

**Step 1:** Create an eight-question survey in a Microsoft® Word document:

- Open a new Microsoft Word document, and save it as Survey in your Unit 4 folder.
- Create an eight-question survey that you will test with your friends and family. Your survey must ask for certain information (listed below), but you can make up an additional three questions. Your survey should ask the people in your sample for the following information:
  - height
  - number of siblings
  - number of times per month they go to the movies
  - age
  - hours of sleep they get each night (on average)
  - Ask three more questions of your choice—be creative! Just make sure that you are asking questions whose answers are numbers (for example, your question may start with “How much...” or “How many...”).
- Make sure that you save your document when you are finished.

**Step 2:** Create a database (spreadsheet) where you will enter your data. Download the spreadsheet from the website or the lesson page.

- Save it as Data Analysis in your Unit 4 folder. (you may use Excel, Libre Office, or Google Sheets) See the website for tutorials on each.
- Select the tab titled Survey Results. Type a one-word heading or field name in each column that represents each question (for example, Age, Height, Weight, etc.).

**Step 3:** Conduct your survey:

- Ask your friends or family members to answer your survey. You can ask your respondents questions in person, over the phone, or via e-mail. Jot down their answers in a notebook or on a piece of scrap paper.

**Step 4:** Enter the results of your survey into your database, making sure each row represents one person’s answers for every question on the survey.

**Step 5:** Insert and format a scatter plot displaying the two variables for age and number of hours slept every night. Check the tutorial if you need

- Select the columns with the data for age and hours slept, and then insert a scatter plot. When you are done, insert a trend line into your scatter plot.