

## TIME CATEGORY TOTALS

List all the categories you've identified in your time log in the left column. Then, add up the total time spent in that category and type that number into the right column.

Category	Total Time Spent

## TIME SPENT PIE CHART

1. In the document menu bar, go to "Insert." Select "Chart." Then, choose "Pie" from the dropdown menu on the right.
2. Select all cells of the table above and copy (Ctrl+c).
3. Click on the link icon in the top right of the pie chart image. Click "open source."
4. Paste (Ctrl+v) the contents of your table into the spreadsheet that opens, replacing the default content that was there before.
5. Click "update" on the pie chart image to see your changes on the document.
6. For video instructions, visit this link: <https://www.youtube.com/watch?v=7vNLa9IiJkY>

