

Make an AppleWorks Graph Template

By Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?

You will learn how to create a graph template in AppleWorks

What hardware and/or software does the techtorial apply to?

The techtorial applies to Mac computers running AppleWorks 6. It also applies to some earlier versions of AppleWorks.

Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIa in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to NETS for Teachers.

MAKE A K-2 GRAPH TEMPLATE IN APPLEWORKS!

Even emerging readers enjoy graphing on the computer. So why not review students' math skills by creating an electronic graphing template with your K-2 class. With AppleWorks, it's as easy as 1, 2, 3!

In our sample graph, students will share how many and what kind of pets they have, but you can substitute another topic if you prefer.

STEP ONE: GET STARTED

First create a spreadsheet:

Open AppleWorks and click the Spreadsheet icon at Starting Points.

Change the Page Layout to Landscape: Click File>Page Setup; click the middle icon beside Orientation; and click OK.

Click cell A1 and type "Pets."

Click cell B1 and type "Number."

Click cell A2 and type "Dogs."

Click cell A3 and type "Cats."

Click cell A4 and type "Fish."

Click cell A5 and type "Snakes."

Click cell A6 and type "Birds."

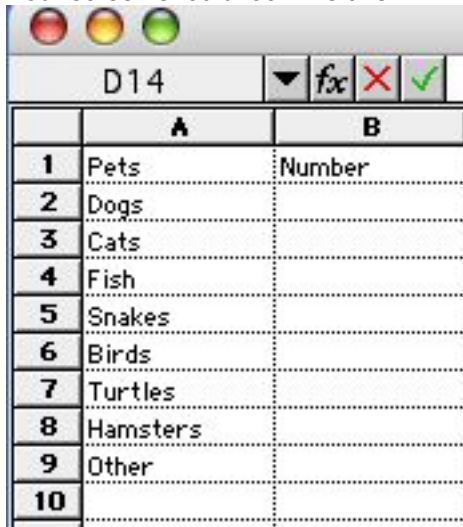
Click cell A7 and type "Turtles."

Click cell A8 and type "Hamsters."

Click cell A9 and type "Other."

Save your work.

Your screen should look like this:



| | A | B |
|----|----------|--------|
| 1 | Pets | Number |
| 2 | Dogs | |
| 3 | Cats | |
| 4 | Fish | |
| 5 | Snakes | |
| 6 | Birds | |
| 7 | Turtles | |
| 8 | Hamsters | |
| 9 | Other | |
| 10 | | |

STEP TWO: ADDING THE GRAPH

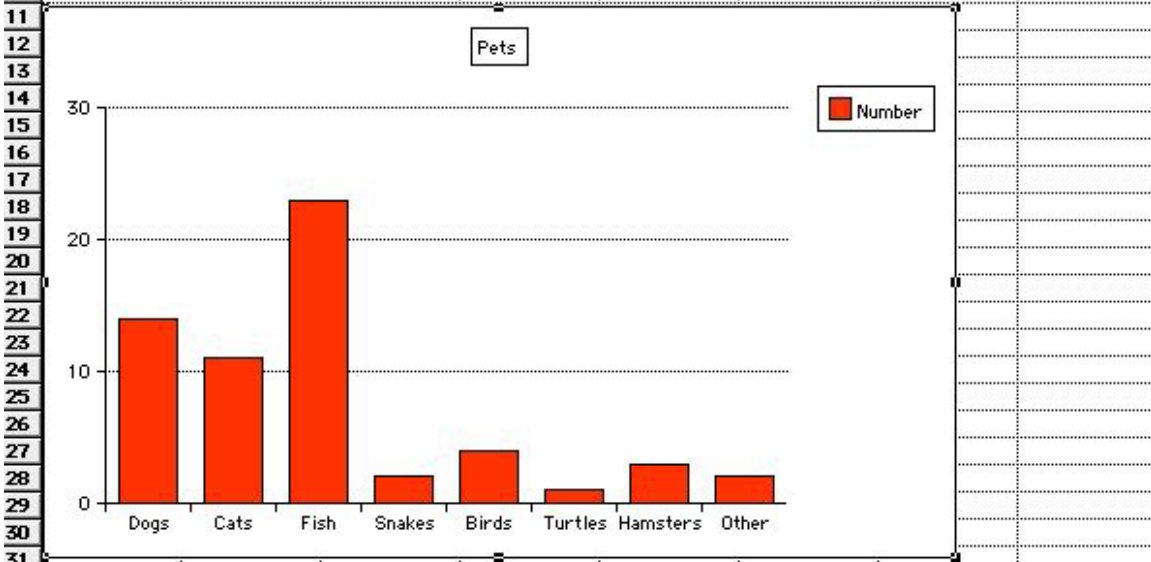
To make sure everything works right, we'll enter dummy data: Type the data below in the cells indicated:

