



### 3.16 Excel Graphs

#### Prerequisite Skills and Knowledge

- ∞ Students should have basic mouse skills.
- ∞ Basic word processing skills
- ∞ Basic printing skills
- ∞ Lessons 3.14 Intro to Excel and 3.15 Excel Tables
- ∞ Optional: written directions how to use the “Chart Wizard” in Excel.

#### Time Required

- ∞ Mini-lesson and guided practice: 15 minutes for mini-lesson; 20-25 minutes for guided practice

#### Materials

- ∞ Computer lab, Microsoft Excel, LCD projector
- ∞ “Graphing Practice Spreadsheet” saved on student computers

#### Intended Learning

- ∞ Students will use the chart wizard to make graphs from given data so they can become independent in the use of making Excel graphs (charts).

#### District Technology Standards Uses Technology Effectively

- ∞ Vocabulary
  - Selecting, formatting toolbar/formatting palette, cells, columns, rows, spreadsheet, graph

#### Produces Quality Work

- ∞ Spreadsheets
  - Converts mathematical data into a graph or chart.

#### Big Ideas from Everyday Math -

- ∞ Organize, graph, and interpret data

#### Mini-Lesson

##### Connection - preparing students’ thinking

*Name some different information we can graph? What are some different types of graphs? (line, bar, pictograph) What are the features of a graph? (title, labels, etc)*

##### Teaching - Mini Lesson

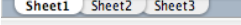
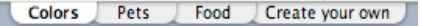
With students seated in front, explain that today they will be learning how to use the “Chart Wizard” in Excel to create graphs using data already

#### Notes

To learn more about Excel, visit these websites:  
<http://www.usd.edu/trio/tut/excel/>  
[http://www.internet4classrooms.com/online\\_excel.htm](http://www.internet4classrooms.com/online_excel.htm)

collected.

Show students how to open the “Graphing Practice Spreadsheet.” Explain how there are different sheets included in one spreadsheet.

 They can access each sheet by clicking on the tab at the bottom of the window. For this lesson the tabs/sheets are labeled like this: .

Model for students how to select/highlight the data and the use the “Chart Wizard” (Insert>Chart):

- ∞ Step 1: Select column graph; click “next”.
- ∞ Step 2: Click “next”.
- ∞ Step 3: Add Title, explain and label x and y-axes, click “next”.
- ∞ Step 4: Select “As object in..sheet”, click “finish”.

Show students how to move graph around and how to delete the legend.

Show students how to use the “fill color” tool in the formatting toolbar to color the bars to match the color names.

Show students how to delete the graph and start over if they make a mistake.

Explain to students they will make a graph for all 3 sheets.

Students will save and print one of the graphs when they are finished.

### Active Engagement - Guided Practice

Seated at computers, students will open Excel and create the data table.

### Link

Students should work independently to create graphs for all 3 sheets using the “Chart Wizard.”

## Independent Practice

### Teacher

- ∞ Circulate and answer individual questions, progress check for daily participation and on completing graphs.

### Students

- ∞ Working independently, students will create a graph for all 3 sheets. They will save and print 1 of the graphs.

## Sharing/Closure

- ∞ Review the steps for making a graph in Excel. Have students share the printed graph with a partner.
- ∞ Ask for any difficulties they encountered. What was easy? What was

### Differentiation:

For students who finish quickly, they can create their own data and graph on the “create your own” sheet.

For students who need extra assistance, they can pair up with a partner and work together.

difficult?

**Assessment**

- ∞ Progress/Monitor for daily participation using a checksheet as you walk around and observe students. Using a rubric with a score of 1-4, a “3” is given for a complete assignment, following the directions given.
- ∞ Teacher will assess printed graph. Using a rubric with a score of 1-4, a “3” is an accurate graph with correct titles and labels.