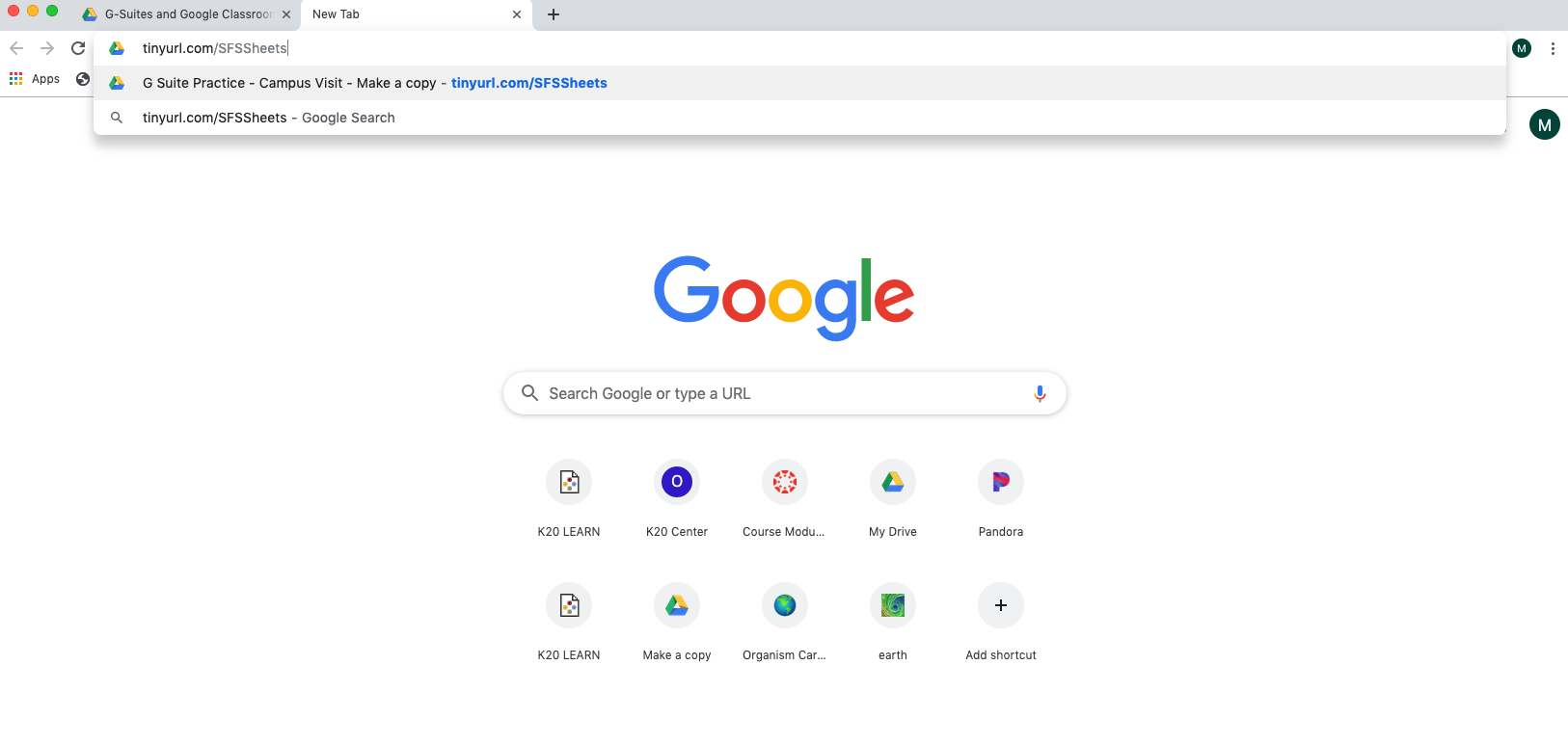
**HOW TO CREATE GOOGLE SHEETS**

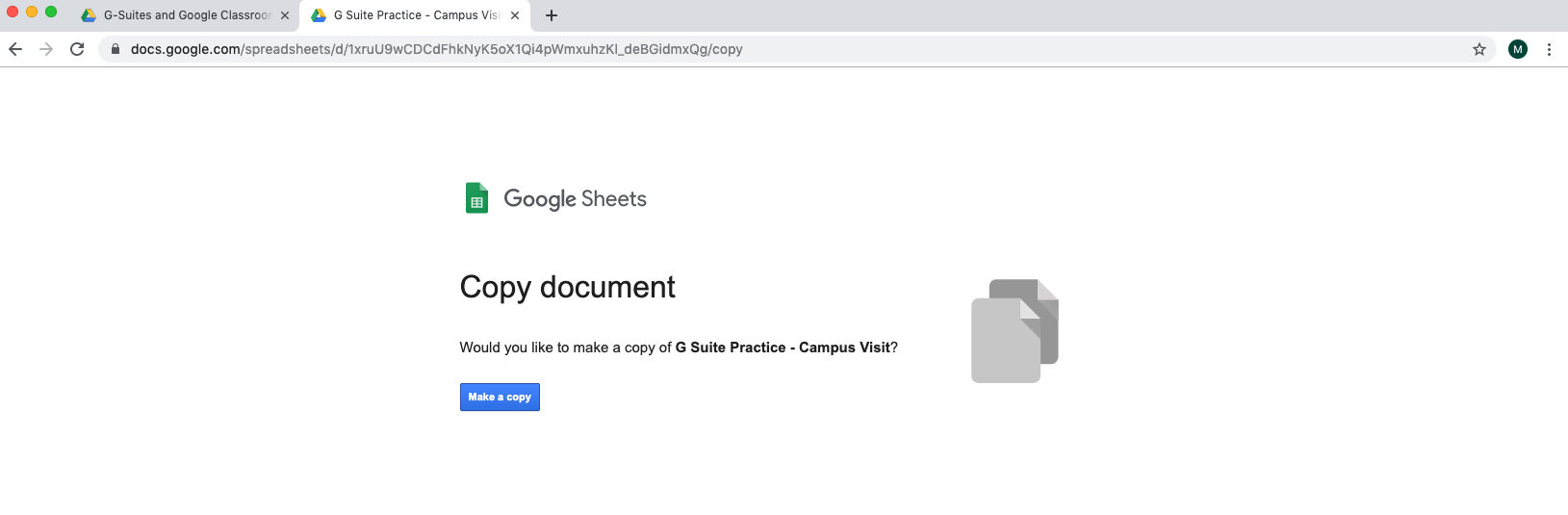
Following is the task list