Google Sheets Learning

Henniker Community School
2016-2017

Can you...

☐	**Create & Import** ● Create a new spreadsheet ● Import and convert old spreadsheets to Sheets
☐	**Add Content** ● Enter and edit your data ● Customize formats and fonts ● Work with rows and columns ● Work with multiple sheets
☐	**Share and Collaborate** ● Share with your team ● Add comments and replies
☐	**Print and download** ● Print your spreadsheet ● Download versions in other formats ● Make a copy in Sheets ● Email a copy as an attachment

Can you...

☐	**Add a chart or graph to a spreadsheet** https://support.google.com/docs/answer/63728?hl=en&ref_topic=30239
☐	**Edit and format your chart** https://support.google.com/docs/answer/63824?hl=en&ref_topic=30239

Resources:

[Get started with Sheets](https://gsuite.google.com/learning-center/products/sheets/get-started/)
(https://gsuite.google.com/learning-center/products/sheets/get-started/)

[Sheets Cheat Sheet](https://gsuite.google.com/learning-center/products/sheets/cheat-sheet/)
(https://gsuite.google.com/learning-center/products/sheets/cheat-sheet/)

[How to use Sheets](https://support.google.com/docs/answer/6000292?hl=en&co=GENIE.Platform=Desktop)
(https://support.google.com/docs/answer/6000292?hl=en&co=GENIE.Platform=Desktop)

[Google Help](https://support.google.com/?hl=en)
(https://support.google.com/?hl=en)

[Google Sheets Function List](https://support.google.com/docs/table/25273?hl=en)
(https://support.google.com/docs/table/25273?hl=en)

[Chart Types](https://support.google.com/docs/answer/190718)
(https://support.google.com/docs/answer/190718)

Using Google Sheets in the Classroom:

- Collaborative or individual data collection
- Create Flashcards (use alongside flippity.net)
- Use a [Google Template](#)
- Opinion and Feedback through comments
- Find an add-on that works for you
- Create a Survey Form from a Sheet
- Design your class roster
- Make a budget plan
- Evaluation checklist
- Expense sheet
- Schedules
- Scope and sequence
- Use equations to make sheets work faster
- Connect sheets so only the original has to be changed but the others change too
- Conditional formatting to color code results
- And many many other ideas… explore, grow your brain and challenge yourself or class to look through and open a practice document and try out the tools