right of your graph (you may need to move your mouse over the border and click to see it). Select Axis titles and they will appear on your graph, then click on the title to change the name.

13. There are lots of controls within the **Chart Design** at the top that students can test out to improve the appearance of their graph or they can click on the paintbrush that appears to right of the graph.

14. **TO CHANGE THE COLOUR OF YOUR GRAPH**:
    -Click on Chart Design at the top

-Click on Change Colors the, click on the colour graph that you like

15. To print-Just go to **File** and **Print**.

MOVING YOUR GRAPH AND/OR SPREADSHEET TO MSWORD:
SPREADSHEET:
1. Highlight your spreadsheet as you did to create the graph.
2. Go to the top and choose **COPY** (or press ctrl-c on your keyboard).
3. Open the **MSWord** document you would like to move it into or create a new document to place it in.
4. Move your cursor to where you would like the spreadsheet to be placed.
5. Go to **EDIT** at the top and choose paste (or press ctrl-v on your keyboard).

COPY YOUR GRAPH TO MSWORD:
1. Click on your graph
2. Make sure that you are in the **Home** tab.
3. Click on **Copy**
4. Move to **MSWord.**
5. Right click with your mouse and click on **paste**.