

## ATUS Activity - Student Excel Instructions

Name \_\_\_\_\_

Date \_\_\_\_\_

The American Time Use Survey (ATUS) measures the amount of time people spend doing different activities, such as working, sleeping, and socializing. People who answer the survey questions are asked about the activities they performed “yesterday.”

- 1) Think about what you did yesterday. Record the amount time you spent on the each of the activities in the Hours and Minutes column in the table. You should include everything you did between the time you got out of bed yesterday until you got out bed today. Remember to add together all of the time you spent on those activities. For example, in the eating and drinking category, remember to add together the amount of time you spent on breakfast, lunch, dinner, and snacks. Leave the “Other” row blank for now. If there was any time you spent doing two of these activities at the same time, split the time evenly between the two activities. For example, if you spent one hour watching TV while eating dinner, allocate half an hour to “Socializing, Relaxing, Leisure” category and half an hour to the “Eating and Drinking” category.
- 2) In the Minutes column, convert the amount of time spent on each activity from hours and minutes into minutes. Keep in mind there are 60 minutes in each hour.
  - a. Example: if you spent 2 hours and 15 minutes on an activity, enter 135 into the minutes column.  $60+60+15=135$
- 3) Next, convert the number of minutes spent on each activity into a decimal. To do this, divide the number of minutes by 60. Enter this number into the Decimal column.
  - a. Example:  $135 \text{ minutes} = 2.25$
- 4) Add all of the Decimals together and you should get something close to 24 hours. If your number is less than 24, enter the remainder of hours into the ‘Other’ row. This might happen if you couldn’t fit any of your activities into the categories or if you forgot an activity or the amount of time you spent on it.
- 5) Change the decimals into a percentage of the day. To do this, divide the decimal hours of time you spent on an activity by 24 and multiply by 100 to get a percent. Round to the nearest tenth of a percent. Enter the percents into the Percent column. In the total row, add together all of the percents and you should get a number very close to 100.
  - a. Example:  $2.25 \text{ divided by } 24 = .09375 \times 100 = 9.375\% \text{ which rounds to } 9.4\%$
- 6) Angles of a circle are measured in degrees. There are 360 degrees in a full circle. To find out how many degrees each piece of the pie is, you will need to convert the percent of the circle into degrees. To do this, multiply the percents by 3.6. Round to the nearest degree and put these numbers into the Degrees column. In the total row, add together the number of degrees and you should get a number very close to 360.

a. Example:  $9.4\% \times 3.6 = 33.84$  which rounds to 34 degrees.)

Create the table:

- 1) To create a pie chart in Excel, highlight the cells (including titles) in the 'Activities' and 'Percent' columns.
- 2) In the 'Insert' tab, choose one of the pie chart styles.
- 3) Make sure that your chart has a title, labels, and a key.
- 4) Print your pie chart and share it with your class.