



13. Dig the Data Teacher Guide for Party Planner Q2 Data Format, Insert and Merge(1 class period) Note: Excel and Google Sheet directions are virtually identical.



[13. Dig the Data](#)

[Q2 Data Format, Insert and Merge](#)

Overview of this Thing: In this Thing, students will dig through the Quests to collect, organize and analyze data. This Thing contains ten Quests. Students will learn to create spreadsheets and charts, use formulas, and make decisions based on data

Thing Learning Objectives:

1. Know how to analyze data and create different visual representations [Computational Thinker, Creative Communicator].
2. Understand how spreadsheets, charts, and visual representations can help organize, evaluate, and present data [Knowledge Constructor].
3. Know different ways of organizing and sharing abstract representations of data [Creative Communicator].

In this Quest, students will learn how to format a spreadsheet: add a border, highlight cells, change alignment, wrap text, resize a cell, & format numbers.

Quest Learning Objectives:

I can:

- Format, insert data, and merge cells.

Link to [Vocabulary Quizlet](#)

Vocabulary:

- **Format:** To format is to change the formatting of the cell number without changing the number itself. (e.g., font size, font border)
- **Insert:** To insert is to add data to cells.
- **Merge:** To merge is to turn two or more cells into one cell.

Pre-Planning

Students will FORMAT their spreadsheet using the following directions:

1. Open the existing Party Planner spreadsheet.
2. Align the text for columns B and C so it is in the center.
3. Select column A and color it light blue, select column B and color it light green, and select column C and make it light pink.
4. Put a border around each cell.
5. Have a row labeled "Totals" below the last name and make it bold.
6. Make the header row bold.
7. "Fit" the column to the content with a double-click on the line between the columns.

Students will INSERT and MERGE using the following directions:

1. Select row 1, go to INSERT on the menu bar, and select ROW ABOVE
2. In Cell A1 put your name and the type of party you are planning.
3. Select Cells A1, B1, and C1.
4. Click on the Merge Cells Button.
5. Make the font for this row size 14, change the font color to blue, and align the center.
6. Check with your teacher to see how they want you to submit or share this document.

Tools/Apps/Videos to be pre-checked for access by the student:



Except as noted, content on this site is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. Commercial use requests should contact: executivedirector@remc.org.

Videos and resources in this Quest. You must check that students have access to these resources on their devices.

Websites

- [Format Numbers in a Google Spreadsheet Google Support](#)
- [Google Spreadsheet Complex Formulas GCF Global](#)
- [Google Spreadsheets GCF Global](#)
- [Microsoft Excel 2000 GCF Global](#)
- [Microsoft Excel Spreadsheets GCF Global](#)

21t4s Videos

- [Format, Insert, Merge Intro Video](#)

21t4s Documents & Quizzes

- [Insert and Merge Example Image](#)
- [Step-by-step Quest 2 Directions](#)
- [Sample Image for Spreadsheet Formatting](#)
- [Sample Image for Insert and Merge](#)
- [Vocabulary Quizlet](#)

[Google Sheets](#)

[OpenOffice](#)

For iPad

[Google Sheets](#)

[Numbers](#)

[Microsoft Excel](#)

For Android

[Google Sheets](#)

[How to use Google Sheets from Google](#)

Student Checklist [13.Q2 Student Checklist](#)

Broken Link or Content Update Report



Please select [this link](#) or the broken link icon to report any broken links, or content no longer applicable so that we can quickly update it. Thank you for your help.



Except as noted, content on this site is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. Commercial use requests should contact: executivedirector@remc.org.

Assessment Options: <i>Ideas for assessing student work for this Quest? Link to a rubric you create for this Quest, a quiz, and or a worksheet you create. See Rubric by Liz Kolb.</i>	
Notes:	



Except as noted, content on this site is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. Commercial use requests should contact: executivedirector@remc.org.