



Sheets

Google Sheets--Favorite Color Spreadsheet Instructions



1. Login to your Chromebook or your Google account as you normally would. Then launch the Google Chrome browser.
2. Choose the green “Sheets” icon from the Google Apps Launcher, then select a new “Blank” spreadsheet from the choices given. (Alternatively, open your Google Drive and choose the blue “New” button, then “Google Sheets”. This will give you a new sheet to work on.)
3. Click on the title “Untitled Spreadsheet” and rename this spreadsheet as “last name favorite color”.
4. In cell A1, enter the title “Poll of Favorite Color”. Make the title 18 pt., and the font Verdana.
5. In cell A3, enter the words “Total Votes”.
6. In cell B3, enter “629”.
7. Highlight cells A3 and B3. Change the font to Verdana and make the size 16 pt. (you’ll have to type in “16” as the size because it isn’t a choice in the pull down list). Resize column A so that the words “Total Votes” fit entirely within the A column.
8. Highlight cells A3 and B3 again. With these cells highlighted, choose the “Border” tool from the tool bar. Then choose the option for “Outer borders”. This will make a box around cells A3 and B3.
9. In cells A6, B6 and C6, enter the words “Color”, “Votes” and “Percentage” respectively.
10. Highlight these three cells and make sure the font is Trebuchet MS, 18 pt. and style Bold. Resize column C so that the word “Percentage” fits entirely within the column.
11. In cells A7 through A16, enter the colors in order as follows: “Blue”, “Green”, “Purple”, “Pink”, “Red”, “Black”, “Orange”, “Yellow”, “Teal” and “Other”.
12. In cells B7 through B16, enter the numbers in order as follows: “156”, “92”, “72”, “57”, “57”, “44”, “41”, “27”, “15” and “68”.
13. Highlight cells A7 through **C16**. Make sure the font is Trebuchet MS and that the size is 18 pt. With these cells still highlighted, make a border around these cells that divides it into a chart. (Hint: look at #8, but not “Outer border”, choose “All borders”)
14. Highlight cells C7 through C16. Select “Number” from the Format menu, then select “Percent” from the secondary pull-down menu.
15. In cell C7, enter the formula for calculating percentage: “=B7/\$B\$3”
16. With cell C7 highlighted, click and drag the tiny square in the lower right corner of cell C7, to fill the formula down the column for you. Drag the tiny square so that the formula is filled in from C7 through C16.

17. Now highlight cells A6 through A16. Hold down the Command key (“CTRL” on a Chromebook) and highlight cells C6 through C16. (This should highlight a group of cells from column A and C but not B.) With those cells highlighted, select “Chart” from the “Insert” menu or toolbar.
18. When the Chart Editor opens, click the “Chart types” tab, then scroll through the chart types and select “Pie” for the type of chart to use.
19. Click the “Customization” tab and change the chart title to “Poll of Favorite Colors”. Also, make the title 24 pt., Arial, Bold style.
20. Pull down the “Legend” menu and select “Labeled”. This should label each of the slices for you.
21. If you haven’t noticed yet, the colors on our chart don’t match the color names. This could be confusing in a chart like this, so we need to change them. Scroll to the bottom of the “Customization” tab choices to “Series”. If you pull down the “Series” menu, you’ll see all of the color choices. Select a color and find a match from the “Color” pull down menu.
22. Repeat step 21 until all the slices are the appropriate color.
23. Click the “Insert” button to place the chart on your spreadsheet once you have it looking the way it is supposed to.