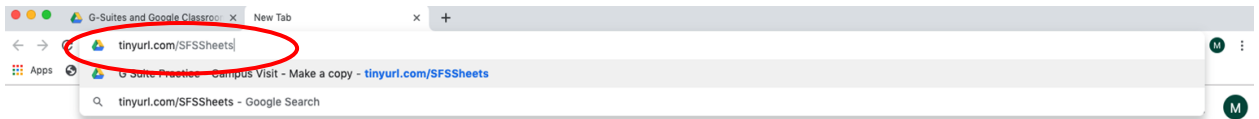


HOW TO CREATE GOOGLE SHEETS

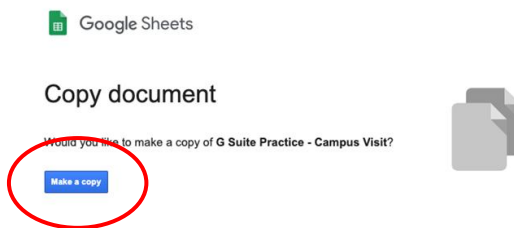
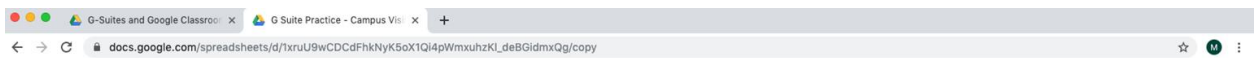
Following is the task list from the G Suite & Google Classroom presentation with accompanying screenshots. Work through the list to familiarize yourself with Google Sheets.

