

Name: _____ Period: _____

A Day in My Life

Goal: When you have completed this activity, you will know how to do the following in a spreadsheet: format, insert, delete, copy, paste, calculate formulas and functions, sort, and create and interpret charts (graphs).

Fill in the following information:

1. What makes up a day?

- a. A whole day contains _____ hours.
- b. One hour is what fraction of a day? _____

2. Fill out the following chart of the hours you spend doing your weekday activities.

Activity	Hours	Fraction of Day
Chores		_____/24
Eat		_____/24
Hobbies		_____/24
Homework		_____/24
Other		_____/24
Read		_____/24
School		_____/24
Sleep		_____/24
Video Games		_____/24
Watch TV		_____/24
TOTAL	24	_____/24

3. **OPEN** the Excel file called “A Day in My Life” found in the TLC on mtridge folder on your computer. Fill in and do the following:

<u>Cell</u>	<u>What to type</u>
A1	Your name
C1	Period
B3:B12	Fill in the number of hours you spend doing each activity
B13	=SUM(B3:B12)
C3	=SUM(B3/24)
C13	=SUM(C3:C12)

Copy cell C3 and paste it to cells C4:C12

Highlight cells C3:C13 and change to %

4. Sort the chart by “hours” highest to lowest

- a. Highlight the cells **A2:B12**
- b. Select DATA & SORT
- c. Select “Sort by HOURS”
- d. Click on “DESCENDING”
- e. Make sure it says “My list has HEADER ROW”
- f. Click “OK.” The activities should be sorted from highest to lowest by hours.

5. Make a “PIE” Chart

- a. Highlight the areas **A2:B12**
- b. Click on the CHART WIZARD icon (or INSERT & CHART)
- c. Select PIE chart and then the type of Pie chart you would like to make.
- d. Click on FINISH
- e. Move the chart below the other information on your spreadsheet.

6. PRINT PREVIEW (make sure the entire spreadsheet and chart fit on one page) then PRINT. SAVE as “A Day in My Life” on your student number drive.

Example One

Below is an example of what formulas and text should be entered into your spreadsheet

	A	B	C
1	Name (First and Last)		Period
2	Activity	Hours	Percent
3	Chores		=SUM(B3/24)
4	Eat		=SUM(B4/24)
5	Hobbies		=SUM(B5/24)
6	Homework		=SUM(B6/24)
7	Other		=SUM(B7/24)
8	Read		=SUM(B8/24)
9	School		=SUM(B9/24)
10	Sleep		=SUM(B10/24)
11	Video Games		=SUM(B11/24)
12	Watch TV		=SUM(B12/24)
13	Total	=SUM(B3:B12)	=SUM(C3:C12)