Cell B2: 14
Cell B3: 11
Cell B4: 23
Cell B5: 2
Cell B6: 4
Cell B7: 1
Cell B8: 3
Cell B9: 2

Click and drag the mouse to highlight cells A1 through B9. Then, click the Make Chart button at the top of the screen. Choose Bar and Click OK. You now should see a bar chart superimposed on your spreadsheet. Drag the chart so the top left corner is in cell A11.

You also might want to enlarge the chart so the types of pets don't run together. Click the bottom right corner and drag it down and to the right until the corner reaches cell G31. Click Window>Page View to double-check that everything fits on one page. Your page now should look like this:

| Pets | Number |
|----------|--------|
| Dogs | 14 |
| Cats | 11 |
| Fish | 23 |
| Snakes | 2 |
| Birds | 4 |
| Turtles | 1 |
| Hamsters | 3 |
| Other | 2 |



Save your work.

STEP THREE: FINISHING TOUCHES

Erase the data in cells B2 through B9, replacing them with zeroes. The zero will help students see where to click to type the real number for each animal. Note that your chart has disappeared and a message reads, "Not Enough Chart Data." That's fine.

Click Format>Insert Header. Type "Our Pets," hit Return, and type the name of your class. (Mrs. Thomas' Class, for example). Your screen now should look like this:

**Our Pets
Mrs. Thomas' Class**

| | A | B | C | D | E | F | G | H | I |
|----|------------------------|--------|---|---|---|---|---|---|---|
| 1 | Pets | Number | | | | | | | |
| 2 | Dogs | 0 | | | | | | | |
| 3 | Cats | 0 | | | | | | | |
| 4 | Fish | 0 | | | | | | | |
| 5 | Snakes | 0 | | | | | | | |
| 6 | Birds | 0 | | | | | | | |
| 7 | Turtles | 0 | | | | | | | |
| 8 | Hamsters | 0 | | | | | | | |
| 9 | Other | 0 | | | | | | | |
| 10 | | | | | | | | | |
| 11 | Not enough chart data. | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | | | | | | | |
| 26 | | | | | | | | | |
| 27 | | | | | | | | | |
| 28 | | | | | | | | | |
| 29 | | | | | | | | | |
| 30 | | | | | | | | | |
| 31 | | | | | | | | | |
| 32 | | | | | | | | | |
| 33 | | | | | | | | | |
| 34 | | | | | | | | | |
| 35 | | | | | | | | | |

If you like, you now can change the font size or other formatting. Then, save your work.

Now you're going to save the graph a second time -- as a template. A template is a file students can open and work on without changing the saved version. That allows you to use the same file for many students or many classes.

Click File>Save As.

Click the down arrow next to the Save As field. In the larger Save window that appears, click the Template button.



In the Save As field, make sure the file is named something like PetGraph. Note that the extension -- the letters after the period -- are now "cws," not "cwk." The extension cws indicates that the file is a template.

Save the file on any student computers. You now are ready to use it in class.

Walk students through the steps of clicking next to each pet name and typing the number of pets they, their group, or the class as a whole have. Discuss how the chart changes as more or less

pets are added. Ask which bars are taller and why. Before printing the graph, have each student click in cell A33 or somewhere close to there and type his/her name. That's it!

TELL ME MORE!

Where can I find more information?

Check out more math templates for AppleWorks at this teacher-created site from Shelby County Schools in Tennessee. More math ideas for K-2 and older students also can be found at the Yukon Education Student Network.