

Guided Computer Tutorials

Learning

Google

Sheets

Module 1

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Learning Google Sheets

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Module 1 Project

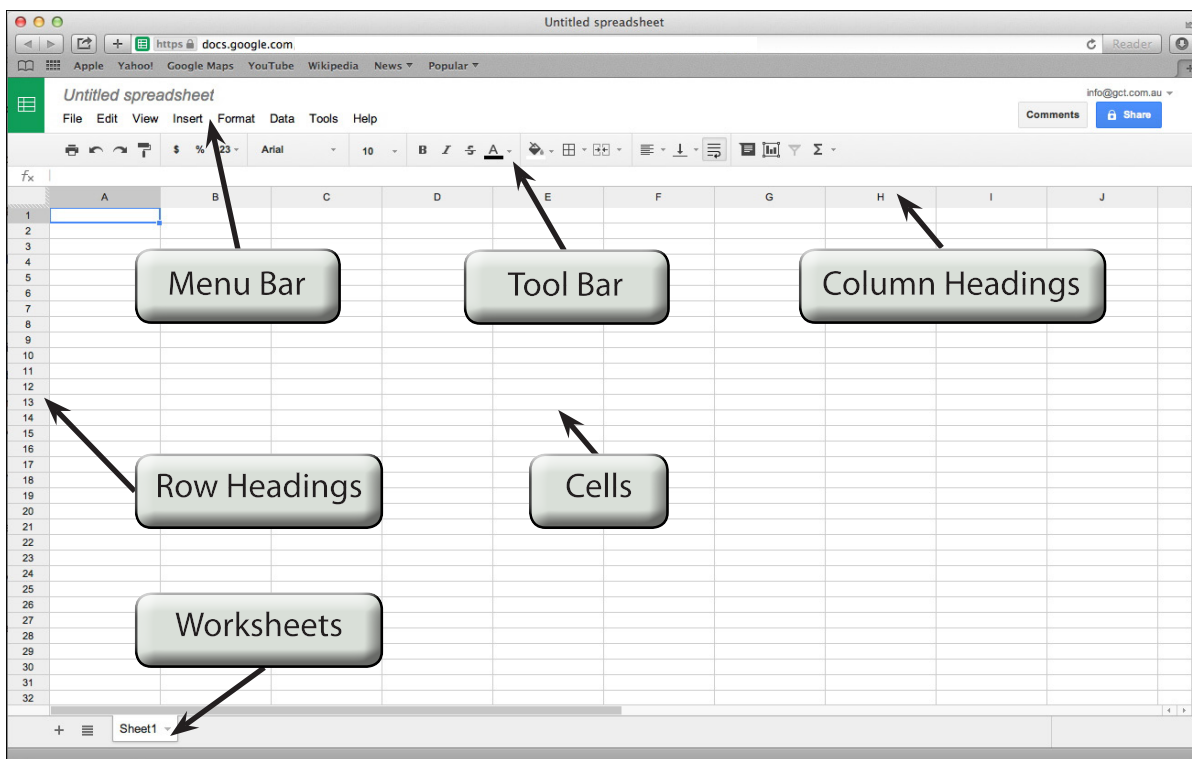
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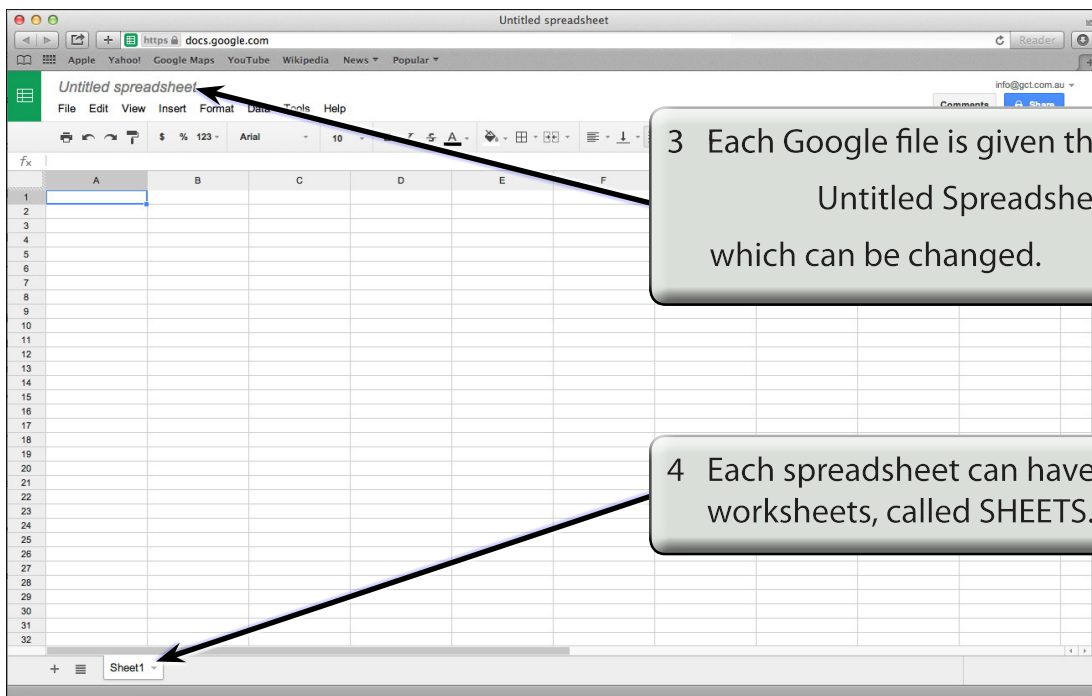
Introduction to Google Sheets

A spreadsheet is a computer program that turns the computer into a very powerful calculator. Headings and comments can be entered along with detailed formulas. The spreadsheet screen is divided into **ROWS** and **COLUMNS**; the intersection between a row and a column is termed a **CELL**. Usually only a small section of the overall spreadsheet is displayed on the screen.

The Google Sheets Screen

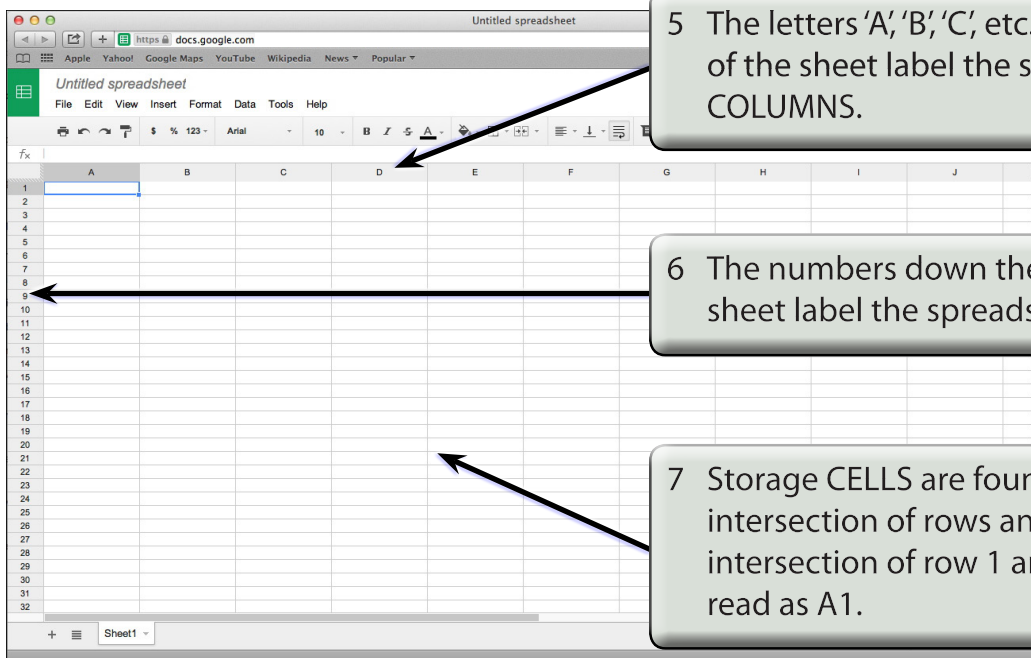
- 1 Load Google Sheets and you should receive the screen below.
- 2 Read through the labelled sections of the Google Sheets screen.





3 Each Google file is given the title: **Untitled Spreadsheet** which can be changed.

4 Each spreadsheet can have numerous worksheets, called **SHEETS**.



5 The letters 'A', 'B', 'C', etc. across the top of the sheet label the spreadsheet **COLUMNS**.

6 The numbers down the left edge of the sheet label the spreadsheet **ROWS**.

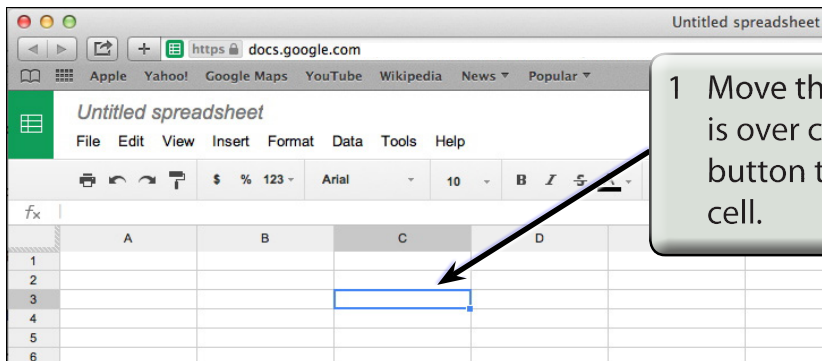
7 Storage **CELLS** are found at the intersection of rows and columns. The intersection of row 1 and column A is read as A1.

NOTE: At cell A1 you should see a rectangular bar. This bar is called the **CELL CURSOR** and it can be positioned over any storage cell. When you first start up Google Sheets the cell cursor will be positioned at cell A1.

Moving the Cursor

The cursor can be moved in a number of different ways.

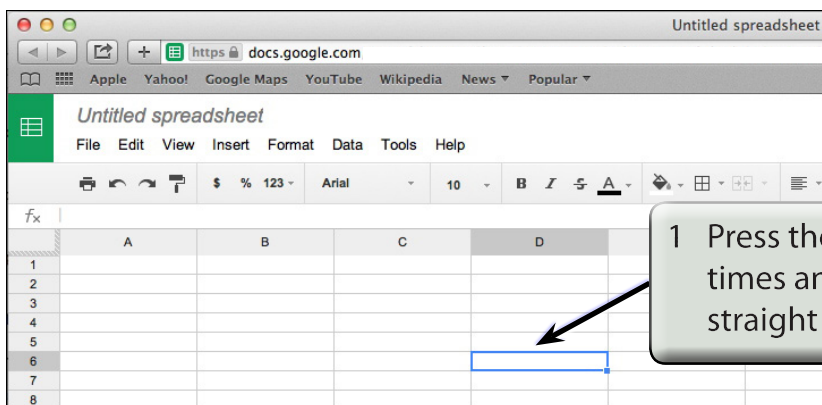
A Using the Mouse



1 Move the mouse so that the pointer is over cell C3 and click the left mouse button to move the cursor to this new cell.

- 2 Try clicking the mouse button with the cursor over cell B4, then cell D2.

B Using the Arrow Keys



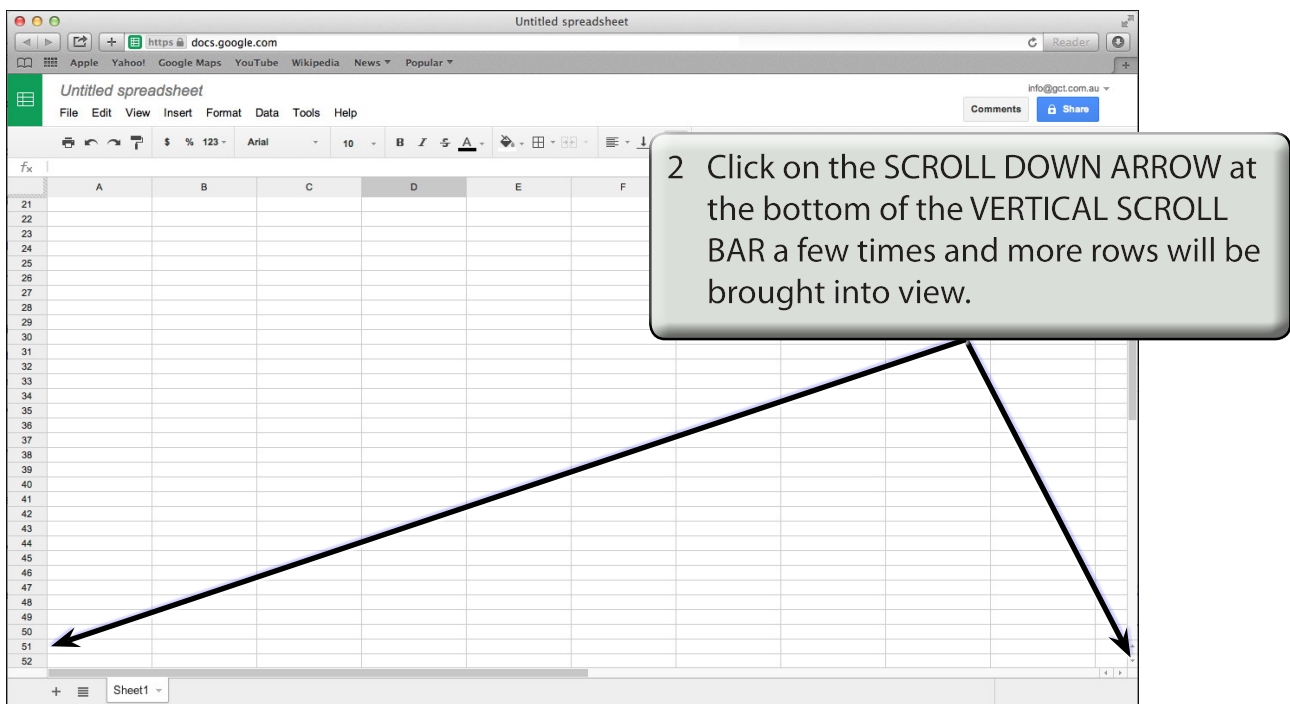
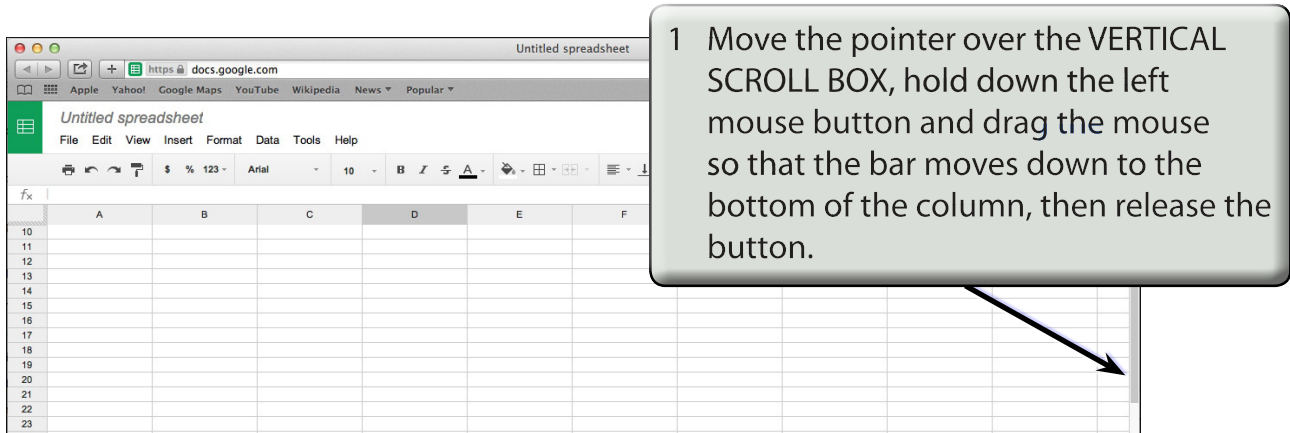
1 Press the DOWN ARROW KEY a few times and the cursor should move straight down.