from the G Suite & Google Classroom presentation with accompanying screenshots. Work through the list to familiarize yourself with Google Sheets.

# Task List

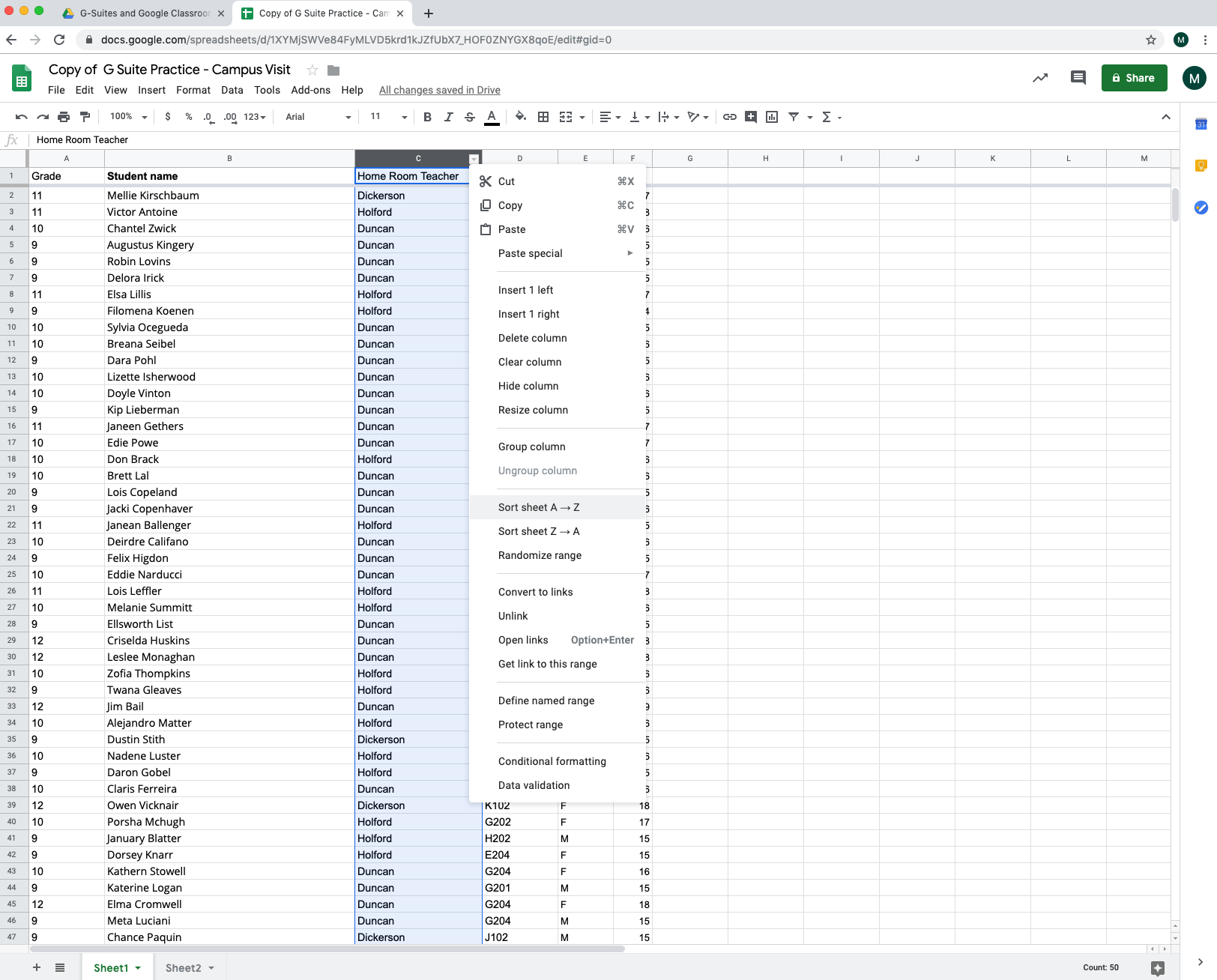
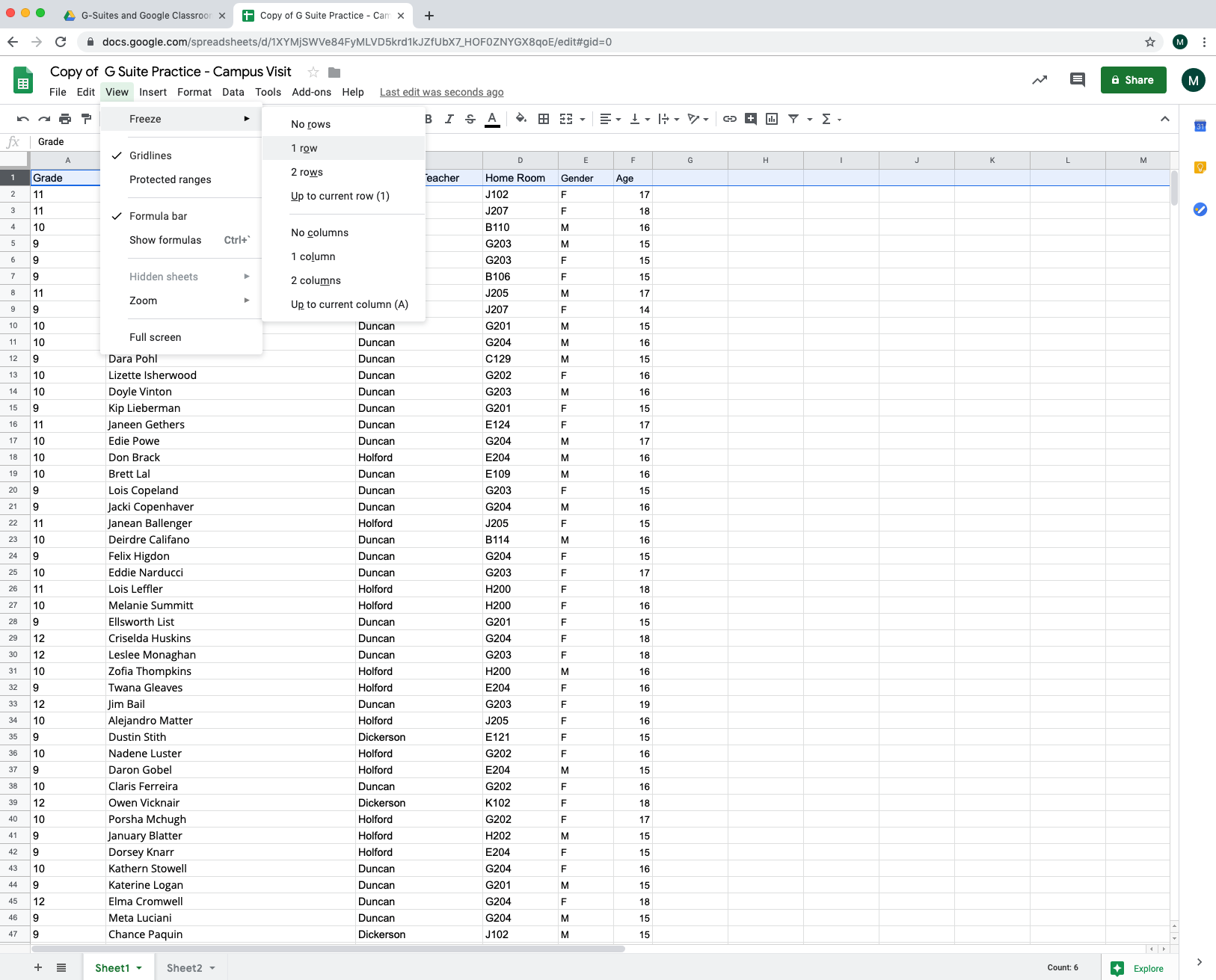
1. Go to [tinyurl.com/SFSSheets](https