



Sheets

# Google Sheets--Favorite Skill Games 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 skill games”.
4.  In cell A1, enter the title “Poll Of Favorite Skill Games”. Make the title 18 pt., Arial and the style Bold.
5.  In cell A3, enter the words “Total Votes”.
6.  In cell B3, enter “567”.
7.  Highlight cells A3 and B3. Change the font to Georgia and make the size 18 pt.
8.  Resize column A so that the words “Total Votes” fit entirely within the A column.
9.  In cells A6 and B6, enter the words “Game” and “Votes” respectively. Highlight these two cells and make sure the font is Georgia, 18 pt. and style is Bold. Then center the words using the “Horizontal Align” button.
10.  In cells A7 through A16, enter the game names in order as follows: “Bowling”, “Ping Pong”, “Air Hockey”, “Pool”, “Foosball”, “Golf”, “Darts”, “Pinball”, “Frisbee” and “Other”.
11.  In cells B7 through B16, enter the numbers in order as follows: “119”, “98”, “80”, “71”, “61”, “42”, “22”, “16”, “13”, “45”.
12.  Highlight cells A7 through B16. Make sure the font in Georgia and that the size in 18 pt.
13.  Now highlight cells A6 through B16. With those cells highlighted, select “Chart” from the “Insert” menu. When the Chart Editor opens, click the “Chart types” tab, then scroll through the chart types and select “Column” if it isn’t selected already.
14.  Click the “Customization” tab. Change the chart title to “Favorite Skill Games”.
15.  Pull down the “Legend” menu and select “None”.
16.  Scroll down the customization options until you get to the “Axis” section. Use the font tools to increase the size of the horizontal and vertical axis titles to 14 pt. and Bold.
17.  Click the “Insert” button at the bottom of the Chart Editor to insert the chart into your spreadsheet.
18.  Move the chart to the right so that all of your data and your chart are visible on the page.

19.  Google Sheets saves your spreadsheets automatically, so there is no need to click on a “Save” button or menu choice.