

KS4 - Spreadsheets

Lesson 4: RSC Data Visualisation

Kashif Ahmed

Materials from the Teach Computing Curriculum created by the National Centre for Computing Education



Task 1 - Visualise voting data - part 1

You will need your completed '**RSC Voting**' spreadsheet from **Lesson 1**

Before we begin, you will want to change the headings in cells D8 and H8, which are currently both the same. It will be useful to amend these to, for example, 'Phone votes' and 'Text votes' respectively.



Task 1 - Visualise voting data - part 2

Column chart of telephone votes

The first chart we will make is a column chart to show the telephone votes.

- Highlight cells C8–D18
- Select Insert
- Select Column Chart
- Amend the title so that it's clear that the data displayed is telephone votes
- Ensure that the title accurately describes the data being shown
- You may want to centre the text or change the font style or colour



Task 1 - Visualise voting data - part 3

It might be useful to move the chart to a sheet of its own.

- Google Sheets – select the chart, click the 3 dots in the top right corner and click on **move to own sheet**
- Excel – right click, then Move Chart

rename the tab.



Task 1 - Visualise voting data - part 4

Column chart of telephone and text votes

- **Google Sheets** – select **C8–D18** and create a column chart as before. In the chart dialogue box select **Add Series** then select cells **H8–H18**. Now the chart includes both telephone and text votes.
- **Excel** – select cells **C8–D18**, hold down Ctrl key and select cells **H8–H18**. Select **Insert** then **Column Chart**. ‘Week’ shows as a data point – we need to delete this. Right click the chart, select **Data** then uncheck the box beside ‘Week’ on the left-hand side.
- Ensure the title accurately describes the data being shown. You may want to centre the text or change the font style or colour.



Task 2 - Make a pie chart

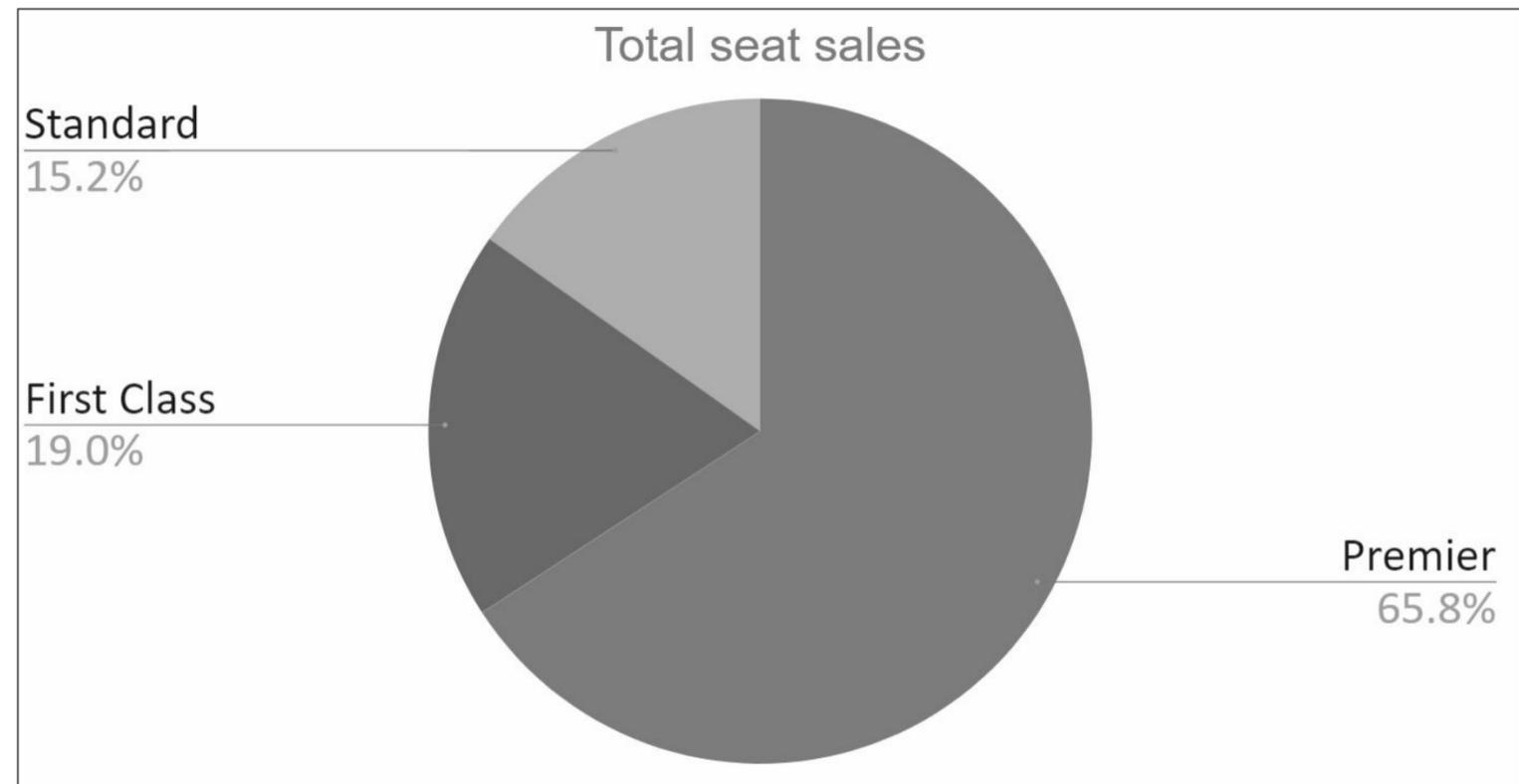
Highlight cells **W19–W22**; hold down the **Ctrl** key and highlight cells **AA19–AA22**

