

## Creating a Spreadsheet in Google Docs (Cloud Computing)

( We will not get into any fancy spreadsheet formulas and only use values for Charts!)

- #1 Open [Firefox Browser](#) and go to [Google Docs](#) which is **provided by Google**. Note **embedded** links!
- #2 Log into Google Docs using [Google Email](#) Account ( Username & Password) Created Account
- #3 Once you are at Google Docs which will be **your personal space** in [Cloud Computing](#), at the top left corner, Click on [ **Create New** ] tab then Click **Spreadsheet**.
- #4 As in Sample Spreadsheet **below**, we are going to enter a column of **Words & Numbers** to create Charts. **Review Sample Spreadsheet below Words & Numbers with Charts!** Numbers & Numbers = Graphs!  
**Let's begin this activity by opening a New => Spreadsheet to enter Ws & Ns to create Charts!**
- #5 Enter (6) Words **similar** to Spreadsheet **below** & in **similar** location. **See: Save Now & Saved Top Right!**  
**When, Alerted by GDs in bottom right SS is Unsaved, Click: [Auto Saving](#) & [Enter Name](#): SS#1 -> OK!**
- #6 After entering 6-Words & 6-Numbers wait until GDs says: **Saved (GDs automatically saves activity!)**  
We are ready to **start creating** a Basic Chart with the 6-Words & 6-Numbers that have been entered.
- #7 Now, Click the **Top left Word** in Column of Words & Numbers then Click & Drag to **Bottom Right Number**.  
What you are **actually** doing is **Selecting** All the **Words & Numbers** by **Clicking & Dragging!** **Simply & Easy!**
- #8 **With Words & Numbers selected**, at **Top & Far Right See:**  Click this **Chart Icon** to view All Charts!
- #9 A variety of recommended charts will appear, select **Vertical Bars** that look like Icon above & it will appear!  
Now, Top Left Corner, **Click Customize** then **Enter Chart Title** V & H Axis Titles can be entered **later!**
- #10 Now at the **bottom right** of **Chart Editor Window**, **Click Insert** tab & Chart will appear in spreadsheet.  
**Click Chart to Select** then on right side scroll down to see bottom of chart! Slowly approach bottom corner  
a **Two Headed Arrow** will appear! **Quickly Click & Drag Corner to Center of Chart** to make Chart smaller!  
If **Two Headed Arrow** does not appear, **Slowly** approach Bottom Corner until Arrow **Tip** at bottom corner!  
Once spreadsheet is **smaller in size**, Use **Hand** at top of Chart & **move** Chart below data! **See Sample SS!**
- #12 Enter **Ws & Ns to Create: Pie Chart & Title & Smaller & Chart** below Ws & Ns used! **See Sample SS!**
- #13 **Close Spreadsheet!** Charts are common ways to represent data: **Bar, Line and Pie** in various displays!
- #14 Now to Produce a copy of the spreadsheet from Google Docs, as a PDF file.  
With any spreadsheet, Click **File** at top left corner then at bottom **Click: Download as**  
You will be prompted by a window wanting to save your file as a **PDF** file, **Click: Export**  
**Once converted** to PDF file, **SS data & Charts** appear **Now: File & Print & OK & it should actually Print!**

@@@ It might be a **Good Idea to use Wikipedia Encyclopedia** to review terms used in any activity. @@@

[Firefox](#)

[Web Browser](#)

[Google Docs](#)

[Google Email](#)

[Cloud Computing](#)

@ Providing **embedded** links to terms allows you to create a 21<sup>st</sup> Century document **extends learning!** @

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Spreadsheets in Google Gocs! Sample SS for assist with assignment!

The image below was **easily captured** using **Print Screen** then pasted to a MS Word Document!  
After capture (PS), Use File => Paste **or** KB Shortcuts Hold Ctrl & Hit V to paste image!

@ Windows 7 users **must do a Hold Function then Hit Print Screen since PS is on a Function Key!** @

@@@ Also, it was downloaded into MS PowerPoint to get this image! @@@

@ Windows 7 users **must do a Hold Function then Hit Print Screen since PS is on a Function Key!** @

@@@ **Data must be different but similar to example!** @@@

@@@ **Note** Charts are made smaller **and** beneath data! Data must be **different** than mine! @@@

**Submit** as a **Print Screen** a (SS) as below with (2) sets of Data & (2) Charts! **See Example Below!**

The screenshot shows a Google Docs spreadsheet with the following data:

Labels of Names	Weight in Pounds	Dovertown	Population
Tom	125	Star City	21
Sue	112	Bigtown	56
Jim	138	Hoovenville	19
Mary	120	Acorn City	32
Pete	132	Urbanaville	45
Janet	121	Dovertown	27

The spreadsheet includes two charts:

- Students vs Weight:** A bar chart showing the weight of six students: Tom (125), Sue (112), Jim (138), Mary (120), Pete (132), and Janet (121).
- Cities vs Population:** A pie chart showing the population distribution of six cities: Star City (22.5%), Bigtown (28%), Hoovenville (16%), Acorn City (19%), Urbanaville (45%), and Dovertown (27%).