Task List

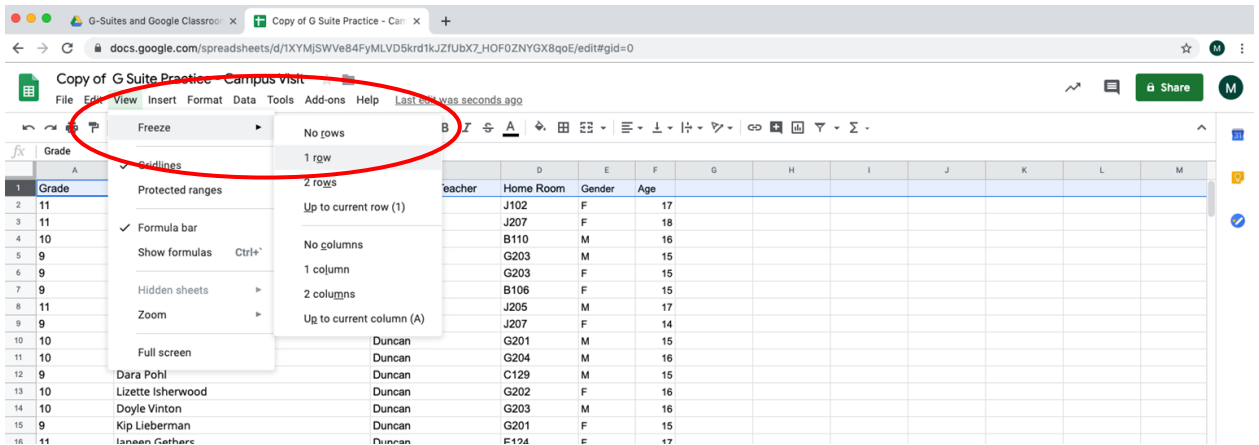
1. Go to tinyurl.com/SFSSheets



2. Make a copy of the "Campus Visit" Spreadsheet



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



Copy of G Suite Practice - Campus Visit

Home Room Teacher

Grade	Student name	Home Room Teacher
11	Mellie Kirschbaum	Dickerson
11	Victor Antoine	Holford
10	Chantel Zwick	Duncan
9	Augustus Kingery	Duncan
9	Robin Lovins	Duncan
9	Delora Irick	Duncan
11	Elsa Lillis	Holford
9	Filomena Koenen	Holford
10	Sylvia Ocegueda	Duncan
11	Breana Seibel	Duncan
9	Dara Pohl	Duncan
10	Lizette Isherwood	Duncan
14	Doyle Vinton	Duncan
15	Kip Lieberman	Duncan
16	Janeen Gethers	Duncan
17	Edie Powe	Duncan
18	Don Brack	Holford
19	Brett Lal	Duncan
20	Lois Copeland	Duncan
21	Jacki Copenhaver	Duncan
22	Janean Ballenger	Holford
23	Deirdre Califano	Duncan
24	Felix Higdon	Duncan
25	Eddie Narducci	Duncan
26	Lois Leffler	Holford
27	Melanie Summitt	Holford
28	Ellsworth List	Duncan
29	Criselda Huskins	Duncan
30	Leslee Monaghan	Duncan
31	Zofia Thompkins	Holford
32	Twana Gleaves	Holford
33	Jim Bail	Duncan
34	Alejandro Matter	Holford
35	Dustin Stith	Dickerson
36	Nadene Luster	Holford
37	Daron Gobel	Holford
38	Claris Ferreira	Duncan
39	Owen Vicknair	Dickerson

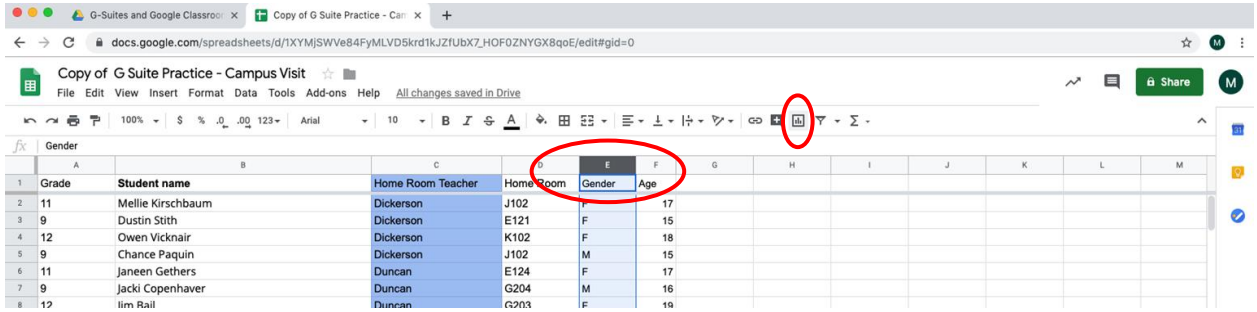
4. Fill one of the columns with a color

Copy of G Suite Practice - Campus Visit

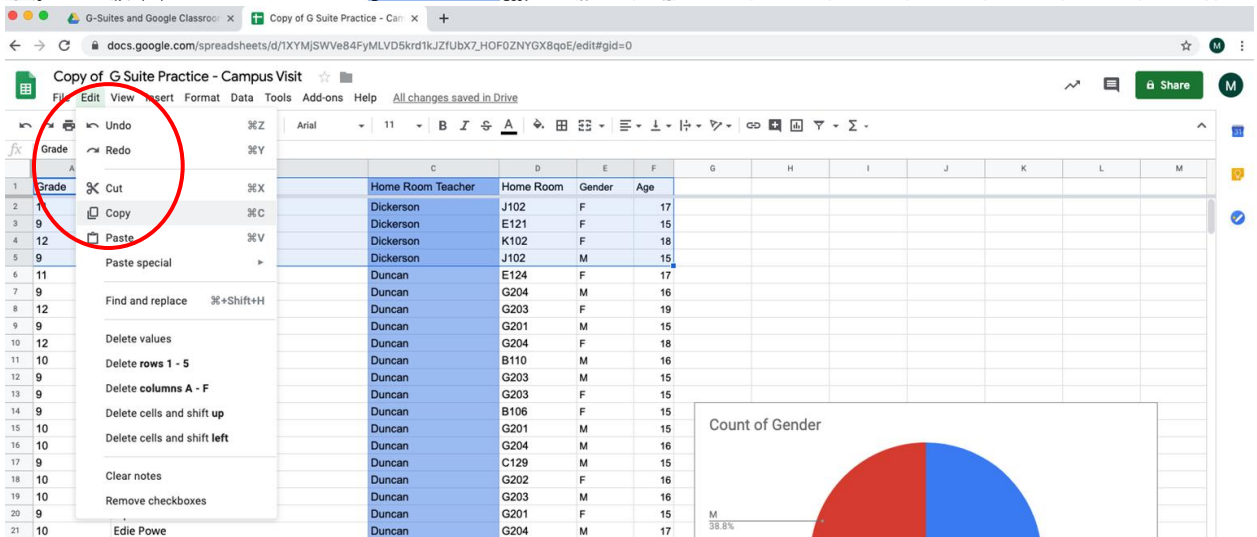
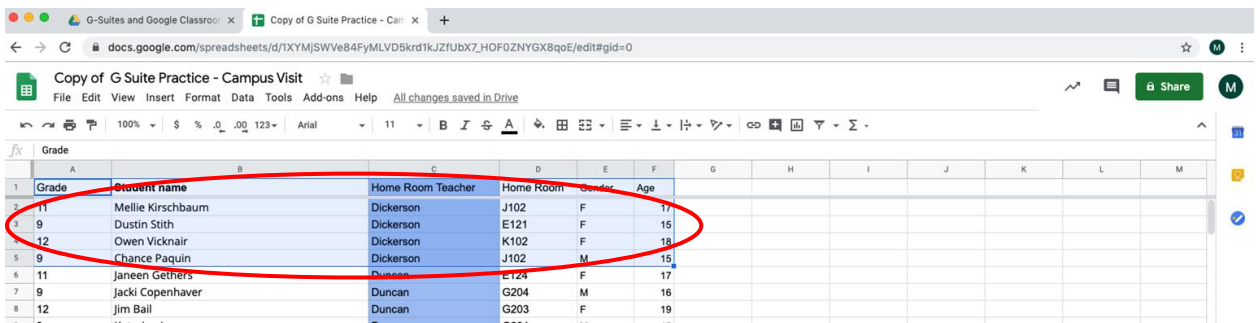
Home Room Teacher