- 2 Try the other ARROW KEYS.

NOTE: You can also press the TAB key to move the cursor to the next right cell or SHIFT+TAB to move the cursor to the next left cell.

C Using the Scroll Bars

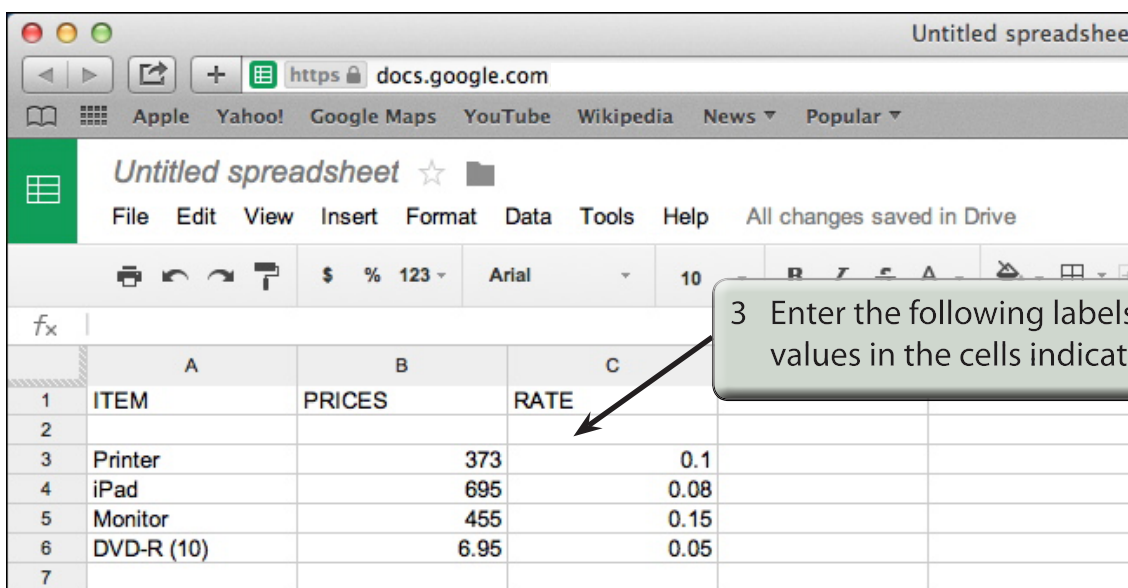
To move over larger distances, the HORIZONTAL and VERTICAL SCROLL BARS are used. The rectangular box in each bar is the SCROLL BOX.



Formatting Cells

Google Sheets allows you to rearrange the appearance of the LABELS and VALUES on the screen. This is called FORMATTING and the Toolbar and Format menu are used to carry out the formats.

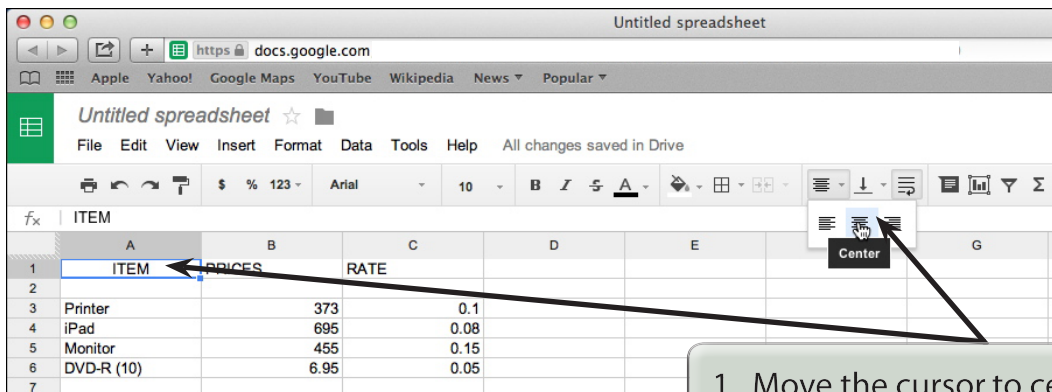
- 1 If you are continuing directly from the previous chapter, start a NEW SPREADSHEET and close the previous documents.
- 2 If you are starting a new session, load Google Sheets.



	A	B	C
1	ITEM	PRICES	RATE
2			
3	Printer	373	0.1
4	iPad	695	0.08
5	Monitor	455	0.15
6	DVD-R (10)	6.95	0.05
7			

- NOTE:**
- i This table shows the price of various items and the percentage rate of discount available on those items.
 - ii Notice that the labels are placed into the left-hand side of a cell and the values are placed to the right. This is the way Google Sheets has been preset to enter them; however, often we prefer to have them displayed differently.

Formatting Single Cells



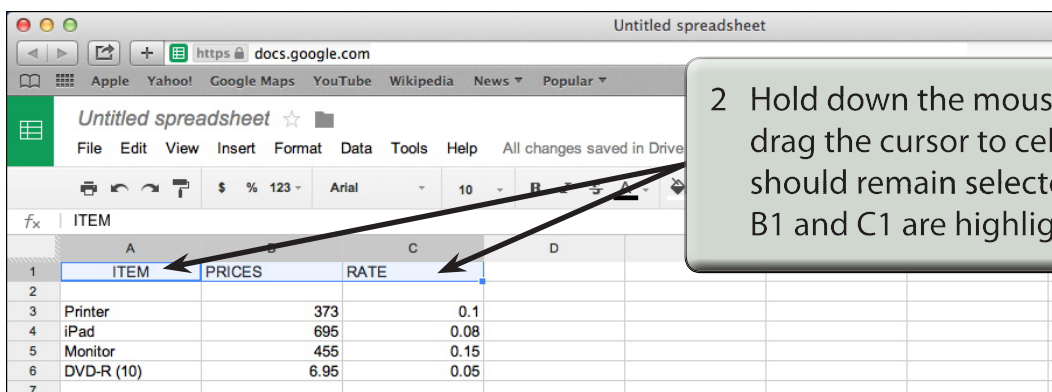
1 Move the cursor to cell A1 and, in the TOOLBAR, click on the HORIZONTAL ALIGN icon and select CENTRE.

2 The label is moved to the centre of the cell.

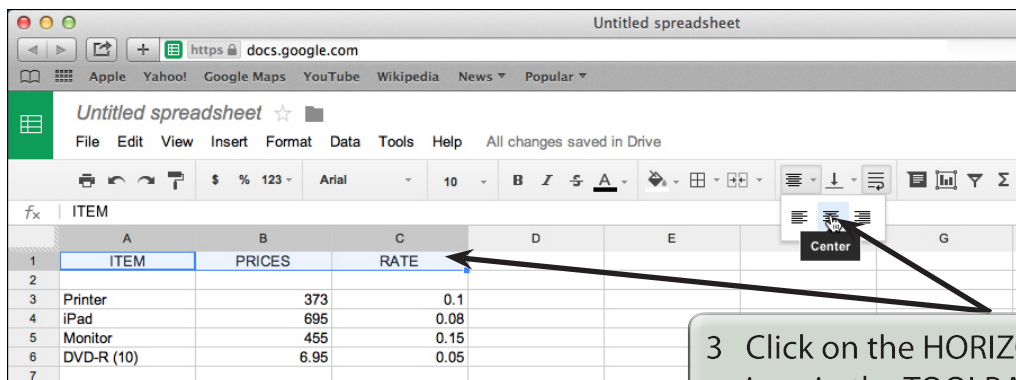
Formatting Groups of Cells

We can not only centre headings, we can underline them and change the print to boldface so that they stand out. This can be done to a number of different cells in one step.

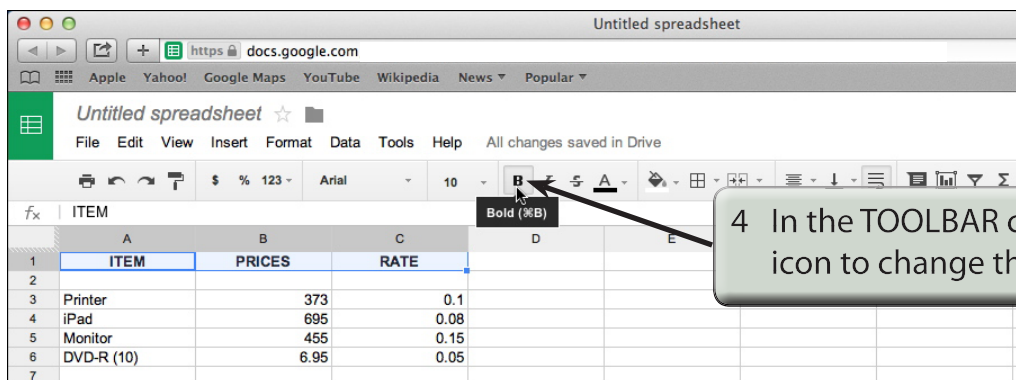
1 Position the pointer over cell A1.



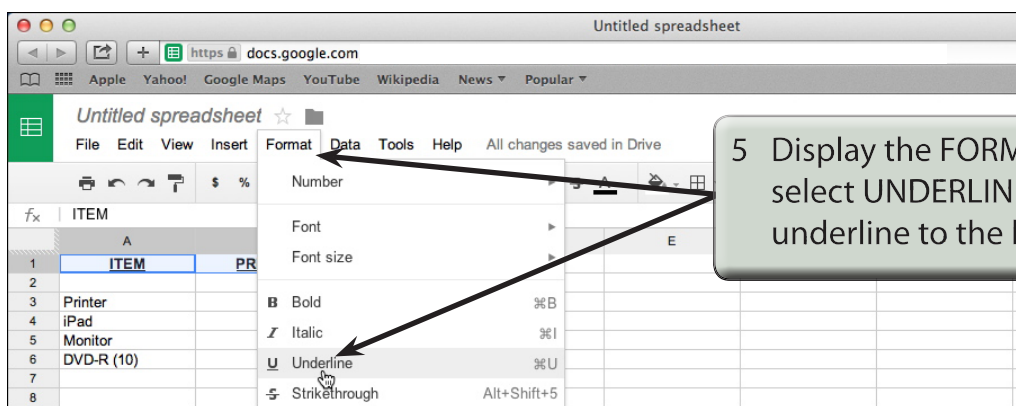
2 Hold down the mouse button and drag the cursor to cell C1. Cell A1 should remain selected while cells B1 and C1 are highlighted.



