

Graphic Display Project

Most Common Weaknesses To Avoid

1. Fraud – a) Original not from an annual report; b) Graphic made to look different but not modified using Excel program.
2. Excel not used for all modifications of the annual report graphic.
3. Follow instructions. Follow instructions. Follow instructions. a) two graphics with a caption required on a single page; b) with graphic one, revised display must be the same type of display with different colors; c) with graphic two, revised display type must be changed and colors left the same (note that matching colors is an Excel skill that should be mastered; changing a graphic display from a horizontal bar chart to a vertical bar chart is not a change); and d) for an A or high B, graphic three's revisions should change multiple elements including type, color, dimension style etc. (not necessarily everything but enough to demonstrate outstanding Excel skills having been mastered).
4. Original graphic display not properly interpreted and/or data not transferred correctly.
5. Inappropriate display chosen for revision (e.g. bar graph of sales converted to a pie chart showing distribution of all income over a multi-year period).
6. Elements of Excel graphic display left in generic form (e.g. "Series 1", "Chart Title")
7. Unnecessary legends included. If the axes list the classes, no legend is necessary.
8. No labels provided on axes or titles omitted from graphic display.
9. Labels in legend, axes, and titles should be consistent in form; most common mistakes were having inconsistent capitalization (A good starting point is to use "Initial Caps" for most labels. When subheadings are employed, use "All Caps" for the chart title or master heading.)
10. Picking an original graphic display that was too simple. High B and As need more than a pie chart or bar graph with two or three classes in order to demonstrate outstanding performance.
11. Captions should be more specific. Don't just say "I added color to make it easier to see differences of bars" or "I provided more data . . .". Provide specifics on what changed and say why these modifications communicated the message better than the original display. For A or high B, at least three meaningful sentences (or more) is generally required to describe your changes and explain how your changes improved the quality of communication.
12. Presentation counts about ½ of a grade. Again, a high B or A should reflect an outstanding presentation where Word formats or poster decorations enhance the backdrop for your display comparisons (e.g. many students used arrows to pair displays and make it clear which was the original and which was the revision). Organization should avoid a scattered appearance.
13. When difficulties arise using earlier versions of Excel, students should arrange to use the classroom computers. If your home version of Excel is not 2010, it is critical to get an early start on the project so difficulties can be identified and overcome. Consult with Mr. Nelson immediately when encountering difficulties that could delay your submission. Citing compatibility difficulties on the day an assignment is due does not excuse you from your responsibilities.