://docs.google.com/spreadsheets/d/1xruU9wCDCdFhkNyK5oX1Qi4pWmxuhzKl_deBGidmxQg/copy)



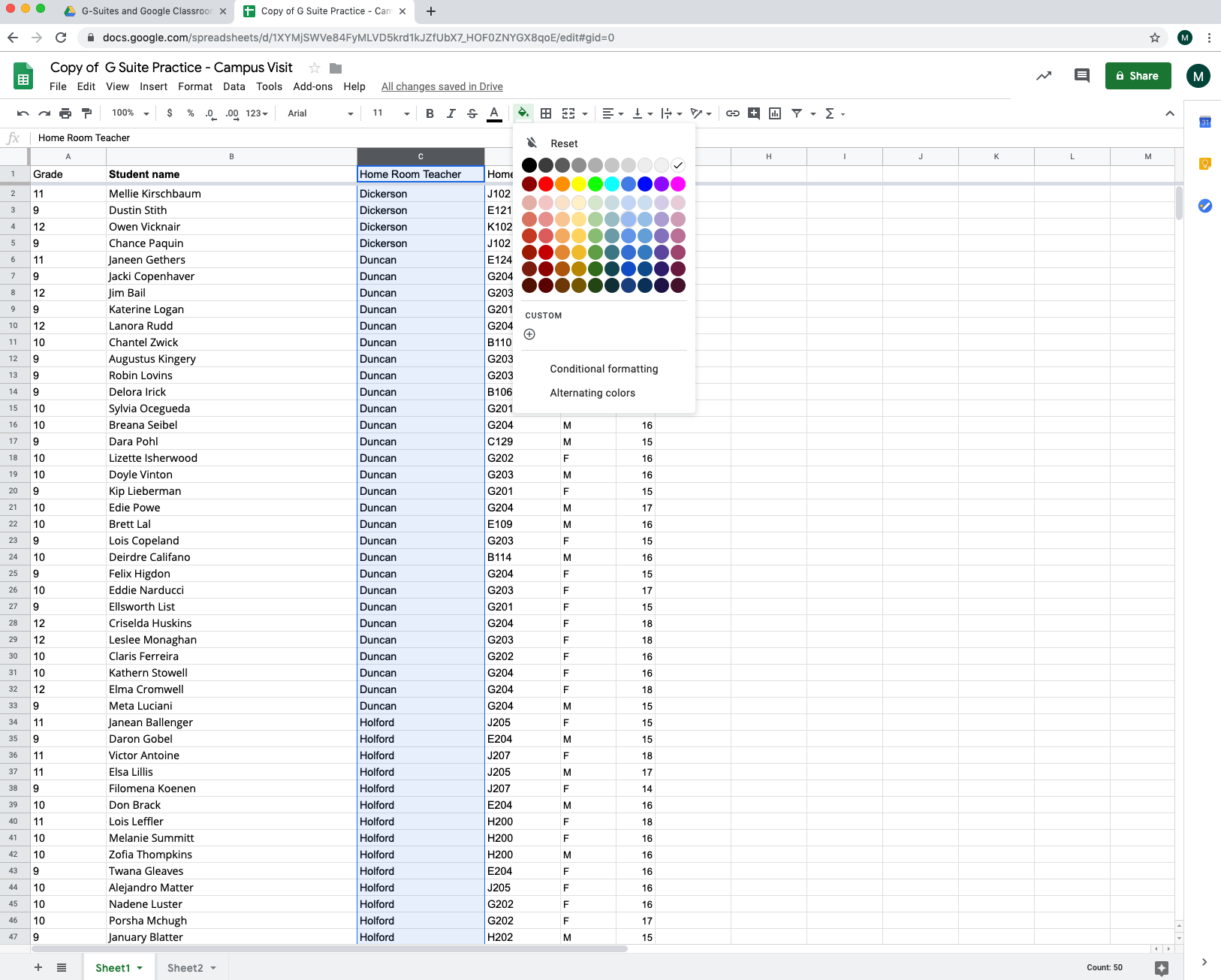
