



# Student Edition - Spreadsheet

## Grade Sheet & Step-By-Step Guide

(45 pts.)

| Preparation   |   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
|---|---|----------|----------|----------|----------|---------------|------|---------------|---------------|------|------|------|------|-------|---------|-----------------|------|------|------|------|-------|---------|----------------|------|------|------|------|------|---------|-------|----------|----------|----------|----------|----------|--|
| <b>Login &amp; View The Model Spreadsheet:</b> Login to your Google Account.  |   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Explanation of the Training:</b><br><b>First Segment – Recreate the Model Spreadsheet:</b><br>Students will recreate a Model Spreadsheet. It will be comprised of data showing the amount of funds raised by students at their annual “Run For Funds” event. (Goal: Anyone who recreates this model will have the skills necessary to make a Google Spreadsheet.)<br><b>Second Segment – Create Charts:</b><br>Students will create charts based on the data they entered in the First Segment. Graphs are visuals that make it easier to understand the data.<br><b>Third Segment – Review</b><br>Students will apply the skills they learned in the First & Second Segments to a Review chart and spreadsheet. If you forget a particular skill, just replay the video tutorial. | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <caption>RLS "Run For Funds" Amounts Raised Per Grade</caption> <thead> <tr style="background-color: #f2f2f2;"> <th></th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>Average Funds</th> </tr> </thead> <tbody> <tr> <td>Sixth Graders</td> <td>7200</td> <td>8500</td> <td>7900</td> <td>9100</td> <td>11200</td> <td>\$8,780</td> </tr> <tr> <td>Seventh Graders</td> <td>8100</td> <td>9000</td> <td>8500</td> <td>9500</td> <td>11400</td> <td>\$9,300</td> </tr> <tr> <td>Eighth Graders</td> <td>4700</td> <td>5200</td> <td>6000</td> <td>6400</td> <td>7400</td> <td>\$5,740</td> </tr> <tr style="font-weight: bold;"> <td>Total</td> <td>\$20,000</td> <td>\$22,700</td> <td>\$22,400</td> <td>\$24,000</td> <td>\$30,000</td> <td></td> </tr> </tbody> </table><br> |          | 2009     | 2010     | 2011     | 2012          | 2013 | Average Funds | Sixth Graders | 7200 | 8500 | 7900 | 9100 | 11200 | \$8,780 | Seventh Graders | 8100 | 9000 | 8500 | 9500 | 11400 | \$9,300 | Eighth Graders | 4700 | 5200 | 6000 | 6400 | 7400 | \$5,740 | Total | \$20,000 | \$22,700 | \$22,400 | \$24,000 | \$30,000 |  |
|   | 2009  | 2010     | 2011     | 2012     | 2013     | Average Funds |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| Sixth Graders   | 7200  | 8500     | 7900     | 9100     | 11200    | \$8,780       |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| Seventh Graders   | 8100  | 9000     | 8500     | 9500     | 11400    | \$9,300       |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| Eighth Graders  | 4700  | 5200     | 6000     | 6400     | 7400     | \$5,740       |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| Total   | \$20,000  | \$22,700 | \$22,400 | \$24,000 | \$30,000 |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| 1 <sup>st</sup> Segment: Recreate the Model Spreadsheet   |   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #1: Create and Title a Spreadsheet</b><br>1a. In your Google Drive, create a folder and title it, “ModelGoogleSpreadsheet_YourName.” Copy the title. (2pts)<br>1b. Open the folder. Create a “Spreadsheet. Title it: “ModelGoogleSpreadsheet_YourName.” Paste the title. (3pts)   | 5pts.   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #2: Explanation of the Interface</b><br>2a. Explain Interface (view Interface Handout).<br>2b. Explain cell Reference Numbers.  |   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #3: Enter Text &amp; Auto Fill, Deleting, Undo &amp; Formula Bar</b> (You will format the text in future steps.)<br>3a. Type “Sixth Graders,” “Seventh Graders,” “Eighth Graders,” & “Total.” (Try entering via cell and formula bar).<br>3b. Type “2009” & “2010.” Auto Fill the remaining cells (Auto Fill Copy & Sequence; Must complete two cells for Auto Fill Sequence to work). Add “Average Funds.”   | 5pts.   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #4: Enter Data</b><br>4a. Enter the data provided in the Model Spreadsheet. (Do not add any numbers to the “Average” column & “Total” row. You will compute this later).  | 5pts.   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #5: Insert a Row / Merge Cells / Resize &amp; Auto Resize</b><br>5a. Insert a row above the “Years” row and type the title, “RLS “Run For Funds” Dollars Raised.”<br>5b. In this title row, select the cells from column “A” to the “Average Funds” column. Merge the Cells!<br>5c. Click on the right edge of Column A (gray) when resize arrow appears and manually resize the column.<br>5d. Select the “Column B” dropdown and click “Resize Column,” / “Fit To Data.” Resize the other columns.  | 5pts.   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #6: Text Formatting / Alignment / Bold / Font / Size / Cell Shading</b><br>6a. Select the title cell: center, bold, size 12, Arial. Cell shading: dark red. Highlight the text: color yellow.<br>6b. Select Grades cells = Bold, Arial, Black & size 10. Select “Weeks” cells = Bold, Arial, Black & size 10.<br>6c. Shade “Total” row & “Average Funds” column cells a light gray.   | 5pts.   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #7: Function Key: Sum, Average (Auto Fill) &amp; Currency (Dollar Sign)</b><br>7a. Create a Total for 2009 using the “Functions” button. Auto Fill the remaining years.<br>7b. Create an Average for the “Sixth Graders,” using the “Functions” button and Auto Fill the remaining years.<br>7c. Apply Dollar signs: MM / Format / Number / Currency.   | 5pts.   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #8: Borders</b><br>8a. Create a border to surround everything but the Title.  | 5pts.   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| 2 <sup>nd</sup> Segment: Creating A Chart   |   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #9: Create A Chart</b><br>9a. Create Chart <ul style="list-style-type: none"> <li>Select Cell. Select “Insert Graph” button. Select “Data Range” button, then highlight the data that will appear in the chart, “ok.” Select the chart type.</li> <li>Select the “Customize” tab. Add Title. Add horizontal and vertical titles.</li> <li>Return to the Start “Tab.” Check “Switch rows...”, “Use column A headers”, &amp; “Use row 2...” “Insert.”</li> </ul>  | 10 pts.   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| Review  |   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |
| <b>Step #10: Recreate the Review Chart and Spreadsheet.</b>   |   |          |          |          |          |               |      |               |               |      |      |      |      |       |         |                 |      |      |      |      |       |         |                |      |      |      |      |      |         |       |          |          |          |          |          |  |