# *Homework: Creating a Simple Spreadsheet and Chart*

You can complete this homework task on a computer, laptop or tablet.  However, it is easiest on a computer.  You will need spreadsheet software such as Microsoft Excel to complete the task.

There are many steps to think about when creating a simple spreadsheet and chart. Following steps in a clear order will make the task much easier.

Type the address:  **ictonline.educatorpages.com** into the address bar of your browser.

When the ictonline website has opened, click the Improvers tab.

Then click: Creating a simple spreadsheet and column chart.

**TASK**

Look through the webpage and video.

Follow the steps carefully to create the spreadsheet as it is shown in the video.

The data in the spreadsheet is:

| Tree type | Height |
|---|---|
| Quaking Aspen | 55 |
| Balsam Poplar | 70 |
| Cotton Wood | 80 |
| Yellow Birch | 65 |
| Red Maple | 82 |

Up for a challenge?  Also create the chart as it is shown in the video.

When you have finished, print the spreadsheet and the chart (if you did the chart challenge) and bring it to the next class.

Alternatively, you could save the spreadsheet and print it out in class.