1. Make a copy of the “Campus Visit” Spreadsheet



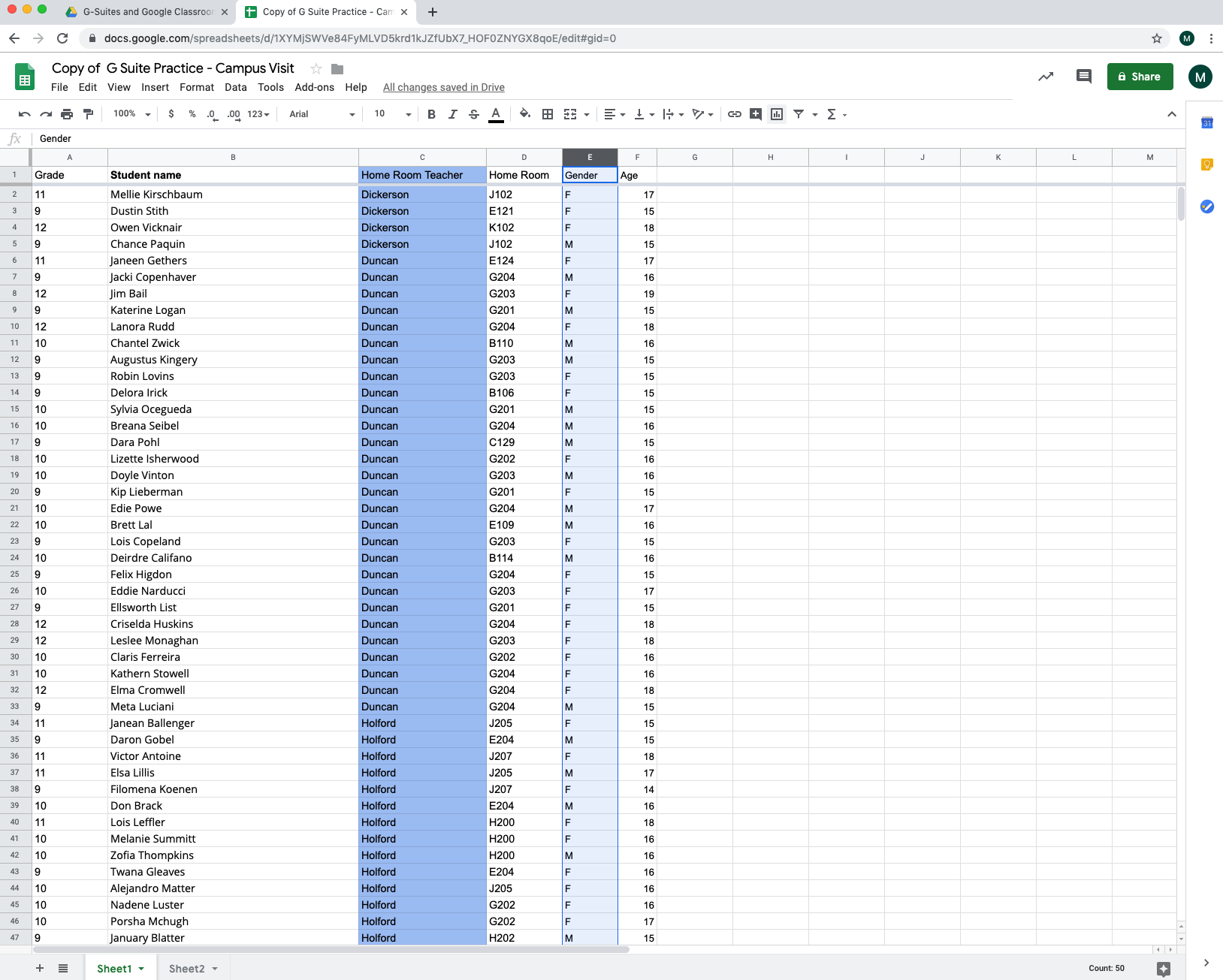
1. Sort the information by teacher (it will be helpful to