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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
* Below is a picture of what it should look like
 | - Computer / Device- Microsoft Excel- Party supplies list |

