

Keyboard Progress Chart: A Graphing Exercise Using MS Excel

Activity Overview:

The BHS Business Education Department set a goal that reads: “By the end of SY16-17, 80% of the BCTE students enrolled in MS Excel will demonstrate improvement in their ability to collect, analyze and interpret data through graphical representation.” Today, students will use previously collected data to produce a chart and graph using MS Excel which reflects their keyboarding performance. Students will then review, reflect and compare the results as a peer to peer activity through discussion and analysis. This exercise promotes students’ ability to interpret data effectively.

Instructions:

1. **Open your Keyboarding Tracking Form**
2. **Add a new Sheet Tab**
3. **Name the Sheet Tab “KB Progress Chart”**

Setting up the Table: [Follow Steps 1 -11, below.]

1. Cell A1 – key in the title Keyboarding Progress Chart	7. Cell B5 – key in the title Term 1
2. Cell A2 – key in the following: September 2016 - January 2017	8. Cell C5 – key in the title Term 2
3. Cell A3 – key in your First/Last Name and Grade	9. Merge and Center A1 – C1
4. Cell A6 – key in the title Start Score (wpm)	10. Merge and Center A2 – C2
5. Cell A7 – key in the title Mid-Point Score (wpm)	11. Merge and Center A3 – C3
6. Cell A8 - key in the title Ending Score (wpm)	

Gathering and Entering Data [Follow Steps A, B & C, below.]

- A. Key in your wpm scores in the proper cells.
- B. These values are found on your Keyboarding Tracking Forms for Terms 1 & 2
- C. To find the Mid-Point Score, you will count the total number of drills and divide by two to locate your Mid-Point Score. *See example below, or ask for help and a more detailed explanation.*

Example: If you have 20 drills total, ½ of that is 10. Use the wpm score from your tenth drill.

Creating a Graph to Display Data [Follow Steps 1 & 2, below.]

1. Highlight your data (A5 – C8), then click the INSERT TAB, scroll to RECOMMENDED CHARTS, click to selected either a Clustered Column or Clustered Graph the desired bar or column.
2. Move the Chart to a New Sheet & Name the New Sheet, “**KB Progress Graph**”

Formatting the Charts/ Graphs [Follow Steps A through F, below.]

- A. **Edit the Chart Title:** Keyboarding Progress Chart by and Your Full Name
- B. **Customize the Columns:** Right click a column, choose FILL and select a BLACK or Gray Theme.
- C. **Chart Tools Design:** Select one of the 16 styles in the menu to a Black/Gray Theme.
- D. **Axis Titles & Data Labels:** Add Axis Titles, Data Labels & a Legend using the Chart Elements Tool.
- E. **Page Layout/Set Up:** Select **LANDSCAPE** & Choose **NARROW MARGINS**.
- F. **Saving:** Save As **Keyboarding Progress Chart** to your Class Folder.
- G. **Printing:** Print according to teachers instructions, **not without permission.**

Compare & Discuss

Review and discuss your performance with classmates.