



Technology Applications Virtual Learning

Coffee Shop Sales

May 20, 2020



8th Grade Technology Applications

Lesson: May 20, 2020

Objective/Learning Target:

I can create a pie chart on google sheets to illustrate weekly sales.



Getting Started:

You have been working at a coffee shop after school for the past eight months. Each week, your manager gives the employee with the highest sales a \$25 gift card. You offer to visually illustrate weekly sales by creating pie and column charts. To motivate the staff, these will be posted on the employee bulletin board.

Practice:

1. Create a new google sheet and enter the data as shown below.

	A	B	C	D	E	F
1	Week of July 6-12					
2						
3	Day	Sales				
4	Monday	2250				
5	Tuesday	1800				
6	Wednesday	3500				
7	Thursday	4700				
8	Friday	4900				
9	Saturday	9750				
10	Sunday	7925				

Hint: Use Auto Fill in column A.

Practice:

2. **Merge Cells.** To combine selected cells into a single larger cell, select cells A1 and B1, then click the Merge cells icon.



3. **Center align, bold, and change the font size of cell A1 to 14.**

Practice:

4. Use Fill Color. To add background color to a cell, select cells A3 and B3, then from the Fill color dropdown menu, select light green 1.

The screenshot shows a Microsoft Excel spreadsheet titled "Lesson 3.5". The spreadsheet contains a table with the following data:

Day	Sales
Monday	2250
Tuesday	1800
Wednesday	3500
Thursday	4700
Friday	4900
Saturday	5750
Sunday	7925

The fill color palette is open, showing a grid of color options. The "light green 1" color is highlighted with a red circle. The "Reset" button is checked, and the "Custom" section is visible below the color grid.

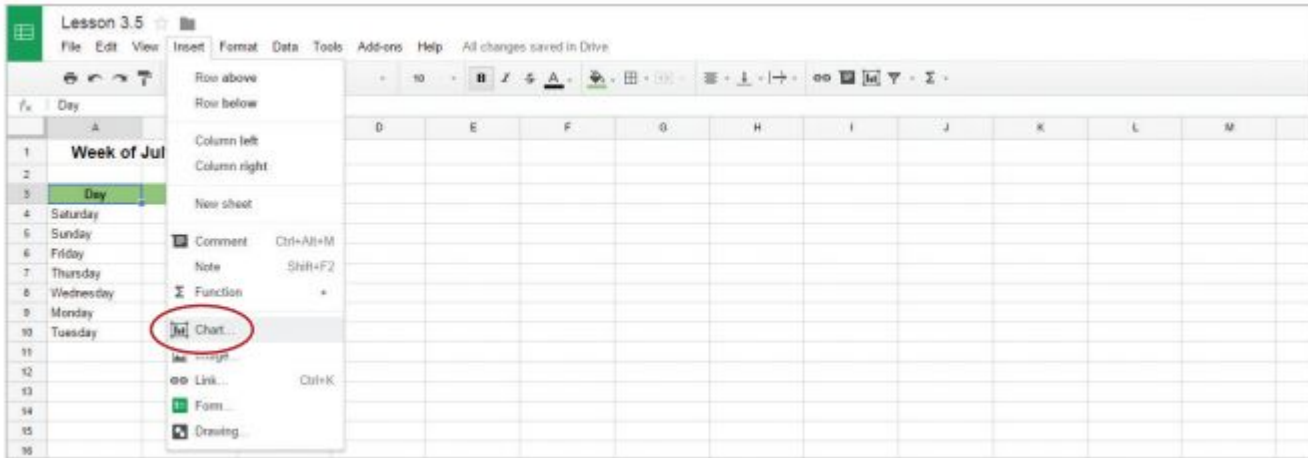


Practice:

5. Center align and bold cells A3 and B3.
6. Format column B as currency.

Practice:

7. Create a Pie Chart. To create a pie chart to show proportions of a whole, do the following:
8. Select cell A3, then from the Insert menu, select Chart



Practice:

9. In the Chart Editor dialog box, from the Recommendations tab, select the Pie chart thumbnail.

Note: A preview of your pie chart will appear on the right.





