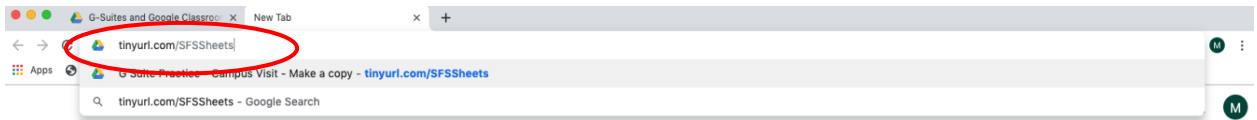


# HOW TO CREATE GOOGLE SHEETS

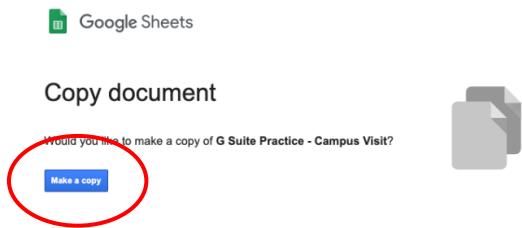
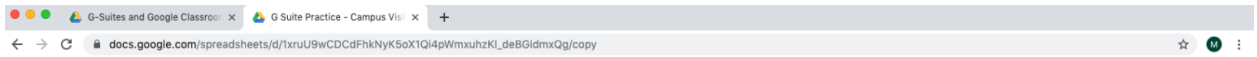
Following is the task list from the G Suite & Google Classroom presentation with accompanying screenshots. Work through the list to familiarize yourself with Google Sheets.

## Task List

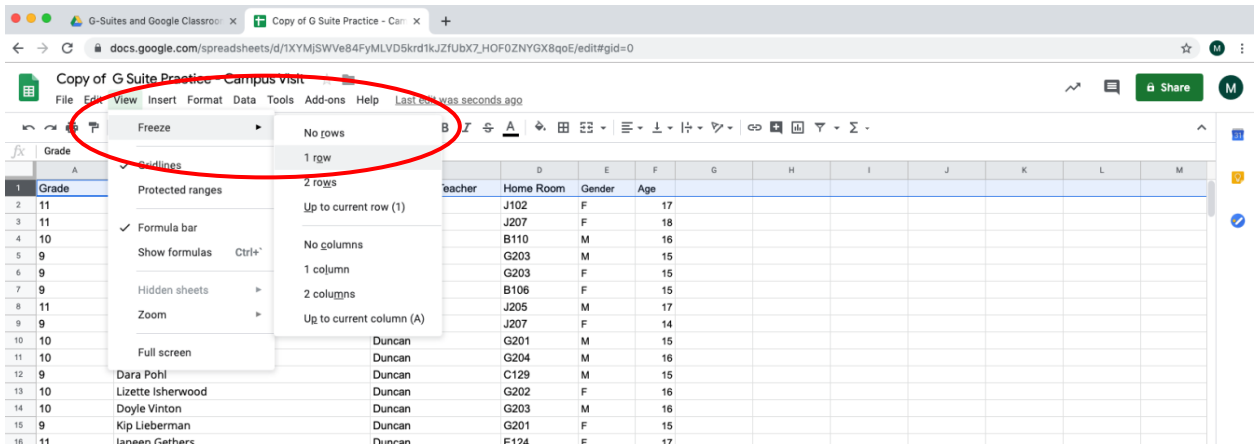
1. Go to [tinyurl.com/SFSSheets](http://tinyurl.com/SFSSheets)