Select **Insert**, select **Pie Chart**

Amend the title so that it is clear what data is being shown.

Centre the title.

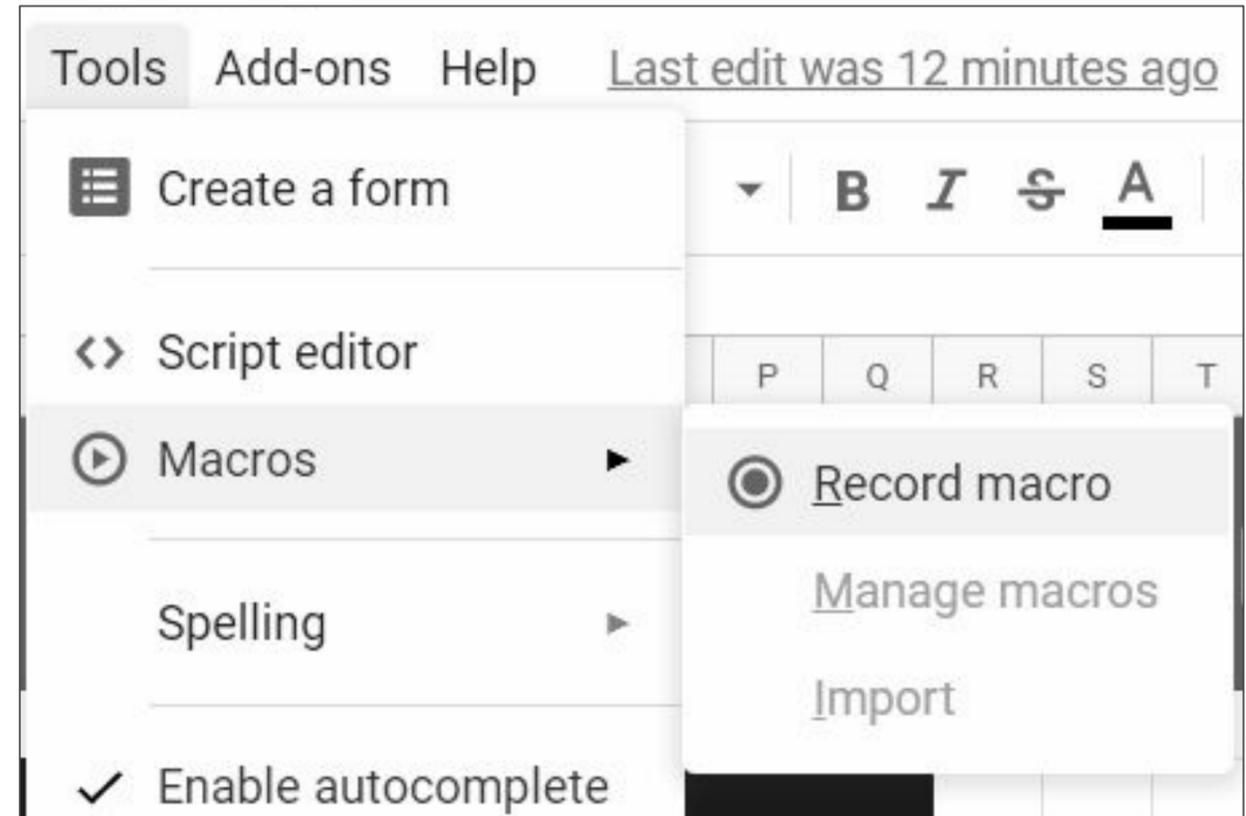
Amend the font style/colour/size.