3 Click on the HORIZONTAL ALIGN icon in the TOOLBAR and select CENTRE to centre all three labels.

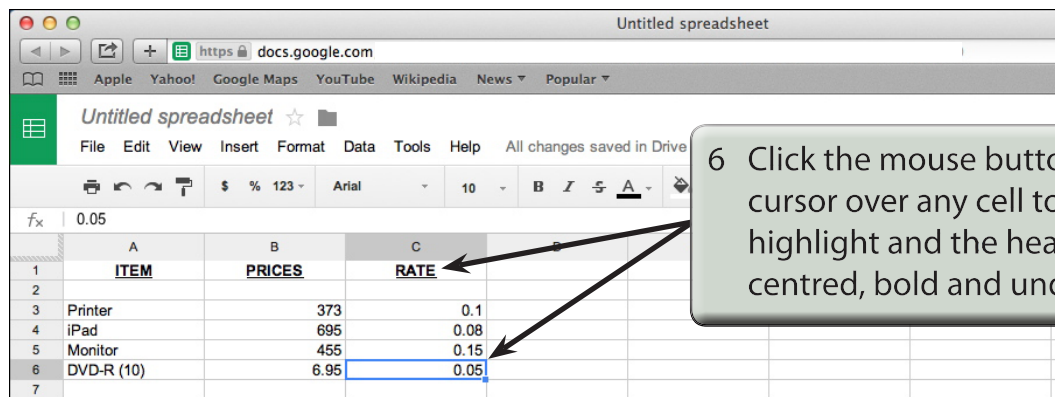


4 In the TOOLBAR click on the BOLD icon to change the labels to bold.



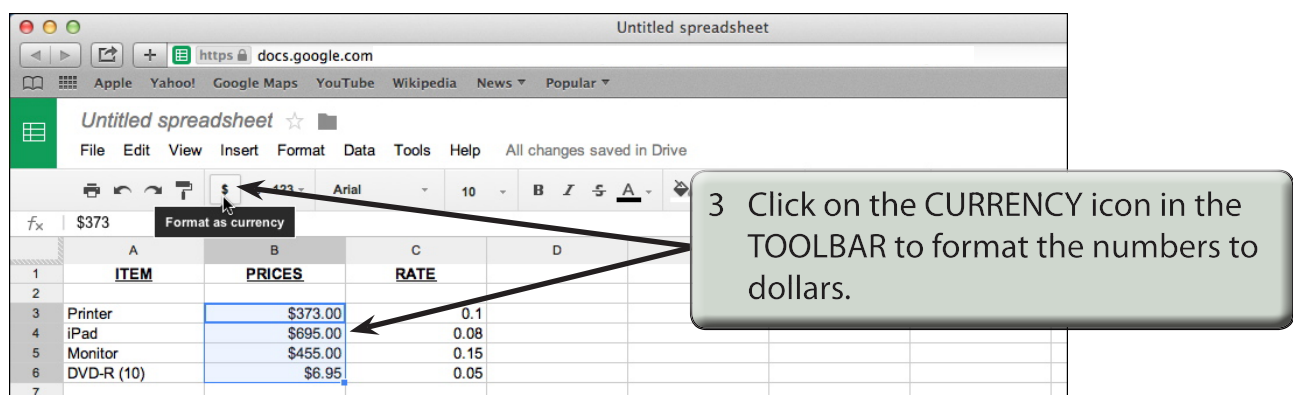
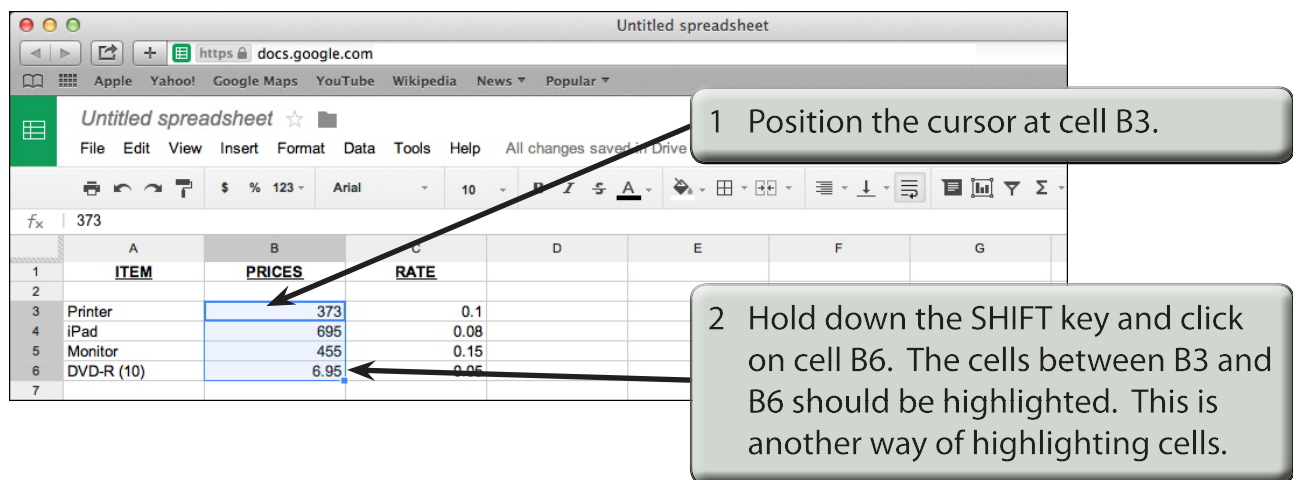
5 Display the FORMAT menu and select UNDERLINE to add an underline to the labels.

NOTE: You can also press CTRL+B or COMMAND+B to set labels to bold, and CTRL+U or COMMAND+U to set labels to underline.



Formatting Values to Currency

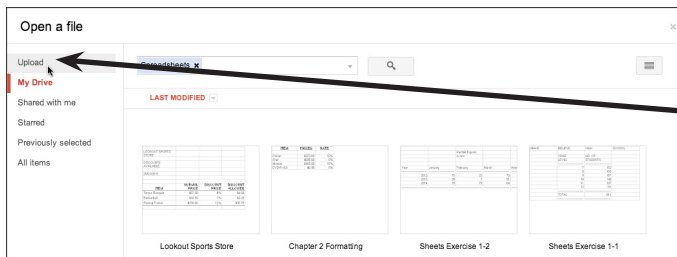
The format of values can be changed to a number of different forms. For example, currency, per cent, a set number of decimal places, etc.



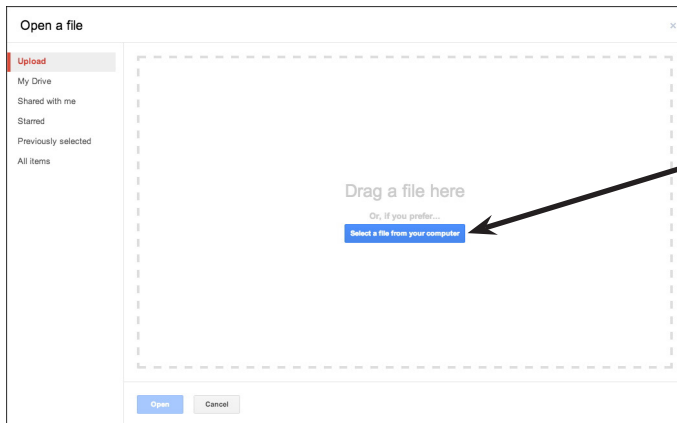
Further Formatting

To practice your formatting skills and to look at some different types of formats, an unformatted spreadsheet has been prepared for you. Its worksheet will display the income earned from agriculture by some countries.

- 1 Load Google Sheets.
- 2 Display the FILE menu and select OPEN.

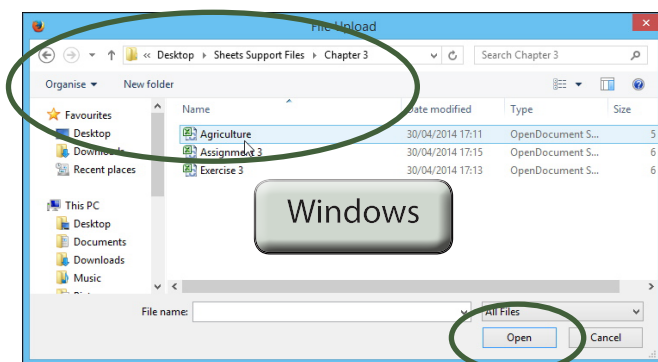


- 3 In the OPEN A FILE dialogue box click on the UPLOAD option.

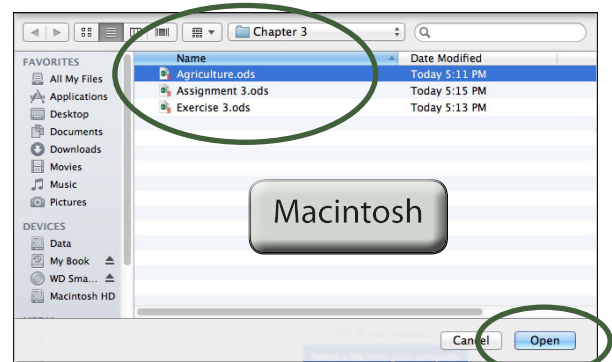


- 4 Click on the SELECT A FILE FROM YOUR COMPUTER button.

- 5 Access the SHEETS SUPPORT FILES, open the CHAPTER 3 folder and open the AGRICULTURE file referring to the following diagrams.



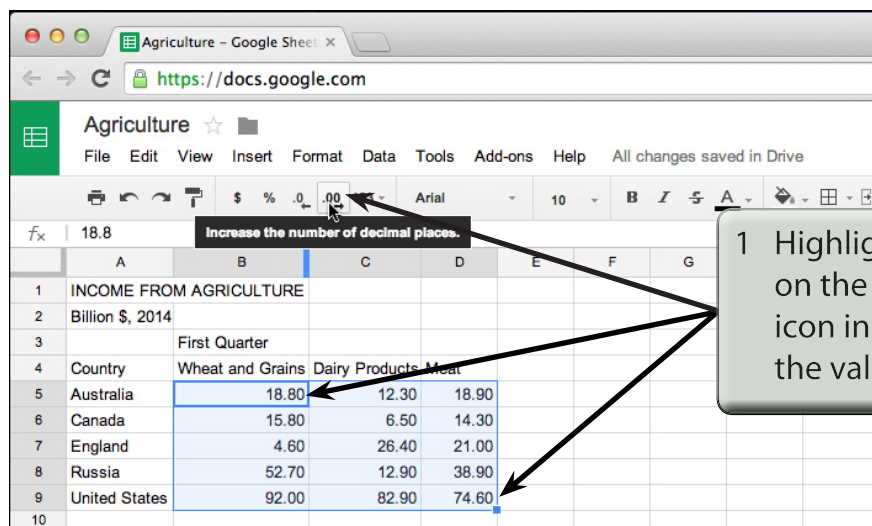
Windows



Macintosh

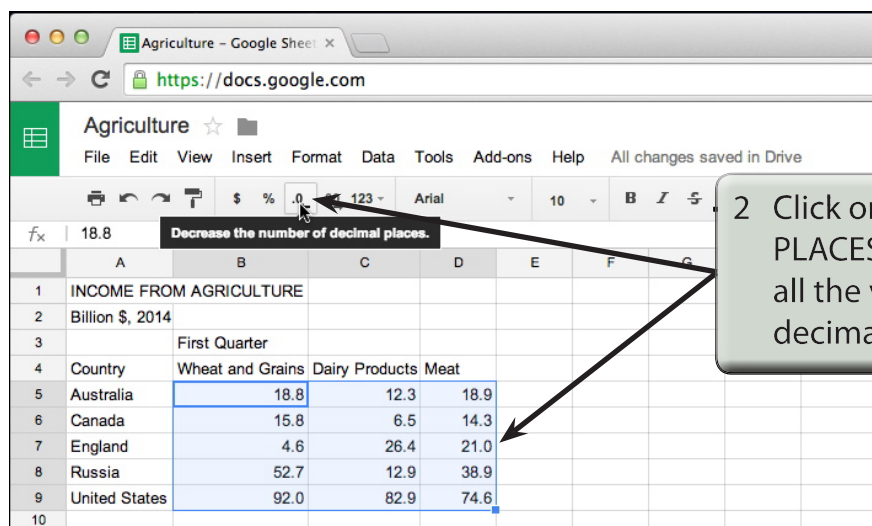
Formatting the Values

The values, which are fictitious, represent billions of dollars so we will just format the values to one decimal place. The Billion \$ label at the top of the sheet provides the unit.



- 1 Highlight cells B5 to D9 then click on the INCREASE DECIMAL PLACES icon in the TOOLBAR to increase all the values to two decimal places.

- NOTE:**
- When you increase the decimal places of highlighted cells all the values are set to the highest number of decimal places.
 - When you import files from other programs such as Microsoft Excel, extra icons are added to the TOOLBAR, such as the DECIMAL PLACES icons. CUSTOM DECIMAL PLACES from the MORE FORMATS section of the MORE FORMATS icon can also be used.



- 2 Click on the DECREASE DECIMAL PLACES icon in the TOOLBAR and all the values will be set to one decimal place.

Formatting the Table Headings

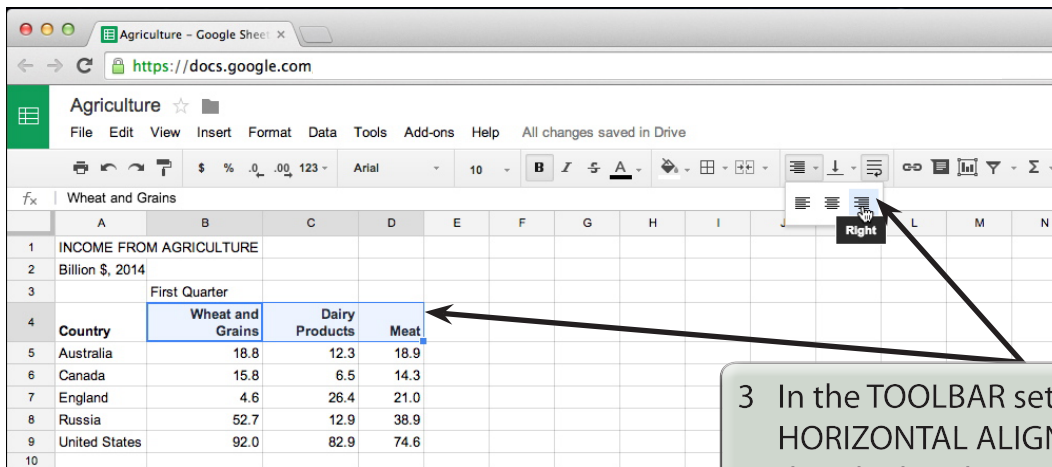
The table headings can be formatted to be wrapped within their cells.

The screenshot shows a Google Sheet titled 'Agriculture'. The formula bar shows 'Country'. The spreadsheet has columns A through E. Row 4 contains the headers: 'Country', 'Wheat and Grains', 'Dairy Product', and 'Meat'. Rows 5 through 9 contain data for Australia, Canada, England, Russia, and the United States. A callout box with the number '1' points to the 'Bold' button in the toolbar and the header cells in row 4. The text in the callout is: '1 Highlight cells A4 to D4 and set their STYLES to BOLD.'

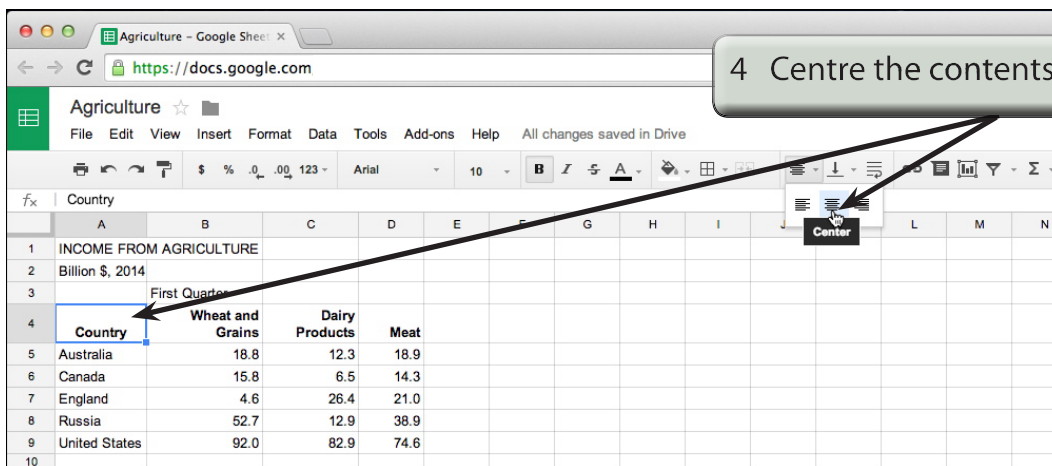
	A	B	C	D	E
1	INCOME FROM AGRICULTURE				
2	Billion \$, 2014				
3		First Quarter			
4	Country	Wheat and Grains	Dairy Product	Meat	
5	Australia	18.8	12.3	18.9	
6	Canada	15.8	6.5	14.3	
7	England	4.6	26.4	21.0	
8	Russia	52.7	12.9	38.9	
9	United States	92.0	82.9	74.6	
10					

The screenshot shows the same Google Sheet. A callout box with the number '2' points to the 'Wrap text' icon in the toolbar and the cells B4, C4, and D4. The text in the callout is: '2 Highlight cells B4 to D4 and click on the WRAP TEXT icon in the TOOLBAR to wrap the text within each cell.'