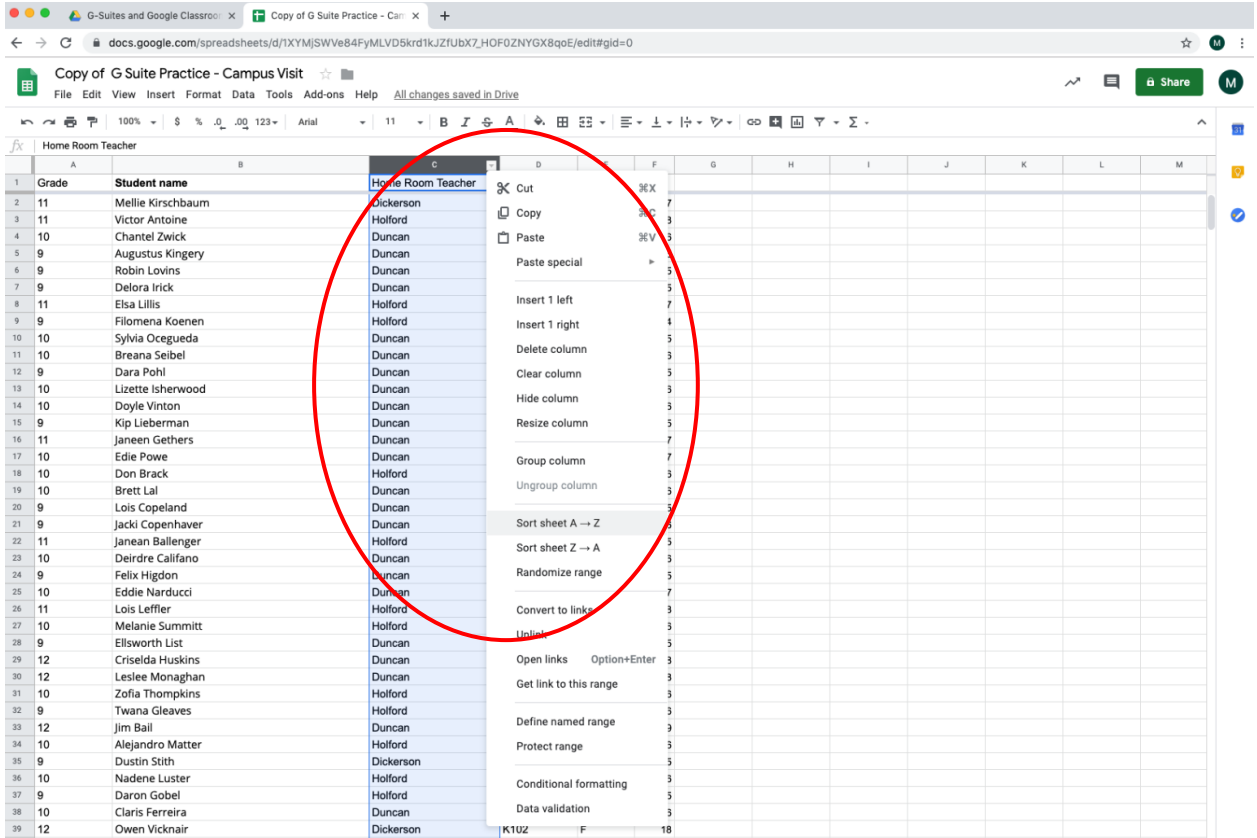


2. Make a copy of the "Campus Visit" Spreadsheet

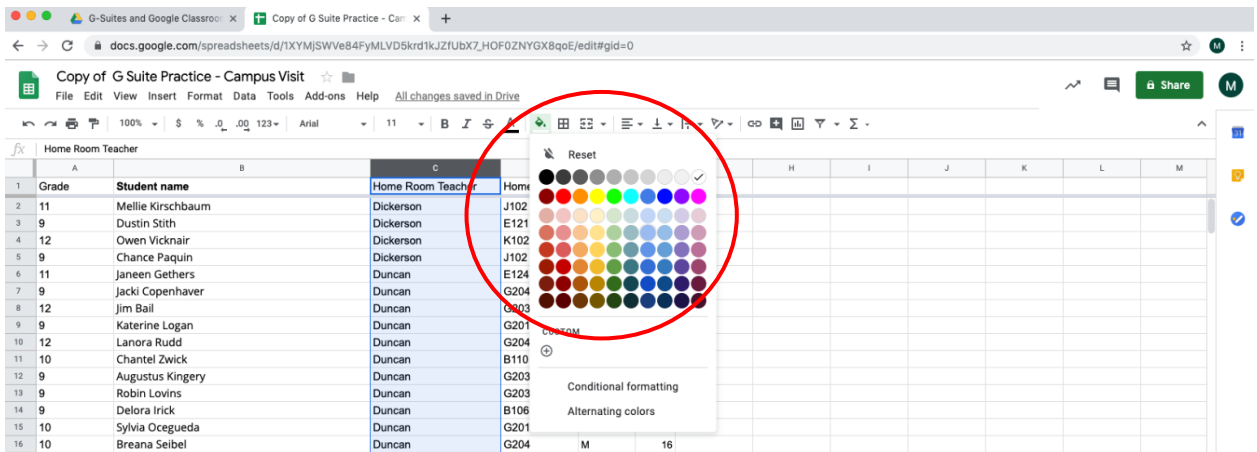


3. Sort the information by teacher (it will be helpful to freeze the top row first)





4. Fill one of the columns with a color



5. Select Column E and create a graph

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
11	Janeen Gethers	Duncan	E124	F	17
9	Jacki Copenhaver	Duncan	G204	M	16
12	Jim Bail	Duncan	G203	F	19