freeze the top row first)



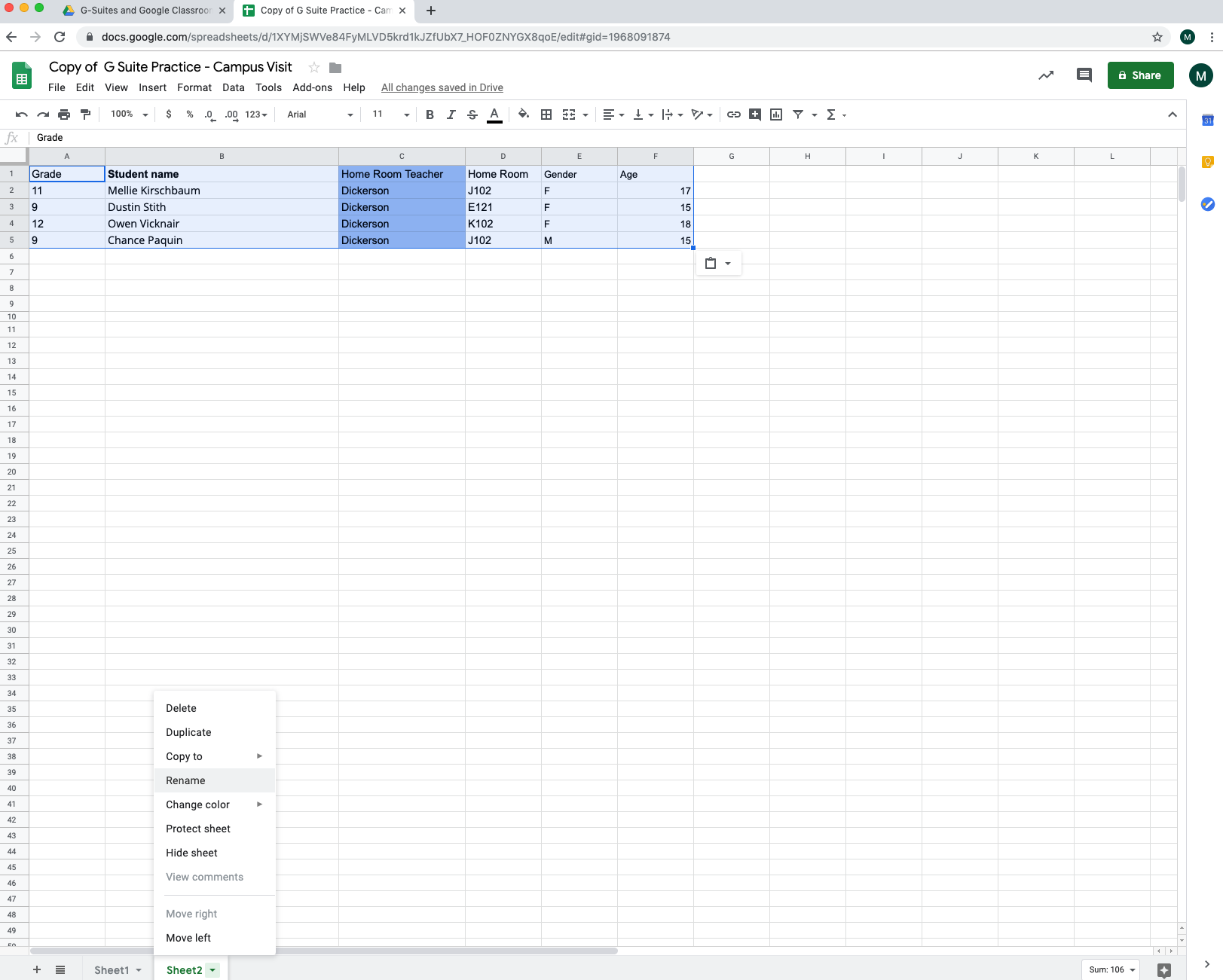
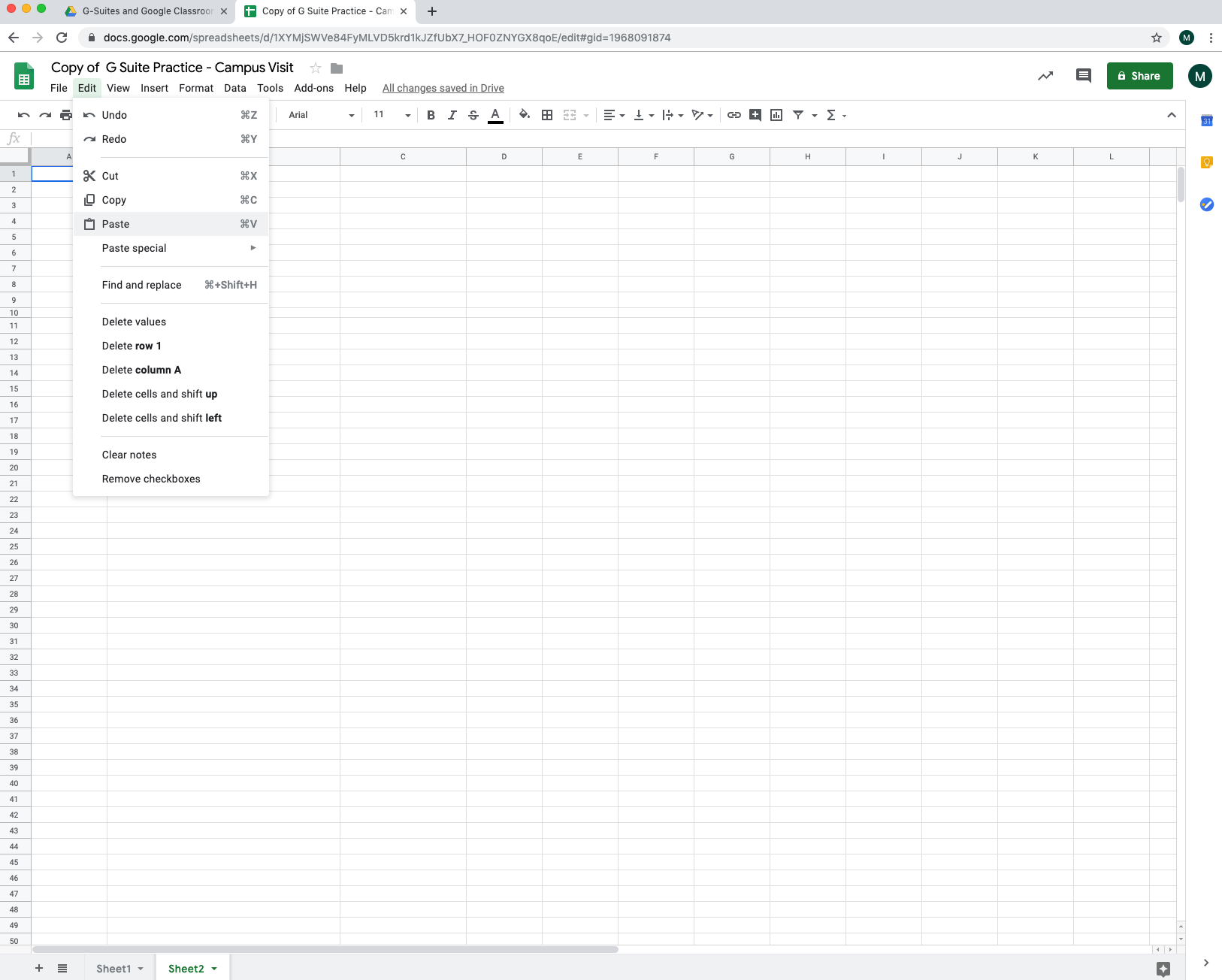
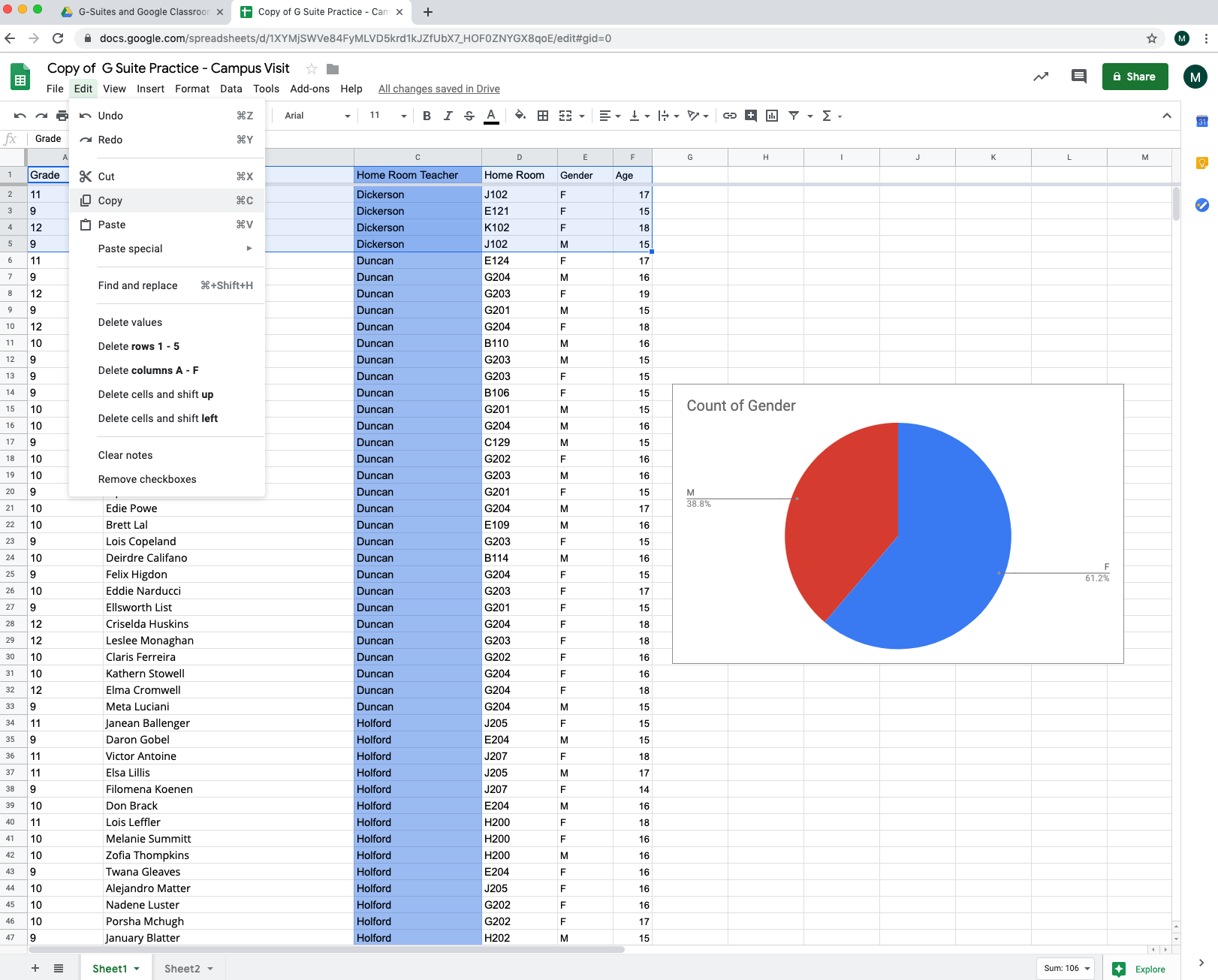