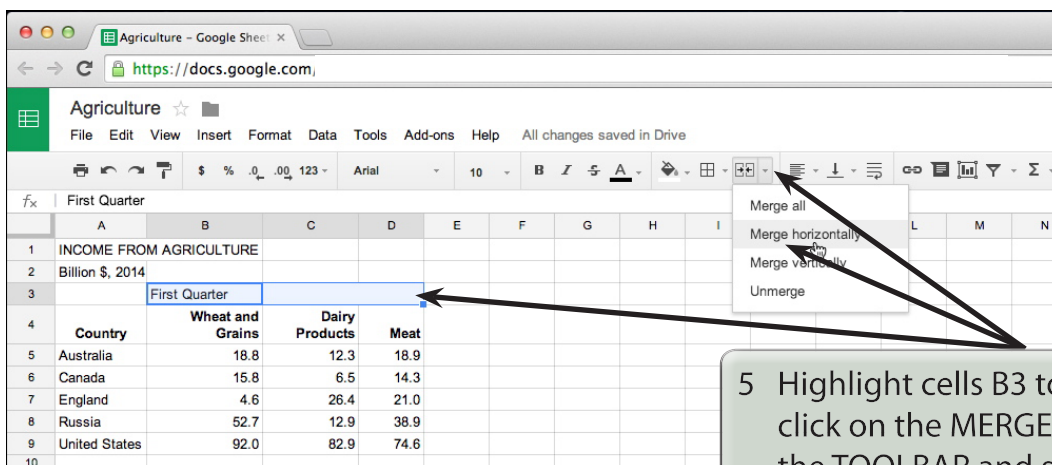
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	INCOME FROM AGRICULTURE													
2	Billion \$, 2014													
3		First Quarter												
4	Country	Wheat and Grains	Dairy Products	Meat										
5	Australia	18.8	12.3	18.9										
6	Canada	15.8	6.5	14.3										
7	England	4.6	26.4	21.0										
8	Russia	52.7	12.9	38.9										
9	United States	92.0	82.9	74.6										



3 In the TOOLBAR set the HORIZONTAL ALIGN to RIGHT so that the headings are over their data.



4 Centre the contents of cell A4.

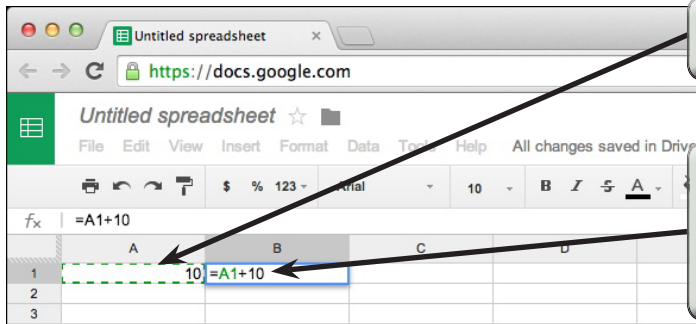


5 Highlight cells B3 to D3 then click on the MERGE icon arrow in the TOOLBAR and select MERGE HORIZONTALLY.

Copying Cell Data

In this chapter you will learn about COPYING which is one of Google Sheet's most useful features. It allows you to enter a formula, label or value once and copy the cell contents to as many other cells as required.

- 1 Load Google Sheets or start a NEW SPREADSHEET.



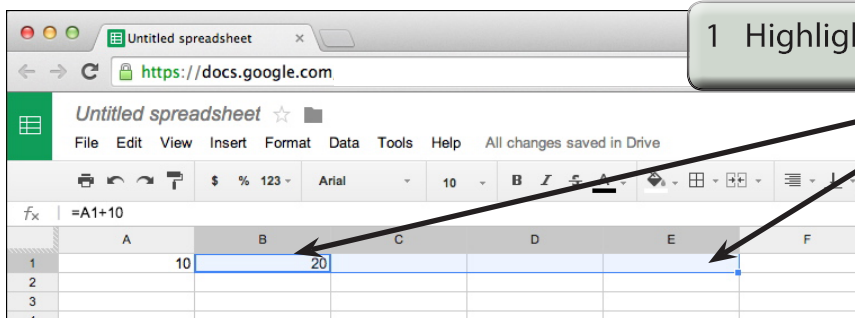
The screenshot shows a Google Sheets interface with a spreadsheet titled 'Untitled spreadsheet'. The formula bar shows '=A1+10'. The spreadsheet grid shows cell A1 containing the value '10' and cell B1 containing the formula '=A1+10'. Arrows point from callout boxes to these cells.

2 In cell A1 enter the value: 10

3 Move the cursor to cell B1 and enter the formula:
 $=A1 + 10$

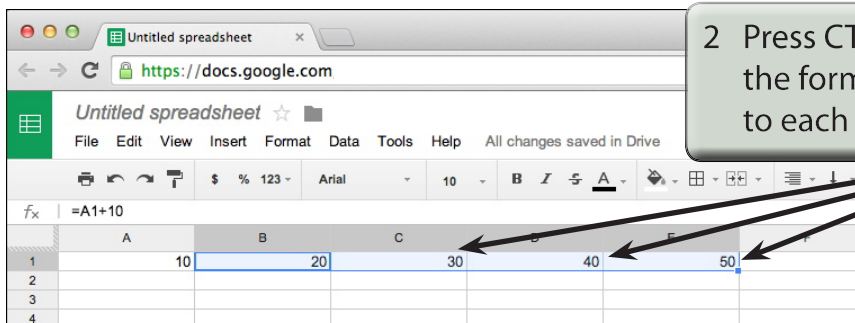
Fill Right

Suppose that we want a similar formula in the next 3 cells. Instead of having to go to each cell in turn and entering the formula, Sheets provides you with a short cut.



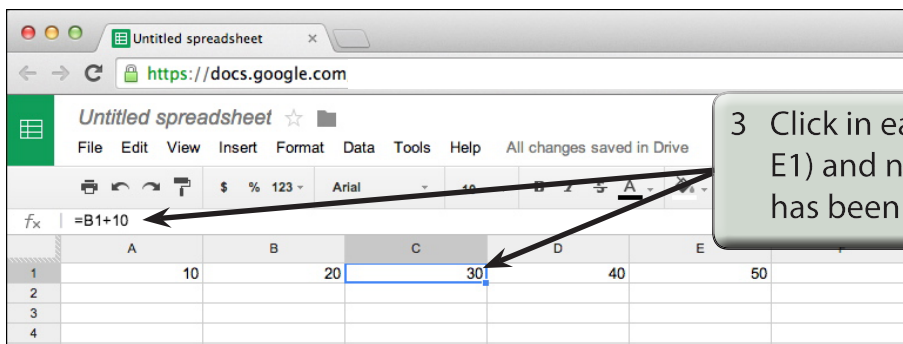
The screenshot shows the spreadsheet with cell A1 containing '10' and cell B1 containing '20'. Cells B1 through E1 are highlighted in blue. An arrow points from a callout box to the highlighted range.

1 Highlight cells B1 to E1.



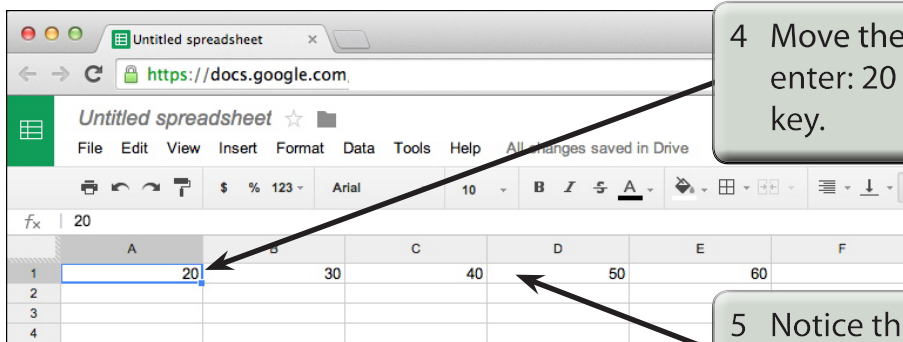
The screenshot shows the spreadsheet with cell A1 containing '10' and cells B1 through E1 containing '20', '30', '40', and '50' respectively. Arrows point from a callout box to each of these cells.

2 Press CTRL+R or COMMAND+R and the formula should be copied RIGHT to each of the highlighted cells.



3 Click in each cell in turn (C1, D1, E1) and notice that the formula has been adjusted in each cell.

NOTE: This is called **RELATIVE COPYING** and it means that the structure of the formula is copied; that is, one column back in the same row plus 10.

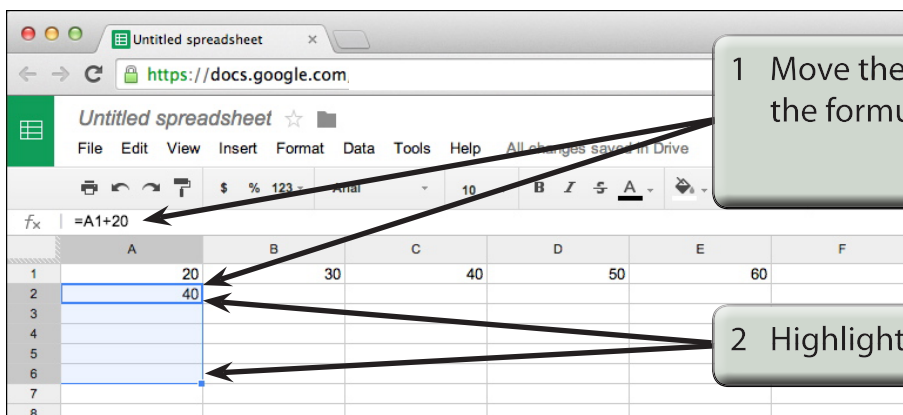


4 Move the cursor back to cell A1, enter: 20 and press the <enter> key.

5 Notice that all the other values alter accordingly.

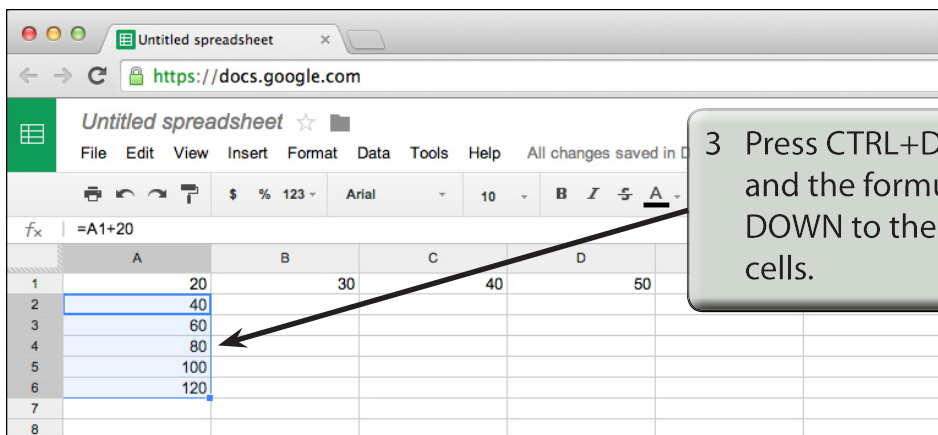
Fill Down

You can also fill cells down.

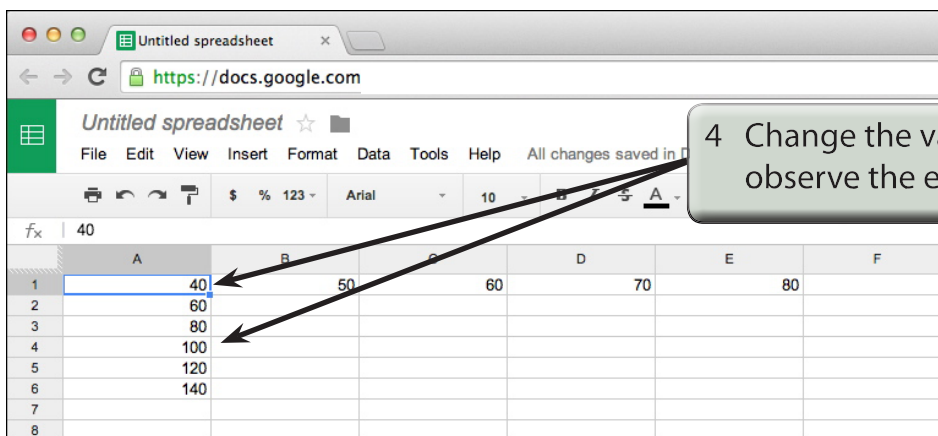


1 Move the cursor to A2 and enter the formula:
 $=A1 + 20$

2 Highlight cells A2 to A6.



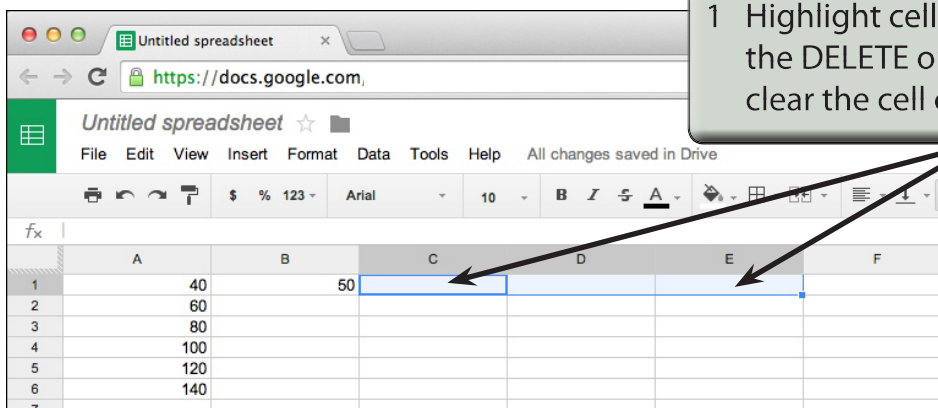
3 Press CTRL+D or COMMAND+D and the formula should be copied DOWN to the other 4 highlighted cells.



