

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

- Prepare the clean-chart rubric for projection (five bullets) and optional printed key-concepts support sheet.
- Be ready to rebuild a missing bar and pie from a budget table in about three minutes.
- 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.

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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 for the whole class.
- Drive a 60-90 second pie demo: title, percentage labels, legend, print-safe slice colours.
- Start Independent Practice on time even if legend polish spills into that block.
- Use whole-class discussion for pie-axis confusion and muddy greyscale colours.

WHAT TO WATCH FOR

- Students do not select the chart: remind them to click the chart to activate tools.
- Adding axis labels to pie charts: explain pies rely on percentage labels or legends.
- Leaving pie labels as values only: require Percentage in label options.
- Retaining default titles: encourage meaningful descriptive titles that match real units.

DIFFERENTIATION

- Support: Live three-minute rebuild of missing charts; pair only after that if needed.
- Support: Core checkpoint is title + correct unit + data labels + one series colour.
- Extension: Per-bar recolour, arm's-length readability check, greyscale print view.