

# Spreadsheet for Case Project

## IT 546: Instructional Technology and Digital Literacy

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The target for this element of your final project is November 5th.

In this assignment, you'll import your results from the survey program you utilized into a spreadsheet program, such as Excel, Numbers, SPSS, or GoogleDrive.

### Excel Resources

- Basics of Excel videos
  - [Basics 1](#) includes how to enter data, use the sum function, merge cells to create a title, add color to a cell, bold labels, insert rows, and create a chart
- [Basics 2](#) includes entering and editing data, formatting cells,
- [Basics 3: how to calculate basic formulas in Excel](#)
- [Basics of Excel](#) (text and screen captures)

### Google Docs Spreadsheet Resources

- [Basic Tutorial on Google Spreadsheets](#)




Depending on the type of data you gathered, you'll want to analyze it using one of the programs mentioned above.

Requirements include the following:

- Spreadsheet Title and Column Labels
- Use of at least one formula or function (ex. Sum, Mean, Standard Deviation)
- Creation of a chart that is most appropriate to display the data
  - Chart includes:
    - Title
    - Labeled axes

I will add further resources as I know about your needs, such as how to import data into spreadsheets and use formulas.

# Rubric

<b>Spreadsheet Rubric</b>   			
You've already rated students with this rubric. Any major changes could affect their assessment results.			
<b>Criteria</b>	<b>Ratings</b>		<b>Pts</b>
Spreadsheet Title and Column Labels	Title of spreadsheet is appropriate, appropriately sized, and easily read. Column labels are appropriate, appropriately sized, and easily read. 5 pts	No Marks 0 pts	5 pts
Spreadsheet Calculations	All calculations have been calculated correctly using appropriate functions or formulas. 5 pts	No Marks 0 pts	5 pts
Creation of a Chart	Chart selected displays the data intuitively. Chart includes a title and axes are labeled. 5 pts	No Marks 0 pts	5 pts
			Total Points: 15