4 Change the value in A1 to 40 and observe the effect on the other cells.

Autofill

AUTOFILL enables you to fill cells by simply dragging a 'handle'.



1 Highlight cells C1 to E1 and press the DELETE or BACKSPACE key to clear the cell contents.

2 Select cell B1.

3 Move the pointer over the 'handle' at the bottom right corner of the cell until the pointer changes to a + and drag the 'handle' to the cell E1.

The screenshot shows a Google Sheets interface with a spreadsheet titled "Untitled spreadsheet". The formula bar shows $f_x = A1+10$. The spreadsheet has columns A through F and rows 1 through 7. Cell B1 is selected and contains the value 50. A blue square handle is visible at the bottom right corner of cell B1. An arrow points from the handle to cell E1, indicating the drag operation.

	A	B	C	D	E	F
1	40	50				
2	60					
3	80					
4	100					
5	120					
6	140					
7						

4 Try clicking on the cell A2 and AUTOFILL it down to A10 by dragging its AUTOFILL 'handle' down.

The screenshot shows the same Google Sheets interface. The formula bar now shows $f_x = A1+20$. The spreadsheet has columns A through F and rows 1 through 11. Cell A2 is selected and contains the value 60. A blue square handle is visible at the bottom right corner of cell A2. An arrow points from the handle to cell A10, indicating the drag operation.

	A	B	C	D	E	F
1	40	50	60	70		
2	60					
3	80					
4	100					
5	120					
6	140					
7	160					
8	180					
9	200					
10	220					
11						

Rearranging Data

When using larger and more involved spreadsheets it is often necessary to insert data in specific positions or to rearrange the order of the data. Google Sheets offers a number of useful features to make this process easier. Some of these features include inserting rows and columns, editing cells and sorting data into order.

Loading The Prepared Spreadsheet

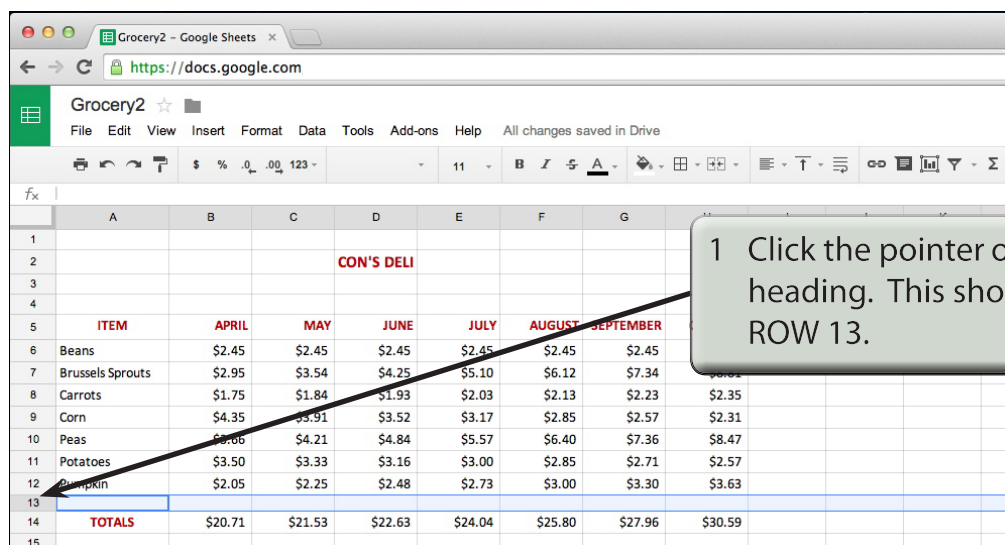
A larger version of the Grocery spreadsheet has been prepared for you and it will need to be opened from the SHEETS SUPPORT FILES.

- 1 Load Google Sheets or start a NEW SPREADSHEET file.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the SHEETS SUPPORT FILES, open the CHAPTER 5 folder and load the file:

Grocery2

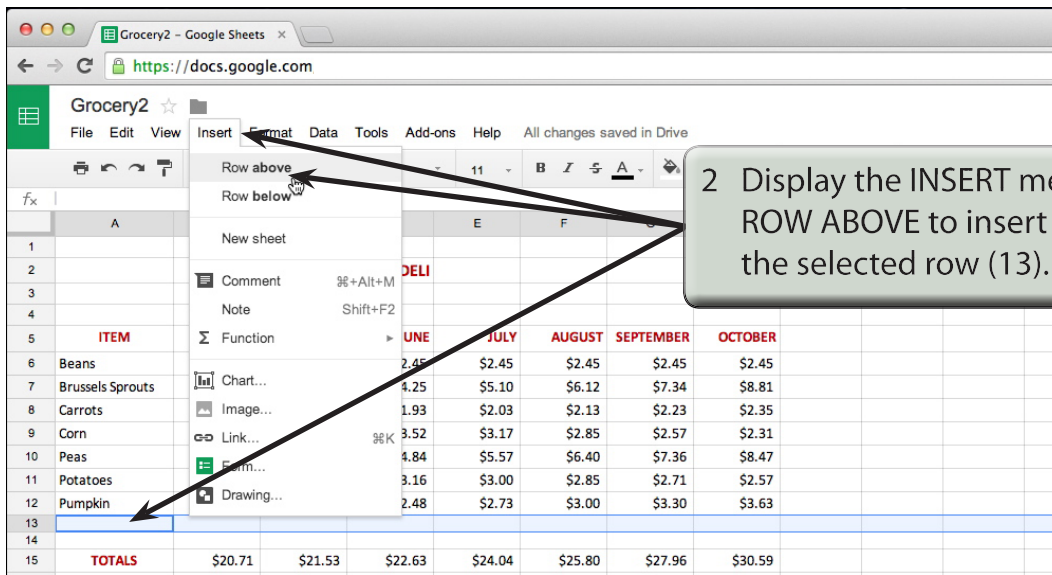
Inserting Rows or Columns

Rows or Columns can be inserted anywhere in the spreadsheet. Let's assume that three new foods have become available and the store wishes to have them included in the spreadsheet. To do this, 3 rows will be inserted after the Pumpkin row.



	A	B	C	D	E	F	G
1							
2				CON'S DELI			
3							
4							
5	ITEM	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
6	Beans	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45
7	Brussels Sprouts	\$2.95	\$3.54	\$4.25	\$5.10	\$6.12	\$7.34
8	Carrots	\$1.75	\$1.84	\$1.93	\$2.03	\$2.13	\$2.23
9	Corn	\$4.35	\$3.91	\$3.52	\$3.17	\$2.85	\$2.57
10	Peas	\$6.06	\$4.21	\$4.84	\$5.57	\$6.40	\$7.36
11	Potatoes	\$3.50	\$3.33	\$3.16	\$3.00	\$2.85	\$2.71
12	Pumpkin	\$2.05	\$2.25	\$2.48	\$2.73	\$3.00	\$3.30
13							
14	TOTALS	\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96
15							\$30.59

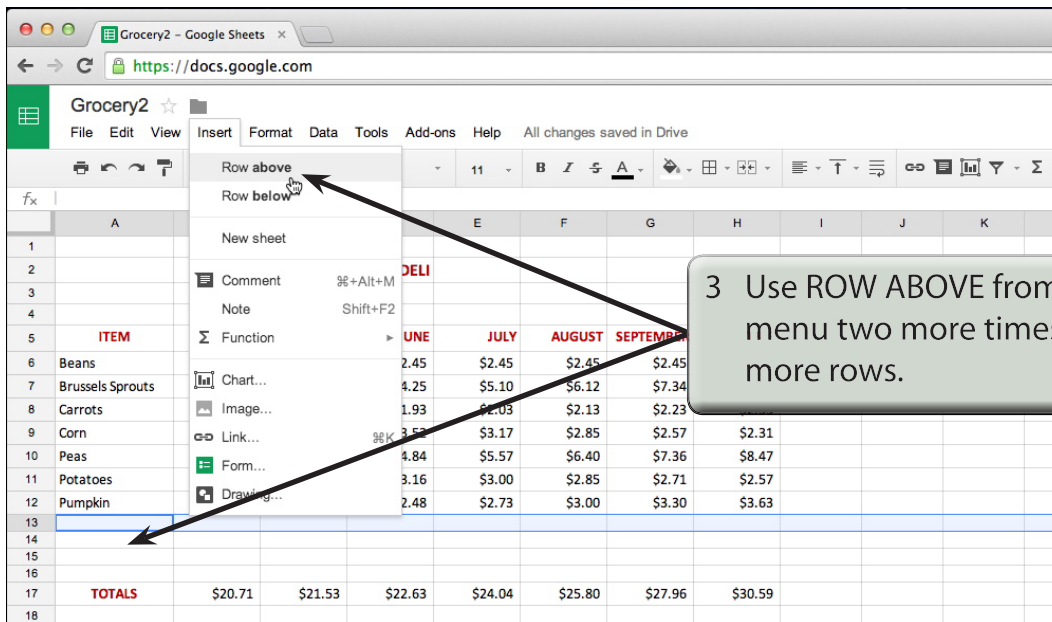
1 Click the pointer over the ROW 13 heading. This should highlight all of ROW 13.



The screenshot shows a Google Sheet titled 'Grocery2' with a list of items in column A and their prices in columns E through J. Row 13 is selected. The 'Insert' menu is open, and 'Row above' is highlighted. A callout box with the number '2' provides instructions.

2 Display the INSERT menu and select ROW ABOVE to insert a row before the selected row (13).

ITEM	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER		
Beans	2.45	\$2.45	\$2.45	\$2.45	\$2.45		
Brussels Sprouts	4.25	\$5.10	\$6.12	\$7.34	\$8.81		
Carrots	1.93	\$2.03	\$2.13	\$2.23	\$2.35		
Corn	3.52	\$3.17	\$2.85	\$2.57	\$2.31		
Peas	4.84	\$5.57	\$6.40	\$7.36	\$8.47		
Potatoes	3.16	\$3.00	\$2.85	\$2.71	\$2.57		
Pumpkin	2.48	\$2.73	\$3.00	\$3.30	\$3.63		
TOTALS	\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96	\$30.59



The screenshot shows the same Google Sheet as above, but now with two additional rows inserted above row 13. The 'Insert' menu is open, and 'Row above' is highlighted. A callout box with the number '3' provides instructions.

3 Use ROW ABOVE from the INSERT menu two more times to insert two more rows.

ITEM	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER		
Beans	2.45	\$2.45	\$2.45	\$2.45	\$2.45		
Brussels Sprouts	4.25	\$5.10	\$6.12	\$7.34	\$8.81		
Carrots	1.93	\$2.03	\$2.13	\$2.23	\$2.35		
Corn	3.52	\$3.17	\$2.85	\$2.57	\$2.31		
Peas	4.84	\$5.57	\$6.40	\$7.36	\$8.47		
Potatoes	3.16	\$3.00	\$2.85	\$2.71	\$2.57		
Pumpkin	2.48	\$2.73	\$3.00	\$3.30	\$3.63		
TOTALS	\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96	\$30.59

4 Enter the following fruits with values for JULY in ROWS 13, 14 and 15.

ITEM	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Beans	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45
Brussels Sprouts	\$2.95	\$3.54	\$4.25	\$5.10	\$6.12	\$7.34	\$8.81
Carrots	\$1.75	\$1.84	\$1.93	\$2.03	\$2.13	\$2.23	\$2.35
Corn	\$4.35	\$3.91	\$3.52	\$3.17	\$2.85	\$2.57	\$2.31
Peas	\$3.66	\$4.21	\$4.84	\$5.57	\$6.40	\$7.36	\$8.47
Potatoes	\$3.50	\$3.33	\$3.16	\$3.00	\$2.85	\$2.71	\$2.57
Pumpkin	\$2.05	\$2.25	\$2.48	\$2.73	\$3.00	\$3.30	\$3.63
Apples				\$3.15			
Bananas				\$2.50			
Oranges				\$2.35			
TOTALS	\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96	\$30.59

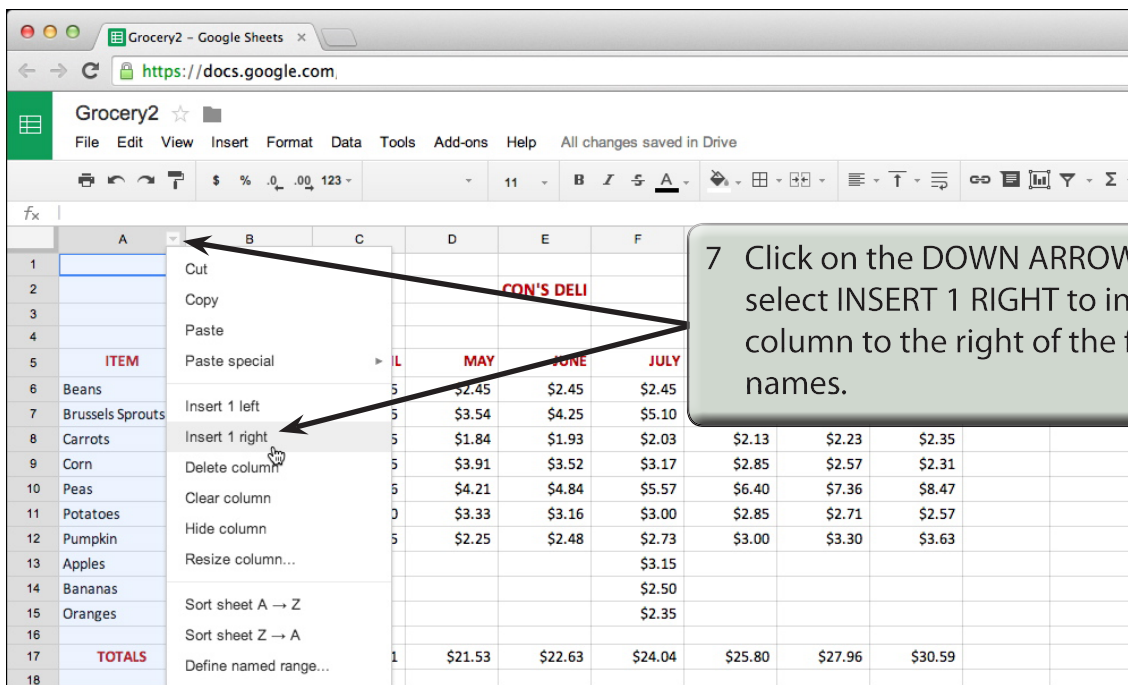
NOTE: The new values are formatted because the rows were inserted in between rows that had previously been formatted.

- 5 Columns can be inserted in exactly the same way. The company might wish to include Item Codes next to each food.

