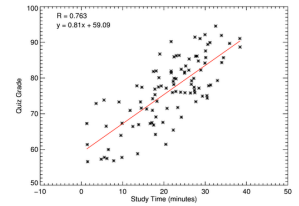




Sheets

Google Sheets—Scatter Plot & Line of Best Fit Instructions



- Login to your Chromebook or your Google account as you normally would. Then launch the Google Chrome browser.
- 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.)
- Click on the title “Untitled Spreadsheet” and rename this spreadsheet as “last name scatter plot”.
- In cell A1, enter the title “Scatter Plot Data”. Make the title 18 pt., and the font Verdana.
- In cell A3, enter the words “Quiz Scores”.
- In cell B3, enter the words “Study Time (min.)”.
- Highlight cells A3 and B15. 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 the columns so that the headings fit entirely within cells A3 & B3.
- Highlight cells A3 and B15 again. With these cells highlighted, choose the “Border” tool from the tool bar. Then choose the option for “All borders”. Then use the “Horizontal align” tool to center the headings and the cells below them in preparation for our data entry.
- In cells A4 through A15, enter the quiz scores in order as follows: “95”, “82”, “73”, “92”, “64”, “77”, “85”, “89”, “98”, “70”, “61” and “75”.
- In cells B4 through B15, enter the study times in order as follows: “60”, “45”, “30”, “50”, “20”, “35”, “50”, “40”, “65”, “25”, “15” and “20”.
- Now highlight cells A4 through B15. With those cells highlighted, select “Chart” from the “Insert” menu or toolbar.
- When the Chart Editor opens, click the “Chart types” tab, then scroll through the chart types and select “Scatter” for the type of chart to use.
- Click the “Customization” tab and make the chart title “Quiz Scores vs. Study Time”. Also, make the title 24 pt., Arial, Bold style.
- Scroll down to the “Axis” section. Label the Horizontal axis “Quiz Scores” and the Vertical axis “Study Time (min.)”. Make both axis labels 14pt. and Bold.
- Again scroll to the very bottom of the customization menu and look for “Trendline”. Choose “Linear” from the pull-down menu.
- After choosing “Linear” in the previous step, some new menu option become available. Change the Trendline “Label” to “Use equation”.

17. Click the “Insert” button to place the chart on your spreadsheet once you have it looking the way it is supposed to.