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| **TECHNOLOGY** | | |
| **OBJECTIVES** | **ACTIVITIES** | **RESOURCES** |
| - To be able to work within Microsoft Excel by inserting data and creating a bar chart | **PRIOR KNOWLEDGE:**   * Insert text into cells * Create a bar chart * Open an excel document * Save a document   **ACTIVITY:**   * Students are having a party and have invited several classmates, family members and friends. * Students choose at least **6** different foods, drinks, and party gifts that they think their friends will enjoy. * Students create a simple spreadsheet and chart using their chosen items. * **STEPS:** * Open a new Excel document * Select blank document * SAVE your document in a folder where you can find it again! * Watch this video about how to insert data in Excel and create a chart: * <https://youtu.be/lwhSRbkUZeE> * Open the party supplies list and pick at least 6 items to have at your party. * Type the names and numbers of the party supplies into the Excel document, select everything you’ve typed and insert a bar chart * Once completed – please email your document to me to assess * My email is: [kirstenanthony0@gmail.com](mailto:kirstenanthony0@gmail.com) * Below is a picture of what it should look like | - Computer / Device  - Microsoft Excel  - Party supplies list |