6 Move the pointer over the heading for COLUMN A and click the mouse button. The whole column should highlight then move the pointer over its DOWN ARROW.

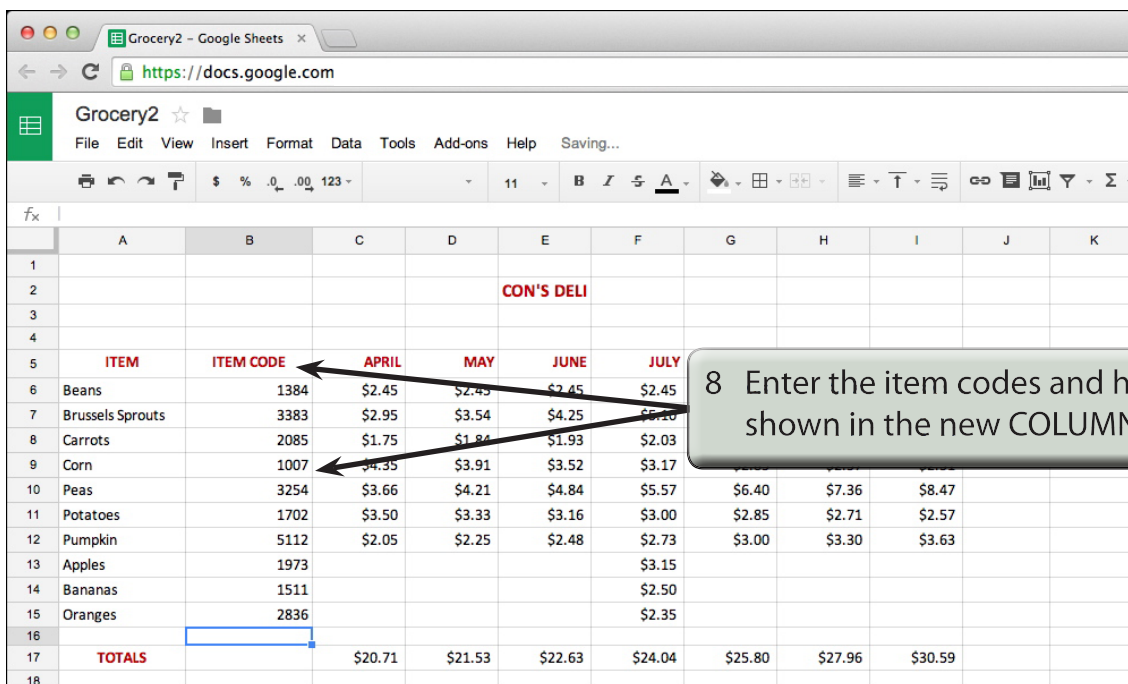
ITEM	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Beans	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45
Brussels Sprouts	\$2.95	\$3.54	\$4.25	\$5.10	\$6.12	\$7.34	\$8.81
Carrots	\$1.75	\$1.84	\$1.93	\$2.03	\$2.13	\$2.23	\$2.35
Corn	\$4.35	\$3.91	\$3.52	\$3.17	\$2.85	\$2.57	\$2.31
Peas	\$3.66	\$4.21	\$4.84	\$5.57	\$6.40	\$7.36	\$8.47
Potatoes	\$3.50	\$3.33	\$3.16	\$3.00	\$2.85	\$2.71	\$2.57
Pumpkin	\$2.05	\$2.25	\$2.48	\$2.73	\$3.00	\$3.30	\$3.63
Apples				\$3.15			
Bananas				\$2.50			
Oranges				\$2.35			
TOTALS	\$20.71	\$21.53	\$22.63	\$24.04	\$25.80	\$27.96	\$30.59

Learning Google Sheets



7 Click on the DOWN ARROW and select INSERT 1 RIGHT to insert a column to the right of the food names.

ITEM	MAY	JUNE	JULY
Beans	\$2.45	\$2.45	\$2.45
Brussels Sprouts	\$3.54	\$4.25	\$5.10
Carrots	\$1.84	\$1.93	\$2.03
Corn	\$3.91	\$3.52	\$3.17
Peas	\$4.21	\$4.84	\$5.57
Potatoes	\$3.33	\$3.16	\$3.00
Pumpkin	\$2.25	\$2.48	\$2.73
Apples			\$3.15
Bananas			\$2.50
Oranges			\$2.35
TOTALS	\$21.53	\$22.63	\$24.04



8 Enter the item codes and heading shown in the new COLUMN B.

ITEM	ITEM CODE	APRIL	MAY	JUNE	JULY
Beans	1384	\$2.45	\$2.45	\$2.45	\$2.45
Brussels Sprouts	3383	\$2.95	\$3.54	\$4.25	\$5.10
Carrots	2085	\$1.75	\$1.84	\$1.93	\$2.03
Corn	1007	\$4.35	\$3.91	\$3.52	\$3.17
Peas	3254	\$3.66	\$4.21	\$4.84	\$5.57
Potatoes	1702	\$3.50	\$3.33	\$3.16	\$3.00
Pumpkin	5112	\$2.05	\$2.25	\$2.48	\$2.73
Apples	1973				\$3.15
Bananas	1511				\$2.50
Oranges	2836				\$2.35
TOTALS		\$20.71	\$21.53	\$22.63	\$24.04

NOTE: If you chose the APRIL column and inserted a column to the left of it, the entered values would be formatted to currency to match the April values.

Using Worksheets

Google Sheets provides worksheets at the bottom of the screen. Each worksheet is a separate spreadsheet and when you save a file all its worksheets are saved with it. This means that large spreadsheets can be split up into smaller sections with each section placed in a separate worksheet. To illustrate the use of worksheets we will create paysheets for three employees of a used car business in separate worksheets.

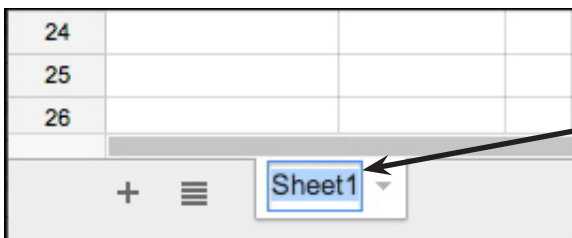
Loading a Prepared File

The first paysheet has been prepared for you and it needs to be loaded from the SHEETS SUPPORT FILES.

- 1 Load Google Sheets or start a NEW SPREASHEET file.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the SHEETS SUPPORT FILES, open the CHAPTER 6 folder and load the file:
Paysheet
- 5 The file contains a worksheet that shows the weekly pay advice information for the manager of the business.

Naming a Worksheet

When using worksheets it is a good idea to name each sheet so that you know what information is contained in that sheet.



- 1 Double click on the SHEET1 label at the bottom left of the spreadsheet to highlight the label.

Paysheet ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago

16 B

DOUG'S USED CARS

1	DOUG'S USED CARS											
2	Not a Wreck in Sight											
3												
4												
5	Employee:	Doug O'Brien										
6	Occupation:	Manager/Sales			Pay Advice for:	15-Apr						
7												
8												
9												
10	CREDITS			DEDUCTIONS								
11	Normal Hours	40.00		Superannuation	\$61.25							
12	Normal Rate	\$25.00		Tax	\$306.25							
13	Normal Pay	\$1,000.00		Medical Benefits	\$24.50							
14	Overtime Hours	6.00										
15	Overtime Rate	\$37.50										
16	Overtime Pay	\$225.00										
17												
18	Gross Pay	\$1,225.00		Total Deductions	\$392.00			NET PAY	\$833.00			
19												
20												
21												
22												
23												
24												
25												
26												

Doug

2 Enter the name:
Doug
and press <enter> or <return>.

Copying Data to a New Worksheet

We can copy the information in Doug's worksheet to a new worksheet and then modify it for the second employee.

Paysheet ☆

File Edit View Insert Format Data Tools Add-ons Help All changes saved in

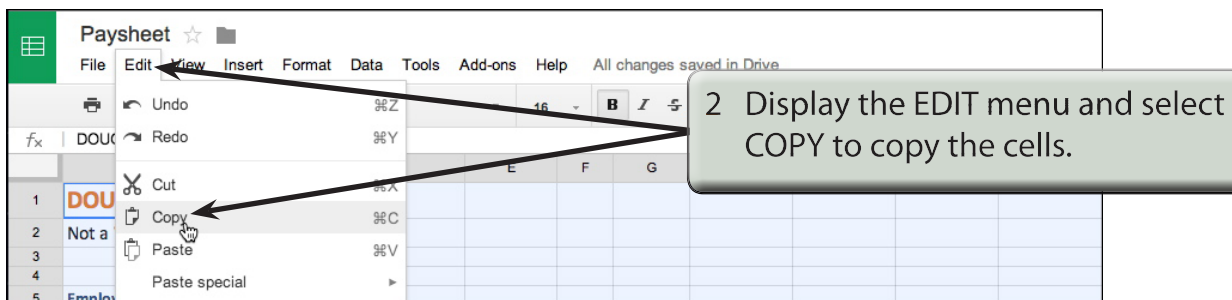
16 B

DOUG'S USED CARS

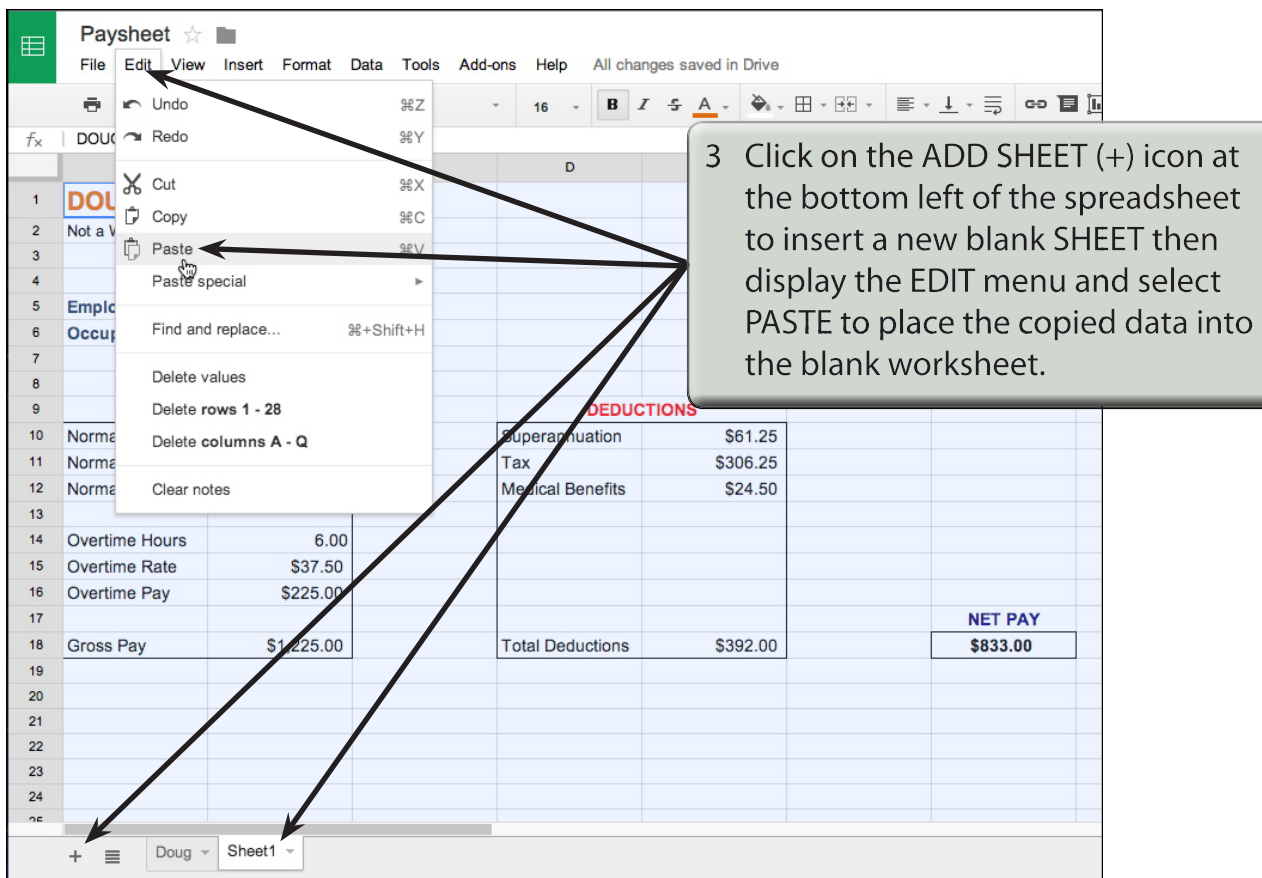
1	DOUG'S USED CARS											
2	Not a Wreck in Sight											
3												
4												
5	Employee:	Doug O'Brien										
6	Occupation:	Manager/Sales			Pay Advice for:	15-Apr						
7												
8												
9	CREDITS			DEDUCTIONS								
10	Normal Hours	40.00		Superannuation	\$61.25							

1 Click on the SELECT ALL button which is the blank rectangle at the top of the ROW headings. This will cause all of the cells to be highlighted.

NOTE: We could just highlight the table, but using SELECT ALL is easier.



NOTE: You can also press CTRL+C or COMMAND+C to copy cells.



4 Click on a cell to remove the highlight.

5 Double click on the SHEET1 label and enter:
Linda
then press <enter> or <return>.

CREDITS		DEDUCTIONS	
Normal Hours	40.00	Superannuation	\$61.25
Normal Rate	\$25.00	Tax	\$306.25
Normal Pay	\$1,000.00	Medical Benefits	\$24.50
Overtime Hours	6.00		
Overtime Rate	\$37.50		
Overtime Pay	\$225.00		
Gross Pay	\$1,225.00	Total Deductions	\$391.00

Changing the Data in the New Worksheet

The data in the second sheet can be changed for the second employee.

1 Enter the following changes:

- Employee: Linda Venturi
- Occupation: Secretary
- Normal Hours: 35
- Normal Rate: 15
- Overtime Hours: 4

CREDITS		DEDUCTIONS	
Normal Hours	35.00	Superannuation	\$30.75
Normal Rate	\$15.00	Tax	\$153.75
Normal Pay	\$525.00	Medical Benefits	\$12.30
Overtime Hours	4.00		
Overtime Rate	\$22.50		
Overtime Pay	\$90.00		
Gross Pay	\$615.00	Total Deductions	\$196.80
			NET PAY
			\$418.20

Displaying Data in Charts

It is advantageous to display spreadsheet information in graphical form so that the information can be more easily understood and so comparisons between items can be made quickly and easily. Google Sheets has extensive charting facilities that allow you to produce a comprehensive range of graphic displays.

