

**Excel
Unit 2**

**Making Connections
Summarize Data**



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		Teacher Evaluation
	Completed	Not Completed	Comments
Gathered high and low temperatures for one week for your city or region			
Created an Excel worksheet with the following boldfaced column heads: <i>Day, Low, High</i>			
In the <i>Day</i> column, keyed the days of the week			
Entered the data you collected into the worksheet			
Used the Chart Wizard to create a line chart of the data			
Added the title <i>High and Low Temperatures for the Week of...</i>			
Labeled the vertical axis <i>Degrees Fahrenheit</i>			
Made any other changes to the chart that you thought would improve readability			
In the <i>Day</i> column, under the last row, added a row for the Median value			
Created formulas to find the median low and high temperature for the week			
Checked and saved your work			