Grade	Student name	Home Room Teacher
11	Mellie Kirschbaum	Dickerson
9	Dustin Stith	Dickerson
12	Owen Vicknair	Dickerson
9	Chance Paquin	Dickerson
11	Janeen Gethers	Duncan
9	Jacki Copenhaver	Duncan
12	Jim Bail	Duncan
9	Katerine Logan	Duncan
12	Lanora Rudd	Duncan
11	Chantel Zwick	Duncan
12	Augustus Kingery	Duncan
9	Robin Lovins	Duncan
14	Delora Irick	Duncan
15	Sylvia Ocegueda	Duncan
16	Breana Seibel	Duncan

5. Select Column E and create a graph



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



The image shows a Google Sheets spreadsheet titled "Copy of G Suite Practice - Campus Visit". The "Edit" menu is open, showing options such as Undo, Redo, Cut, Copy, Paste, Paste special, Find and replace, Delete values, Delete row 1, Delete column A, Delete cells and shift up, Delete cells and shift left, Clear notes, and Remove checkboxes. The "Sheet2" tab at the bottom is highlighted with a red circle. The spreadsheet grid is visible, with columns C through L and rows 1 through 50. The browser address bar shows the URL: docs.google.com/spreadsheets/d/1XYMJSWVe84FyMLVD5krd1KJZfUbx7_HOF0ZNYGX8qoE/edit#gid=1968091874.

Copy of G Suite Practice - Campus Visit

Grade	Student name	Home Room Teacher	Home Room	Gender	Age
11	Mellie Kirschbaum	Dickerson	J102	F	17
9	Dustin Stith	Dickerson	E121	F	15
12	Owen Vicknair	Dickerson	K102	F	18
9	Chance Paquin	Dickerson	J102	M	15

Context menu options: Delete, Duplicate, Copy to, Rename, Change color, Protect sheet, Hide sheet, View comments, Move right, Move left.

7. Find the average age

Copy of G Suite Practice - Campus Visit

Grade	Student name	Home Room Teacher	Home Room	Gender	Age
11	Mellie Kirschbaum	Dickerson	J102	F	17
9	Dustin Stith	Dickerson	E121	F	15
12	Owen Vicknair	Dickerson	K102	F	18
9	Chance Paquin	Dickerson	J102	M	15

Formula bar: =AVERAGE(F2:F5)

Dropdown menu options: SUM, AVERAGE, COUNT, MAX, MIN, All, Array.