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

Copy of G Suite Practice - Campus Visit

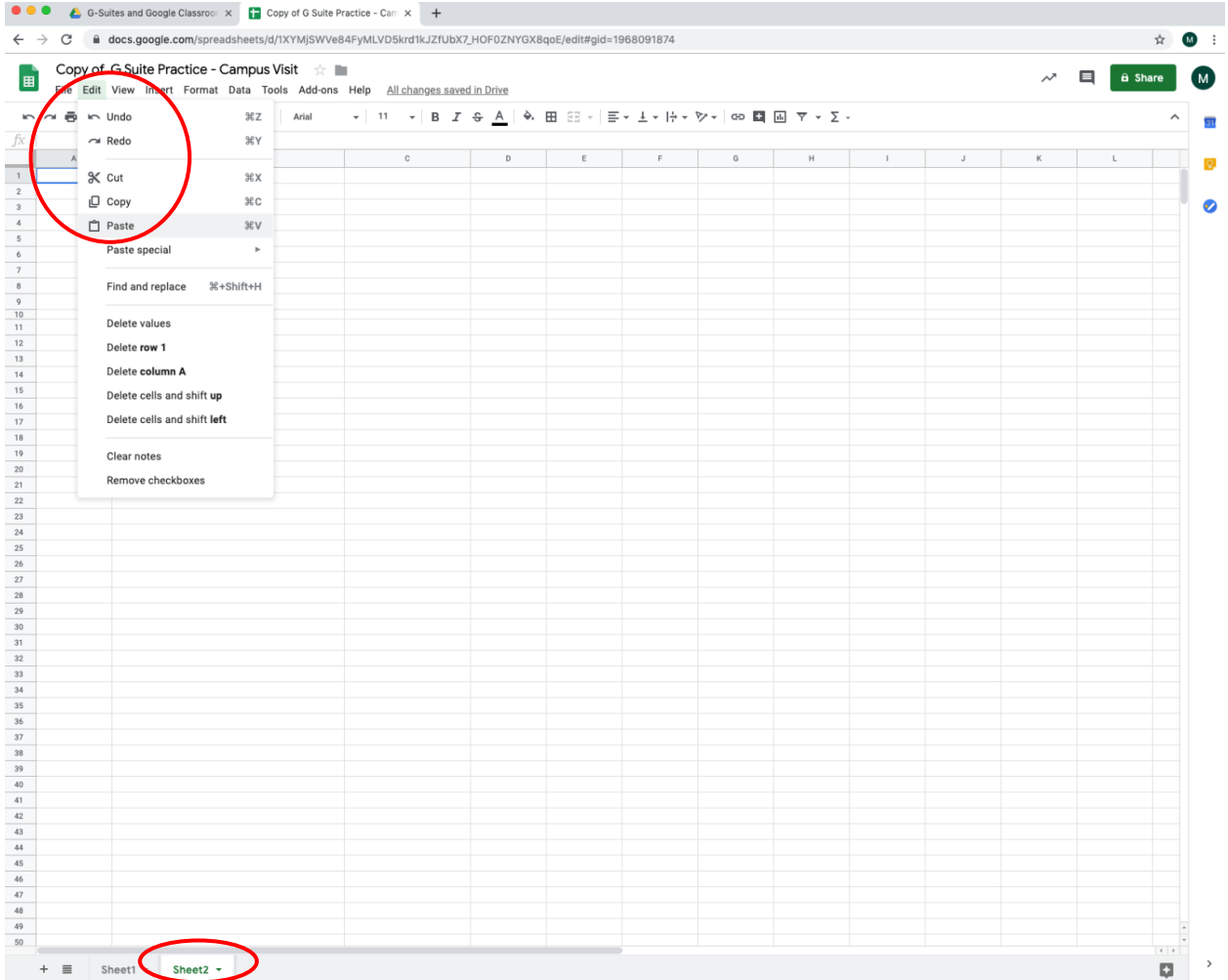
Grade	Student name	Home Room Teacher	Home Room	Gender	Age
11	Mellie Kirschbaum	Dickerson	J102	F	17
9	Dustin Stith	Dickerson	E121	F	15
12	Owen Vicknair	Dickerson	K102	F	18
9	Chance Paquin	Dickerson	J102	M	15
11	Janeen Gethers	Duncan	E124	F	17
9	Jacki Copenhaver	Duncan	G204	M	16
12	Jim Bail	Duncan	G203	F	19