Loading the Spreadsheet

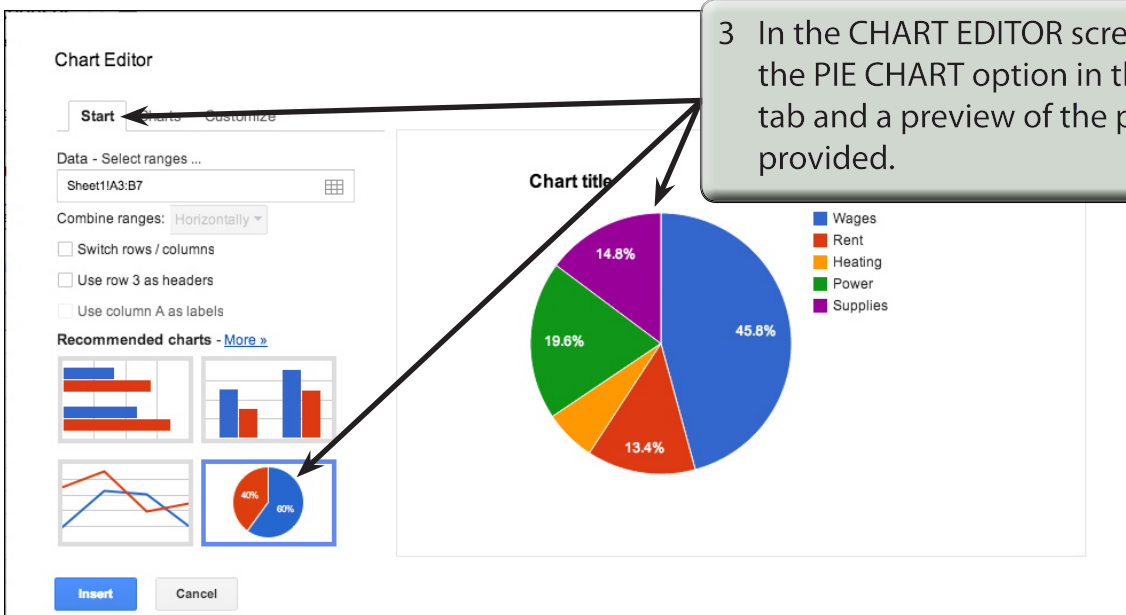
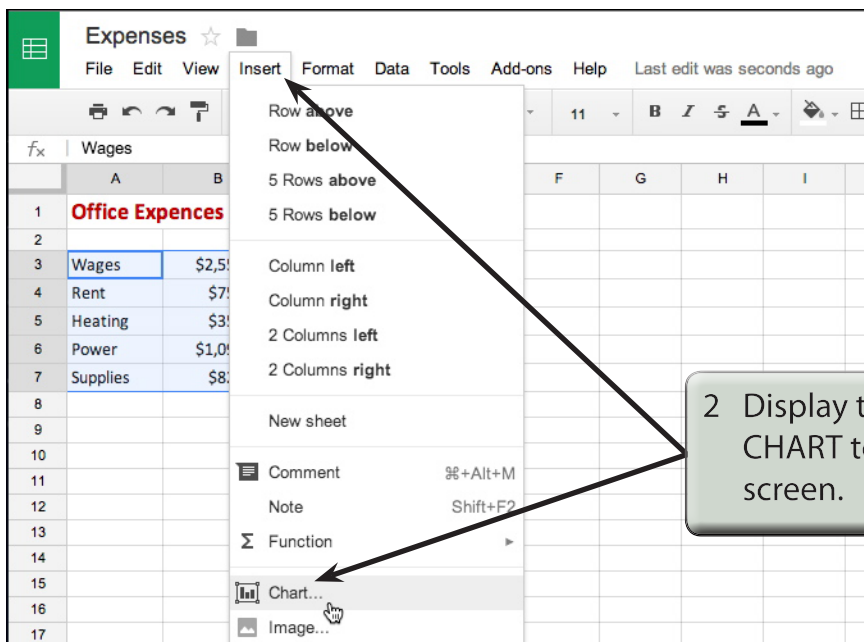
- 1 If you are starting a new session, load Google Sheets.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the SHEETS SUPPORT FILES, open the CHAPTER 7 folder and load the file:
Expenses
- 5 The spreadsheet shows the expenses for a particular office over a one month period.

Creating a Pie Chart

Before a chart can be created you must indicate which cells are to be included in the plot. You can place a chart in the same sheet as the spreadsheet table or in a sheet of its own. For this first chart we will place the chart in the same sheet as the spreadsheet table.

	A	B	C	D	E	F
1	Office Expenses					
2						
3	Wages	\$2,552.00				
4	Rent	\$750.00				
5	Heating	\$355.00				
6	Power	\$1,095.00				
7	Supplies	\$825.00				
8						
9						

1 Use the mouse to highlight cells A3 to B7.



The Chart Options

The CHARTS and CUSTOMIZE tabs of the CHART EDITOR screen are used to set the options for your chart.

A The Pie Chart Type

1 Click on the CHARTS tab at the top of the CHART EDITOR screen and the three PIE chart options (STANDARD, 3D and DONUT) are listed.

2 Try each PIE chart type and the PREVIEW displays its appearance, then select the 3D PIE CHART.

B The Chart Title

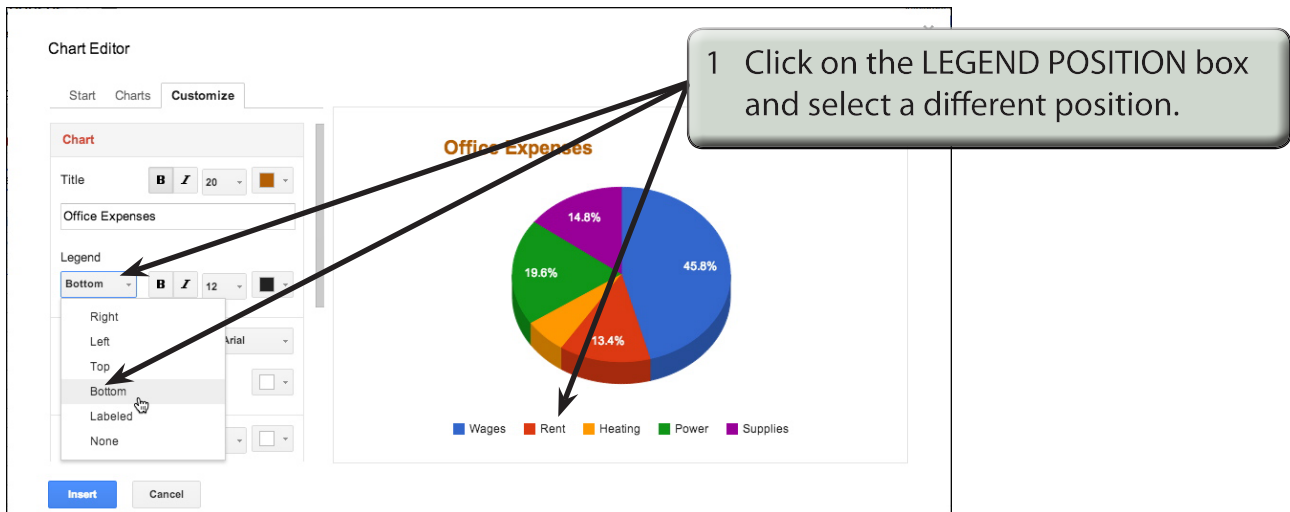
The chart title is set by replacing the default title text at the top of the chart.

1 Click on the CUSTOMIZE tab at the top of the CHART EDITOR screen and options for each section of the chart are provided.

2 Enter the CHART TITLE:
Office Expenses
Increase the text SIZE and select a COLOUR for the text.

C The Legend

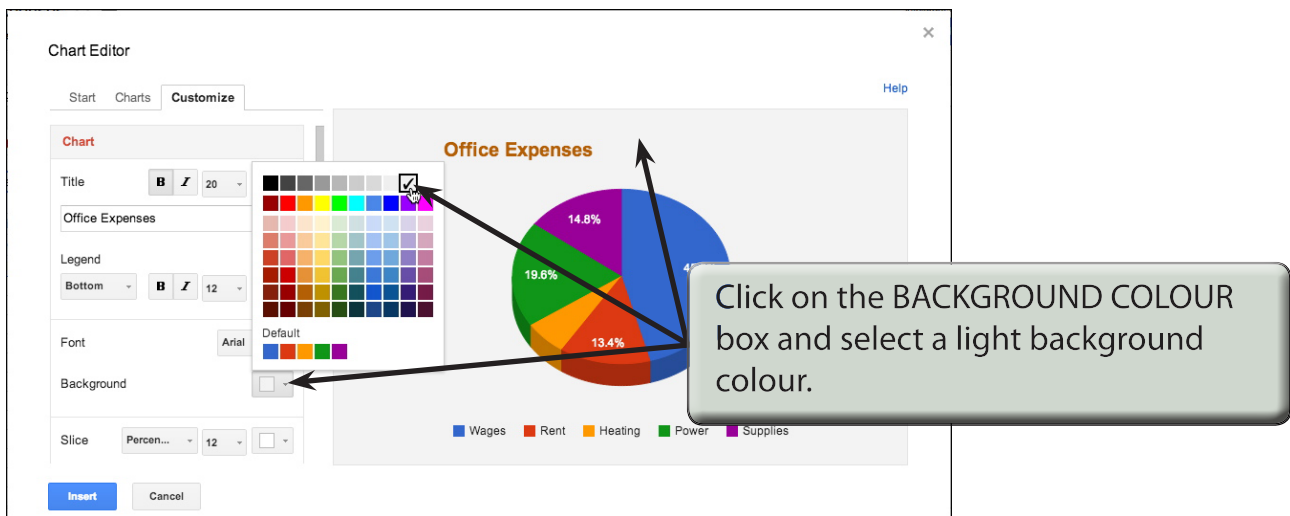
The LEGEND shows what each slice represents. It can be moved to different positions.



- 2 You can use the icons next to the LEGEND POSITION box to change the FONT, STYLE and COLOUR of the legend text if you wish to.

D The Chart Background Colour

The colour of the background behind the chart can be altered.



More Detailed Charts

Google Sheets allows you to create more detailed charts. In this chapter you will create Column, Bar and Line charts. To do this a larger spreadsheet will need to be opened.

- 1 If you are starting a new session, load Google Sheets.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the SHEETS SUPPORT FILES, open the CHAPTER 8 folder and load the file:

Expenses2

Creating a Column Chart

Expenses2

File Edit View Insert Format Data Tools Add-ons Help

Last edit was seconds ago

fx

Item

	A	B	C	D	E	F	G	H
1	Office Expenses							
2								
3								
4	Item	May	June	July				
5	Wages	\$2,482.00	\$2,765.00	\$2,765.00				
6	Rent	\$880.00	\$550.00	\$880.00				
7	Heating	\$565.00	\$725.00	\$1,136.00				
8	Power	\$1,275.00	\$1,440.00	\$1,760.00				
9	Supplies	\$625.00	\$682.00	\$650.00				
10								

1 Highlight cells A4 to D9

- 2 Display the INSERT menu and select CHART to open the CHART EDITOR screen.

Chart Editor

Start Charts Customize

Data - Select ranges ...
Sheet1!A4:D9

Combine ranges: Horizontally

☐ Switch rows / columns
☒ Use row 4 as headers
☐ Use column A as labels

Recommended charts - [More >](#)

Chart title

3 In the START tab select the COLUMN CHART option and a preview of the column chart is provided.

July

Wages Rent Heating Power Supplies

\$200.00 \$900.00 \$1,600.00 \$2,300.00 \$3,000.00

Insert Cancel

The Column Chart Options

The COLUMN chart has many more options than the PIE chart. We will look at a few of these new options.

A The Column Chart Types

Chart Editor

Start **Charts** Customize

Line
Area
Column
Bar
Scatter
Pie
Map
Trend
More

Column chart

Chart title

Click on the CHARTS tab of the CHART EDITOR screen, try the different COLUMN CHART options then select the top option.

May
June
July

Wages Rent Heating Power Supplies

\$200.00 \$900.00 \$1,600.00 \$2,300.00 \$3,000.00

Insert Cancel

B The Chart Title

1 Open the CUSTOMIZE tab of the CHART EDITOR screen and, in the TITLE box, enter the title:

Office Expenses

2 Adjust the format of the chart title.

The chart displays the following data:

Category	May	June	July
Wages	\$2,400.00	\$2,800.00	\$2,800.00
Rent	\$900.00	\$400.00	\$900.00
Heating	\$600.00	\$800.00	\$1,000.00
Power	\$400.00	\$1,200.00	\$1,400.00
Supplies	\$200.00	\$200.00	\$200.00

C Setting the Legend Position

As with Pie charts the LEGEND can be set to different positions.

1 Click on the LEGEND box, try its different positions then set the position to RIGHT.

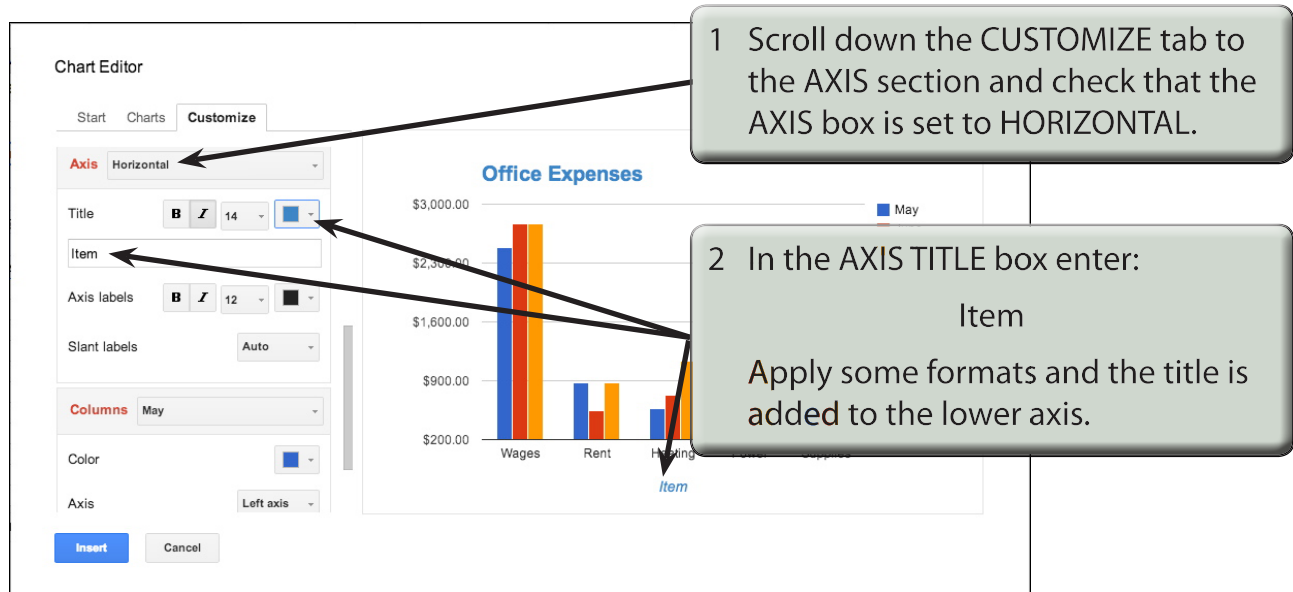
2 Format the LEGEND text if you wish to.

