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

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

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	10	Sylvia Ocegueda	Duncan		5							
	10	Breana Seibel	Duncan	Delete column	3							
	9	Dara Pohl	Duncan	Clear column	5							
	10	Lizette Isherwood	Duncan		3							
	10	Doyle Vinton	Duncan	Hide column	3							
	9	Kip Lieberman	Duncan	Resize column	5							
	11	Janeen Gethers	Duncan		7							
	10	Edie Powe	Duncan	Group column	7							
	10	Don Brack	Holford	Group column	3							
	10	Brett Lal	Duncan	Ungroup column	3							
	9	Lois Copeland	Duncan									
	9	Jacki Copenhaver	Duncan	Sort sheet $A \rightarrow Z$	1							
	11	Janean Ballenger	Holford		5							
	10	Deirdre Califano	Duncan	Sort sheet $Z \rightarrow A$	3							
	9	Felix Higdon	buncan	Randomize range	5							
	10	Eddie Narducci	Dunian		7							
	11	Lois Leffler	Holford	Convert to links	3							
	10	Melanie Summitt	Holford		3							
	9	Ellsworth List	Duncan	Unlink	5							
	12	Criselda Huskins	Duncan	Open links Option+Enter	3							
	12	Leslee Monaghan	Duncan		3							
	10	Zofia Thompkins	Holford	Get link to this range	3							
	9	Twana Gleaves	Holford		3							
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4. Fill one of the columns with a color

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	12	Owen Vicknair	Dickerson	K102					
	9	Chance Paquin	Dickerson	J102					
	11	Janeen Gethers	Duncan	E124					
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	9	Robin Lovins	Duncan	G203	Conditional formatting				
	9	Delora Irick	Duncan	B106	Alternating colors				
	10	Sylvia Ocegueda	Duncan	G201					
6	10	Breana Seibel	Duncan	G204	M 16				

5. Select Column E and create a graph

G SUITE AND GOOGLE CLASSROOM



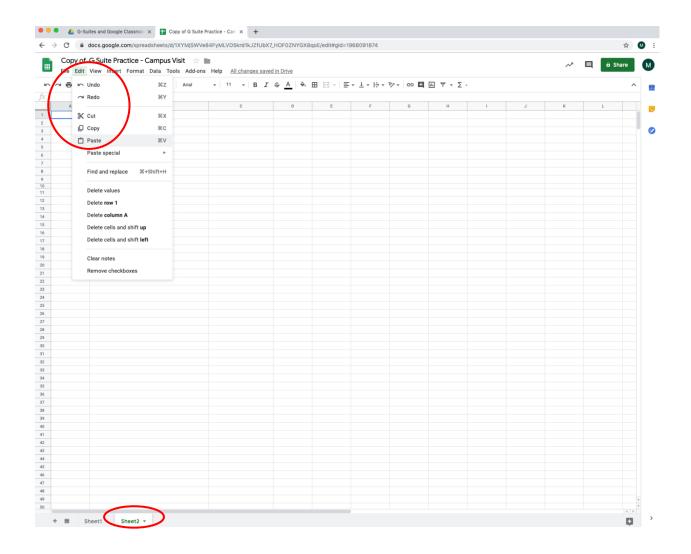
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6. Copy all the students of a particular teacher and add them to a second sheet in the same file and rename the sheet

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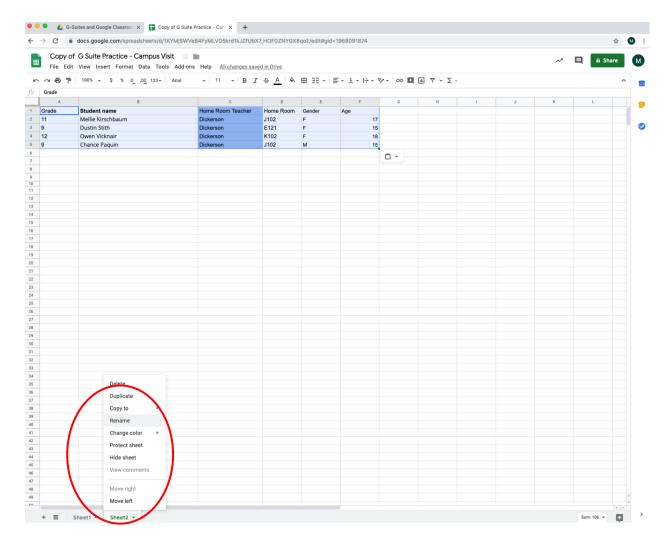


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