

Chart Formatting: Titles, Labels, Legends, Colours

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U2.3

WHAT THIS LESSON DOES

Learn to add titles, axis labels, data labels and legends to your bar and pie charts. Choose print-safe colours and apply a clean rubric so your charts are easy to read at a glance.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.3	Demonstrate an ability to edit, enhance and present a variety of information graphically.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Add meaningful titles, axis labels, data labels and legend placement
- Choose colours that still work in black-and-white printing
- Remove clutter and apply a clean-chart rubric
- Format both project charts to presentation standard

BEFORE THE BELL

- Have an optional printed copy of the key-concepts support sheet ready for students who prefer paper while they work.
- Be ready to rebuild a missing bar chart and pie chart from a budget table in about three minutes on a shared screen.
- Students need cloud access to Project_Portfolio/06_charts and 06_ka2_charts with both a bar chart and a pie chart already built. Be ready to project a three-minute rebuild from a budget table if anyone is missing the file.
- Project the five-point rubric and one messy vs clean chart pair. Optional printed support sheet with the full key-concepts table.
- Students need Excel Online or Google Sheets and 06_ka2_charts in Project_Portfolio/06_charts. Be ready to demo pie percentage labels live for 60-90 seconds.
- Students continue in 06_ka2_charts; no new file required.

Chart Formatting: Titles, Labels, Legends, Colours

HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
18 min	activity	Step-by-step task
4 min	content	Common issues
17 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model selecting the chart on a shared screen so the whole class sees the chart tools appear.
- Take sixty to ninety seconds on the board for the pie: title, percentage labels, legend placement, print-safe slice colours.
- Start Independent Practice at the planned time even if legend polish spills into that block.
- Handle pie-axis confusion and muddy greyscale colours with the whole room at once rather than student by student.

WHAT TO WATCH FOR

- Students do not select the chart: remind them to click the chart once to bring up the tools.
- Adding axis labels to pie charts: explain that pies rely on percentage labels or legends instead.
- Leaving pie labels as values only: ask for Percentage in the label options.
- Keeping default titles: push for a descriptive title that names the project and matches the real units.

DIFFERENTIATION

- Support: run the live three-minute rebuild of missing charts, and pair students only if help is still needed afterwards.
- Support: the core checkpoint is title, correct unit, data labels and one series colour.
- Extension: per-bar recolour, an arm's-length readability check, and a greyscale print preview.