Task 3 - Code a macro - part 1

Open your completed **RSC Live event seating** spreadsheet

Click on Tools -> Macros -> Record macro



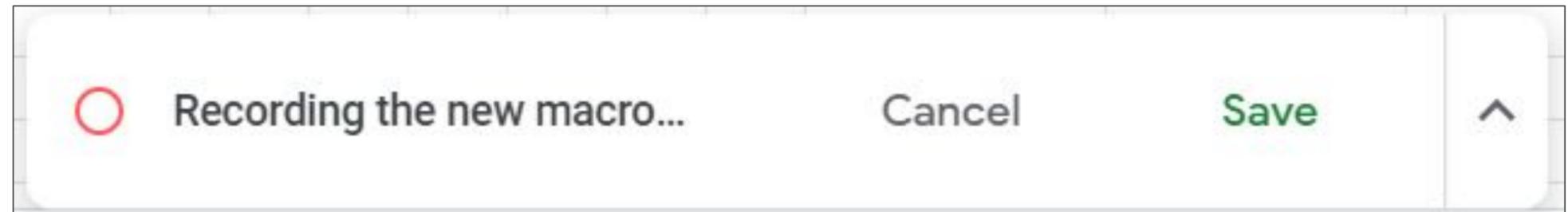
Task 3 - Code a macro - part 2

Select each seating section in turn and delete the data in the cell.

If for any reason you go wrong or don't like the way you've cleared the data, just hit Cancel and start over.

Save your macro as:

ResetSeats (no spaces)



Task 3 - Code a macro - part 3

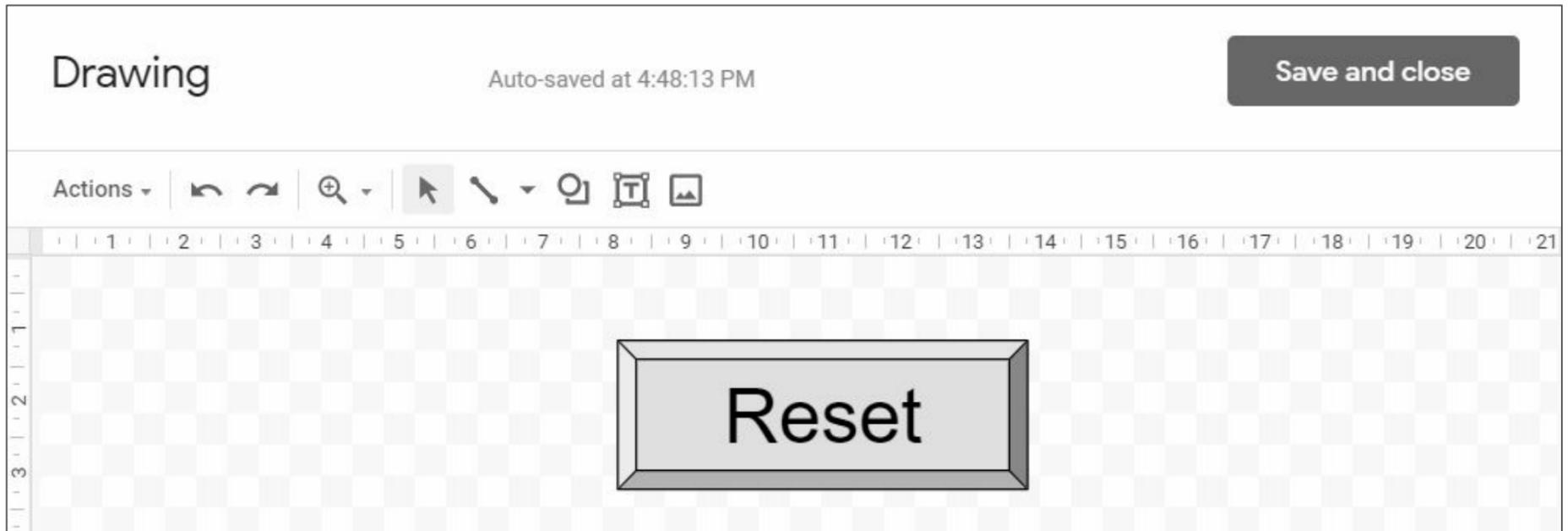
Draw a button

Click on Insert-> Drawing

Draw a button

Add text

Save and close



Task 3 - Code a macro - part 4

Move the button into place

Assign the macro

Right-click on the button

Click on the **three vertical dots**

Select **Assign a Script**

Enter the name of your macro

Click **OK**



Task 3 - Code a macro - part 5

Test the button

Test your button

Sell a few seats then use the button to clear the data

