Name _____ Period _____ Date_____

Advanced Excel Unit — 1

Academic Connections
Create a Chart to Summarize Data

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Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist Completed	Not Completed	Teacher Evaluation Comments
Gathered high and low temperatures for one week for your city or region			
Created an Excel worksheet with the following boldfaced column heads: *Day*, *Low*, *High*			
In the Day column, keyed the days of the week			
Entered the data you collected into the worksheet			
Created a PivotTable and use it to generate a PivotChart for your data			
Added the title *High and Low Temperatures for the Week of ...*			
Labeled the vertical axis *Degrees Fahrenheit*			
In the *Day* column, under the last row, added a row for the average low and high temperatures value			
Created formulas to find the average low and high temperature for the week			
Checked and saved your work			