The chart displays the following data:

Category	May	June	July
Wages	\$2,400.00	\$2,800.00	\$2,800.00
Rent	\$900.00	\$400.00	\$900.00
Heating	\$600.00	\$800.00	\$1,000.00
Power	\$400.00	\$1,200.00	\$1,400.00
Supplies	\$200.00	\$200.00	\$200.00

D The Axis Titles

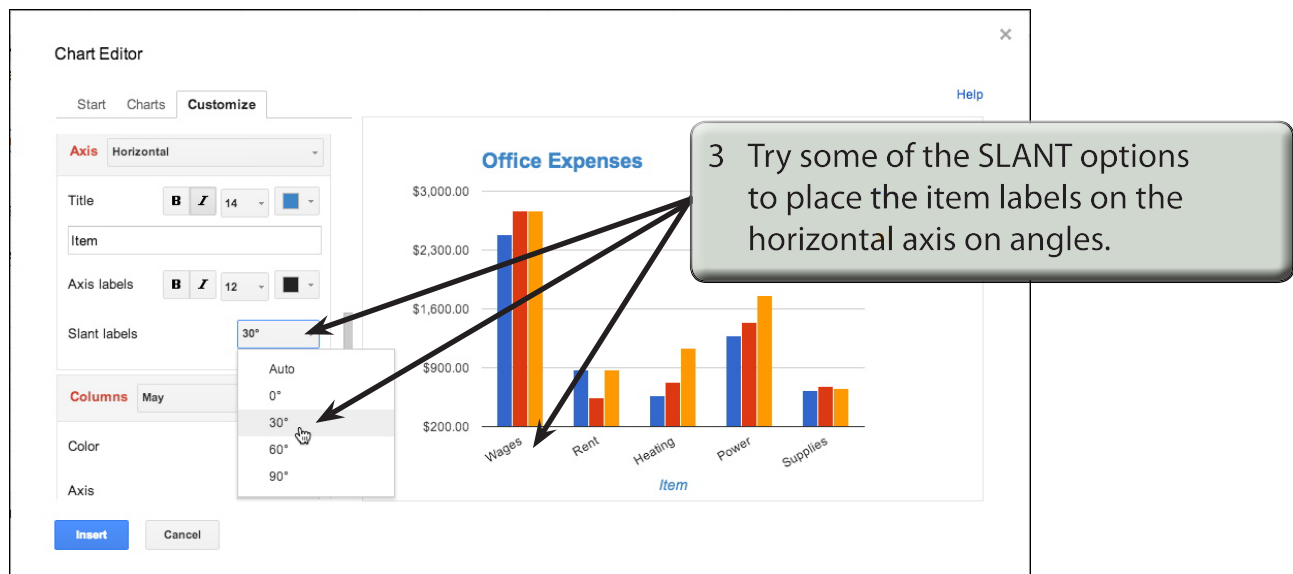
Each axis can be given a title. In this case a title will be added to the X-axis.



1 Scroll down the CUSTOMIZE tab to the AXIS section and check that the AXIS box is set to HORIZONTAL.

2 In the AXIS TITLE box enter:
Item
Apply some formats and the title is added to the lower axis.



NOTE: We don't really need an X-AXIS label in this case, but it is important to know how to enter it. We will delete the label shortly. The Y-AXIS label is inserted by setting the AXIS box to LEFT VERTICAL.



3 Try some of the SLANT options to place the item labels on the horizontal axis on angles.

The Drawing Tools

Graphics can be used to enhance the appearance of spreadsheets. The DRAWING TOOLS can be used to create the graphics or images can be imported from a file or clip art. In this chapter you will create the following spreadsheet. The logo at the top of the page will be created using the DRAWING TOOLS and the pet sketches will be imported.

Henry's Pet Store				
Stock Inventory			18-Apr-14	
	Pet	Type	Instock	Sale Price
	Cats	Adult Female	5	\$25.00
		Adult Male	9	\$20.00
		Kittens	12	\$15.00
		TOTAL	26	
	Dogs	Adult Female	15	\$35.00
		Adult Male	10	\$30.00
		Pups	18	\$25.00
		TOTAL	43	

Opening the Prepared Spreadsheet

A spreadsheet has been prepared for you and it will need to be opened from the SHEETS SUPPORT FILES.

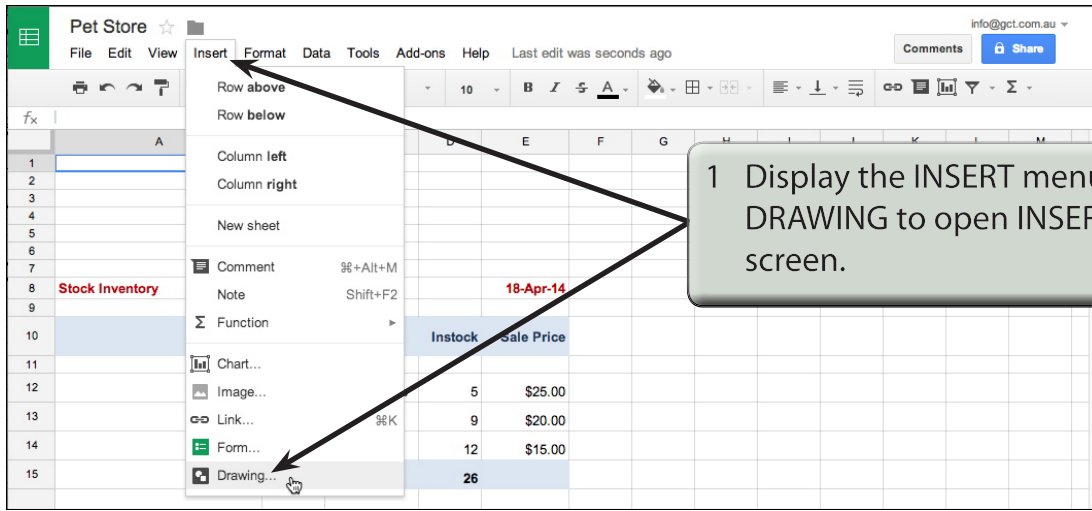
- 1 If you are starting a new session, load Google Sheets.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the SHEETS SUPPORT FILES, open the CHAPTER 9 folder and load the file:

Pet Store

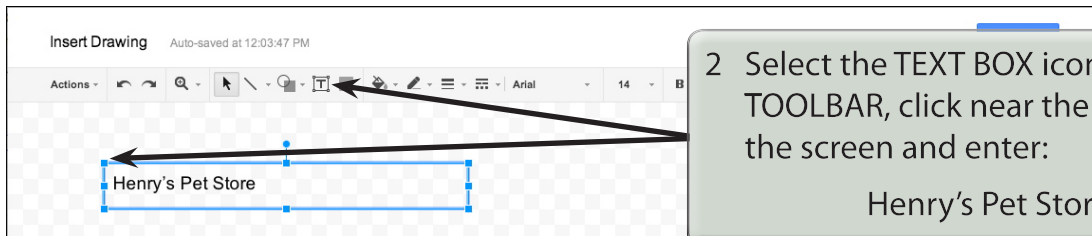
Creating the Logo

The TEXT BOX tool will be used to create the logo. The text box created using the TEXT BOX tool is an object that can be moved anywhere within the spreadsheet.

A Inserting a Text Box

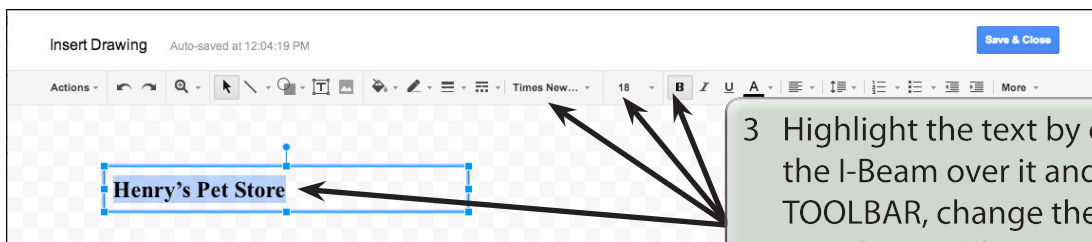


1 Display the INSERT menu and select DRAWING to open INSERT DRAWING screen.



2 Select the TEXT BOX icon in the TOOLBAR, click near the top left of the screen and enter:
Henry's Pet Store

NOTE: The text frame will not be part of any cell when it is placed in the spreadsheet.



- 3 Highlight the text by dragging the I-Beam over it and, in the TOOLBAR, change the FONT to TIMES NEW ROMAN, the SIZE to 18 pt and the STYLE to BOLD.

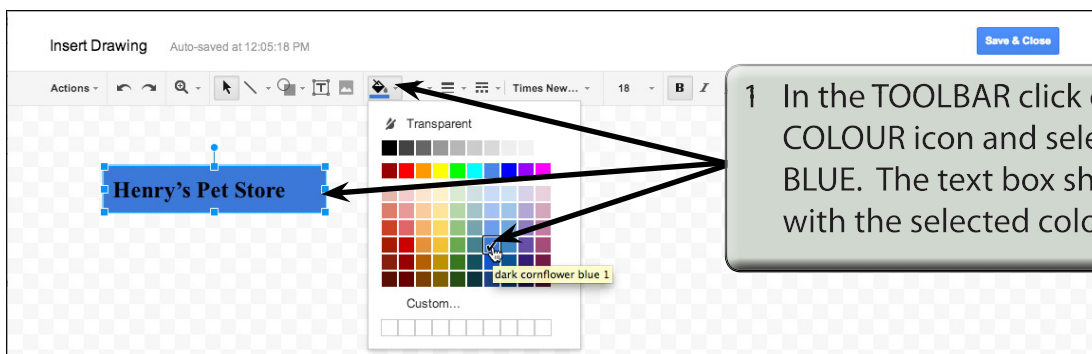
NOTE: If you are using a smaller screen some of the TOOLBAR icons will be available within the MORE icon.



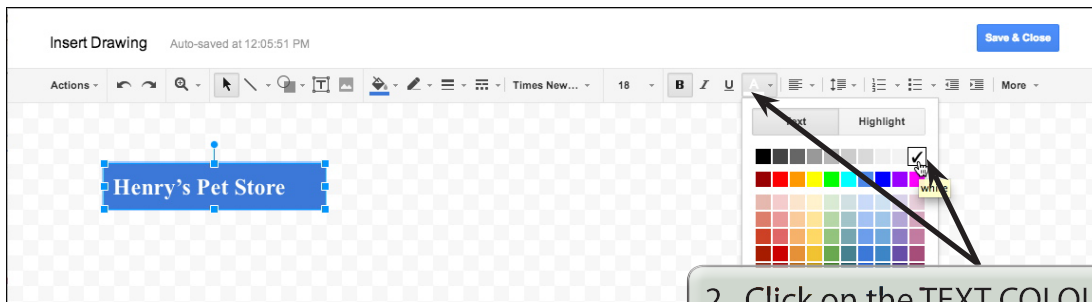
- 4 Move the pointer over the centre right 'handle' and drag it to the left to about 1 cm from the end of the text.

B Adjusting the Text Box Shading

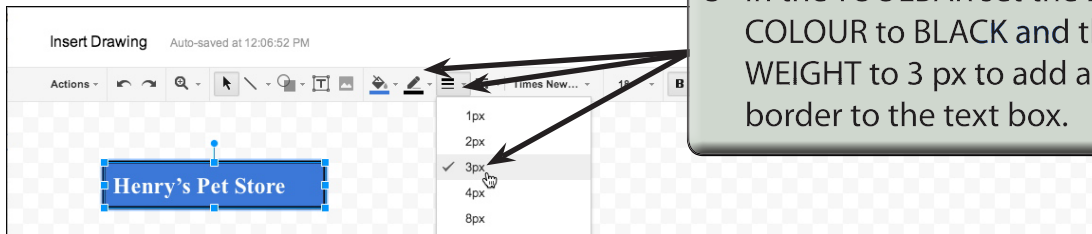
We can change the fill shading of the text box and the text colour.



- 1 In the TOOLBAR click on the FILL COLOUR icon and select DARK BLUE. The text box should fill with the selected colour.



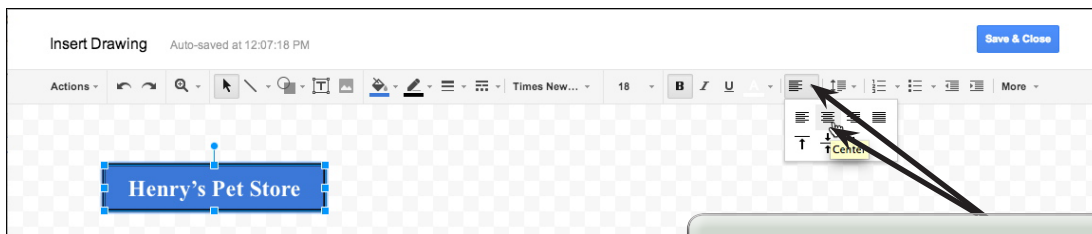
2 Click on the TEXT COLOUR icon in the TOOLBAR and select WHITE to set the FONT COLOUR to WHITE.



3 In the TOOLBAR set the LINE COLOUR to BLACK and the LINE WEIGHT to 3 px to add a thick black border to the text box.

C Centring the Text

The text needs to be centred within the text box.



1 Click on the ALIGN icon in the TOOLBAR and select CENTRE to horizontally centre the text.

Module 1 Project

EasyTune

