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Grade Level/Subject: Seventh Grade Introduction to Computers

Topic: Using Literature with an Excel Worksheet

Objectives (P.A.S.S.): Instructional Technology- Intermediate Level prior to completion of grade eight.

Standard 1: The student will demonstrate knowledge of basic operations and concepts.

2. Demonstrate an understanding of concepts underlying hardware, software, and connectivity, and of practical applications to learning and problem solving.

Instruction

1. Introduction - This lesson teaches the creation of charts from data contained in a worksheet. In this lesson, learners will create several kinds of charts including a column, line, pie, and scatter charts. This is the longest lesson in the introductory Excel material. It is also a difficult lesson because the Chart Wizard “removes” the learner’s perspective from the face of the worksheet for a comparatively long period of time.

Learners usually enjoy this chapter because they can create a “picture” from values in the worksheet. It is exciting to see the worksheet data turned into a chart that helps to interpret the calculations performed in the worksheet.

This lesson has several Projects. These projects may be classified by the type(s) of chart produced and whether the chart is embedded or on a separate sheet. Learners should be given experience with all major categories of chart types.

Objectives

- Identify the purpose of charting worksheet data.
- Identify the types of worksheet charts.
- Create a chart sheet and save a chart.
- Switch between charts and worksheets, zoom, and rename a chart.
- Preview and print a chart.
- Create an embedded chart.
- Edit a chart and change the type of chart.

2. Instructional process - *Creating a Chart from Worksheet Data*

- ✦ Students are to use the internet to find the distances that the creators of *Curious George* traveled in the book from city to city, then enter these distances into a MicroSoft Excel work sheet, then create an embedded graph in this work sheet to show the differences in the distance traveled from city to city.

- To create a chart, you must first select the worksheet data that is to be charted. You can then place the chart on its own worksheet, called a chart sheet, or you can place it on the same worksheet as the data being charted. In this project, learners will create a pie chart using the distances traveled in the story, on a chart sheet. They will rename the chart sheet. They will make formatting changes to chart parts and edit worksheet data that has been charted. They will print the chart sheet, and then save and close the workbook file.

Creating a Chart Sheet

A chart sheet gives you a “maximized” view of a chart. It enables you to focus on the analysis of the data without the distraction of extraneous worksheet data that is not being charted.

Switching Between Chart Sheets and Worksheets

Explain that a chart sheet is simply another worksheet within the workbook. You can create any number of charts from the same data and place each on its own worksheet. You can easily switch between chart sheets and worksheets by clicking the sheet tabs.

Renaming a Chart Sheet

You rename a chart sheet the same way you rename any worksheet. You can also change the tab color of a chart sheet. If you have a great deal of chart sheets that are related to different worksheets, you might consider “color-coordinating” their sheet tabs and naming chart sheets to indicate which worksheet they are related to.

Previewing and Printing a Chart

The preview and printing functions work the same for chart sheets as they do for other worksheets. Remind learners that, by default, Excel prints the active worksheet. If you want to print a chart sheet and its related worksheet, you must first select each sheet tab and then select the *Active sheet(s)* option in the Print dialog box.

Creating an Embedded Chart

Embedded charts enable you to view the worksheet data that is being charted as you analyze the chart. This can come in handy if the data being charted is regularly being updated—when you make changes to the data, they are instantly reflected in the chart.

Creating Other Types of Charts

This section explains how to apply a three-dimensional effect to certain chart types and how to create a scatter chart. If time permits, you might demonstrate some of the other chart types that are not discussed in this lesson.

Three-Dimensional Charts

Review the types of charts to which the three-dimensional format can be applied. Applying this format does not change the way data is charted; it simply adds another dimension to the graphic.

Editing a Chart

Review carefully the parts of the chart, as identified in Figure 8-15. You should also make sure learners familiarize themselves with the options available through each part's Format dialog box. Knowing how to access these options and how/when to apply them can help greatly in designing the most effective chart.

Changing the Type of Chart

It is important to select the type of chart that most effectively illustrates worksheet data. You can easily change the chart type, but make sure learners understand that choosing an inappropriate chart type can affect the interpretation of data.

3. Closure - Learners usually enjoy this chapter because they can create a "picture" from values in the worksheet. It is exciting to see the worksheet data turned into a chart that helps to interpret the calculations performed in the worksheet.

Assessment - Student will print and turn in the finished worksheet to be graded for accuracy.

Modifications/Accommodations – More time will be given to the students that require it, Students that finish too quickly will be given other charts to create using the same data.

Reflection - A great deal was accomplished with this lesson. The students were able to apply data from a source they would usually not associate with MicroSoft Excel.