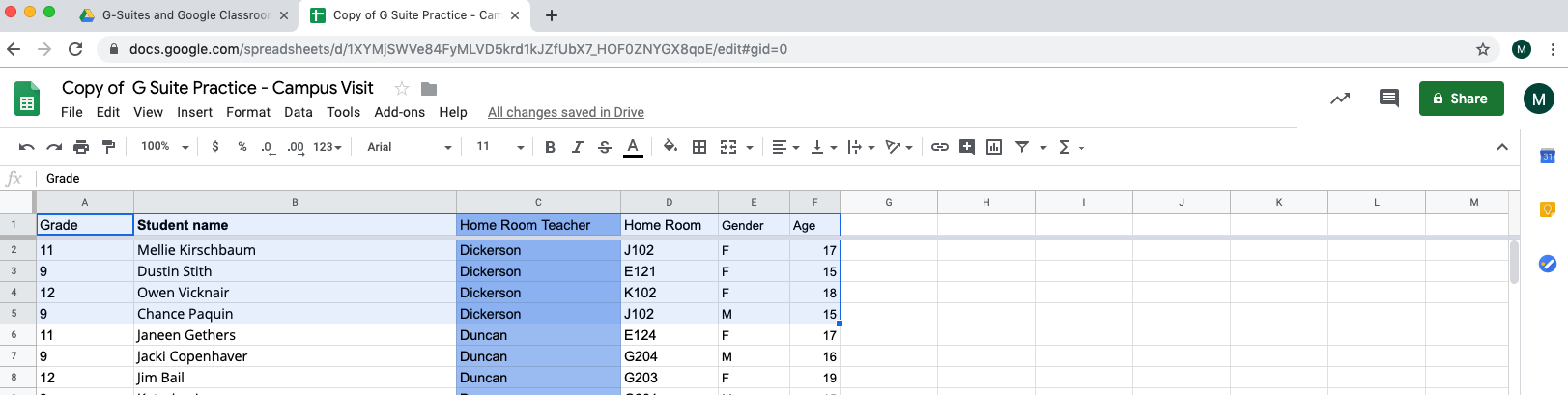
1. Fill one of the columns with a color



1. Select Column E and create a graph



1. Copy all the students of a particular teacher and add them to a second sheet in the same file and rename the sheet



1. Find the average age

