IT011 SPREADSHEETS – APPLIED PROCESSING FOLIO TASK 4

CONSTRUCTING CHARTS

Obtain a class list from your teacher. Choose one of the following topics and ask each member of the class for their opinion. Record their answer on the class list:

1. Zodiac sign
2. Day of the week born
3. Colour of hair
4. Colour of eyes
5. Month of the year born
6. No of people in the family (including parents)
7. No of pets in the family
8. Favourite animal
9. What primary school they went to in Grade 6
10. What country their parents were born in
11. What country they would like to most visit
12. Types of cars the family owns (eg. Holden, Ford, Mazda, etc.)
13. The colour of family cars
14. Suburb they live in
15. Method of transport to school
16. Favourite AFL footy team
17. What you had for breakfast today. (eg. Cereal, toast, fruit, cooked etc.)
18. Favourite TV channel
19. Favourite takeaway food
20. Favourite subject at school
21. Favourite internet site
22. Best sport played at school
23. Favourite musical instrument (from school band)
24. Favourite colour
25. Type of house they live in (brick, weatherboard, unit)
26. What types of jobs people do out of school hours (eg. Supermarket, fast food outlet, babysitting, paper round etc.)
27. Favourite band

Be prepared to include a “none” response from people who don’t really have a preference. Also if you think you are going to get a huge variety of responses, eg. Favourite place to visit, it is OK to suggest up to say, 8 different options and get people to select from them (rather than get 25 different places).

When you have been to every member of the class, summarise the data by writing down all the possible responses in column A and the totals in column B.

Eg.

|  |  |
| --- | --- |
| Holden | 11 |
| Ford | 13 |
| Mazda | 8 |
| Toyota | 5 |
| None | 3 |

Now convert this information into two different types of charts

* Highlight the information contained in the relevant cells
* Go to Insert, Chart, choose Column, and work your way through the titles, labels etc.
* Change the default setting so that your charts appear as separate sheets (change location)
* Finally, check that your spreadsheet is clearly named, easy to read (nothing chopped off), fits on one page and print it out (**Task 4)**