

KCA 134, 137-138: INSERTING COLUMNS, BORDERS, AND SHADING IN SPREADSHEETS; CREATING BAR CHARTS AND PIE CHARTS

ESSENTIAL QUESTIONS:

1. Can you insert additional COLUMNS in a spreadsheet when necessary?
2. Can you make a spreadsheet more readable by using BORDERS and SHADING?
3. Can you explain how a BAR CHART represents values in a spreadsheet?
4. Can you properly insert a BAR CHART into MS Excel?
5. Can you explain how a PIE CHART shows the relationship among values in a spreadsheet?
6. Can you properly insert a PIE CHART into MS Excel?
7. Can you properly read a LEGEND?

WHAT ARE YOU LEARNING TODAY?

I am learning how to use BORDERS and SHADING to make spreadsheets more readable. I am also learning how to insert BAR CHARTS and PIE CHARTS in MS Excel.

WHY DO YOU THINK THIS IS IMPORTANT?

This is important so that I may learn to use spreadsheets and display them in a logical manner. Spreadsheets are a very useful tool for “What If” analysis, and learning the proper usage and capabilities of spreadsheets will benefit me in the future, whether it is in my education or business life.