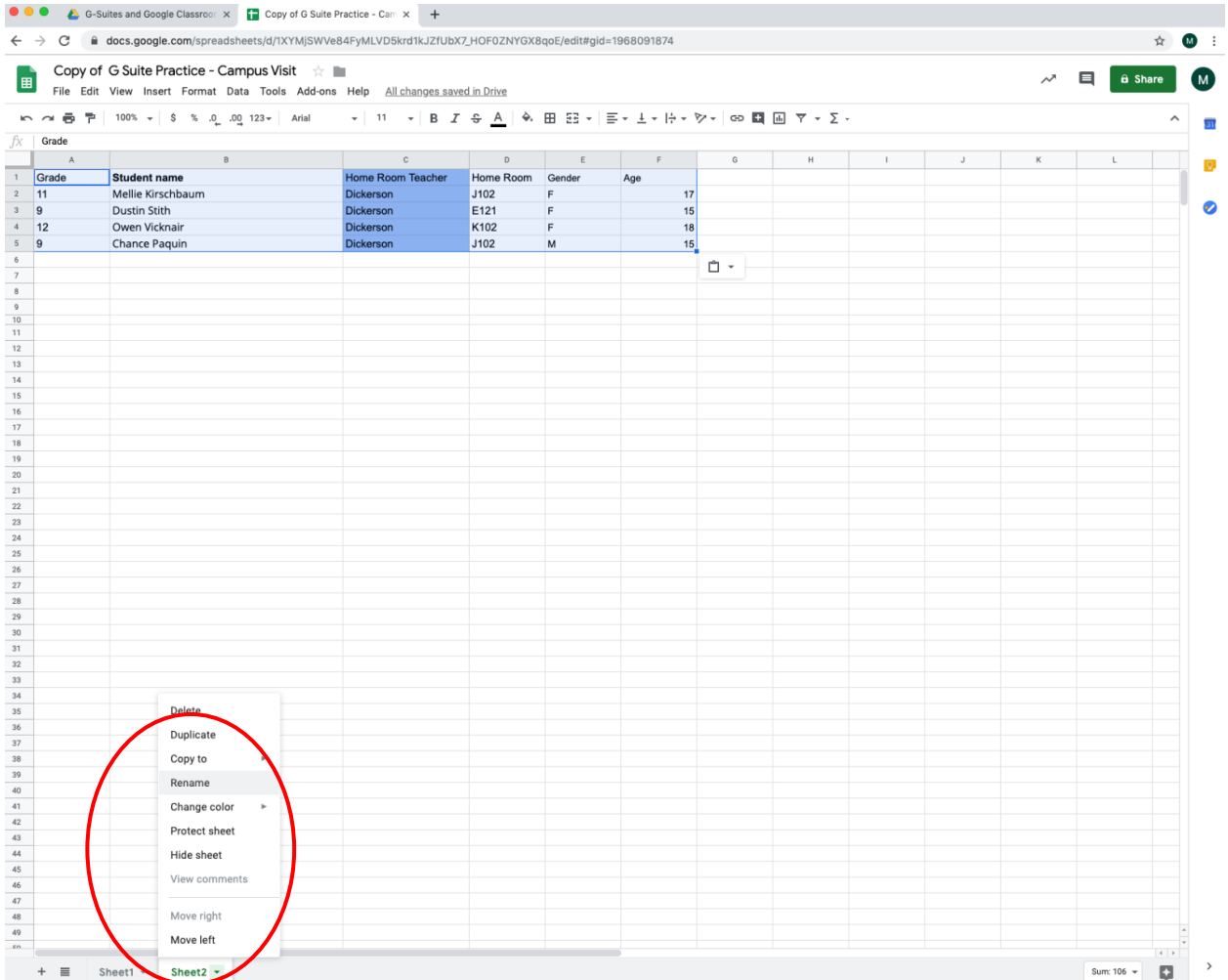
Copy of G Suite Practice - Campus Visit

Undo, Redo, Cut, Copy, Paste, Paste special, Find and replace, Delete values, Delete rows 1 - 5, Delete columns A - F, Delete cells and shift up, Delete cells and shift left, Clear notes, Remove checkboxes, Edie Powe

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
11	Janeen Gethers	Duncan	E124	F	17
9	Jacki Copenhaver	Duncan	G204	M	16
12	Jim Bail	Duncan	G203	F	19
9		Duncan	G201	M	15
12		Duncan	G204	F	18
11		Duncan	B110	M	16
12		Duncan	G203	M	15
13		Duncan	G203	F	15
14		Duncan	B106	F	15
15		Duncan	G201	M	15
16		Duncan	G204	M	16
17		Duncan	C129	M	15
18		Duncan	G202	F	16
19		Duncan	G203	M	16
20		Duncan	G201	F	15
21		Duncan	G204	M	17

Count of Gender





7. Find the average age