Practice:

10. Click the Customization tab shown below.
11. In the Chart Title field shown below, type the text [Sales: Week of July 6-12].
12. Change the Font to Wide and the Background color to light gray 1 as shown below.

Practice:

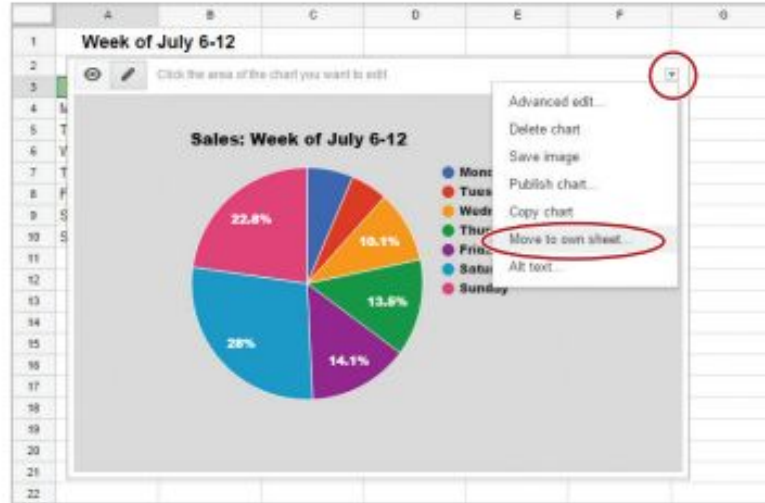
13. Click the Insert button shown below.

The screenshot shows a 'Chart Editor' window with a pie chart titled 'Sales: Week of July 6-12'. The chart is divided into seven slices representing the days of the week. The legend on the right lists the days with their corresponding colors: Monday (blue), Tuesday (orange), Wednesday (green), Thursday (purple), Friday (light blue), Saturday (pink), and Sunday (red). The slices are labeled with percentages: 22.8%, 16.7%, 13.8%, 14.1%, 29%, 13.8%, and 14.1%. The left sidebar has 'Customization' selected, and the 'Insert' button is highlighted in the bottom left corner. A color palette is also visible in the bottom right corner.

Day	Percentage
Monday	22.8%
Tuesday	16.7%
Wednesday	13.8%
Thursday	14.1%
Friday	29%
Saturday	13.8%
Sunday	14.1%

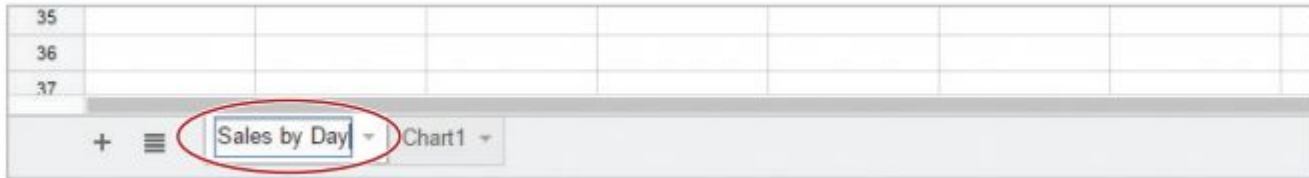
Practice:

14. To move the chart to its own sheet, click on the chart, then from the drop-down menu in the top right-hand corner, select Move to own sheet.



Practice:

15. Rename a Sheet. To change the name of a sheet for easy reference, double-click the Sheet1 tab, type [Sales by Day], then hit Enter.



16. Rename the Chart1 sheet to [Sales by Day-Pie].



Self-Assessment:

Create a rubric that could be used to assess this assignment.

Use the rubric to check to see if you completed everything.



Additional Practice:

Create a bar chart to show the same data.

Put it on its own sheet and name it [Sales by Day - Bar].