

Checklist for Data Analysis

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Formulas and Functions

Task: Data Summary

- Open your spreadsheet workbook with your poll data
- Start a new worksheet and add your name and the date
- Use the appropriate formulas and functions to analyze your data
- Save your document

Activity 2: Chart Basics

Task: Chart Interpretation

- Open a new word processing document and type your name, date, and a title
- Interpret an online chart
- Answer the questions:
 - What is the title of the chart?
 - What does the x-axis represent?
 - What does the y-axis represent?
 - What information does the legend provide?
 - What conclusions can you draw from the chart?
- Check the spelling and grammar of your interpretation
- Save your document

Activity 3: Chart Types

Task: Chart Types

- Open a new word processing document and type your name, date, and a title
- Review four online charts. For each chart answer the questions:
 - What is the title of the chart?
 - What type of chart is it?
 - What kind of data does the chart represent?
 - Why was this type of chart chosen to represent this data?
- Check the spelling and grammar of your answers
- Save your document

Activity 4: Data Representation

Task: Data Charts

- Open your spreadsheet workbook with your poll data
- Start a new worksheet and add your name and the date
- Create charts to show your poll data, and make sure:
 - Chart choices (bar, line, pie) are the best choices to represent your data
 - Charts are easy to read and interpret
 - Charts support your conclusions from your data analysis
- Save your document

Activity 5: Data Formatting

Task: Format Charts

- Open your spreadsheet workbook with your poll data and charts
- Format the data and charts so that they:
 - Are more attractive
 - Are easy to read

- Clearly support conclusions drawn
- Open a new word processing document and type your name, date, and a title
- Use critical thinking skills to summarize your data, and make sure you address each of the following questions:
 - What is the *purpose* of your charts?
 - How do your charts help answer your research *questions*?
 - What kind of *information* do your charts provide?
 - What ideas or *concepts* can you develop from the information?
 - What *conclusions* can you draw from your charts?
- Check the spelling and grammar of your summary
- Save your documents