Activity Sheet: Google Sheets

**ACTIVITY #1**

*Log-in to your Google account and access Sheets*

1. Open Google Chrome
2. Access https://www.google.com/
3. Click the **Sign In** button located in the upper-right corner
4. Proceed to log-in with your Google (Gmail) username and password
5. Click on the **Apps Launcher** button  in the upper-right corner
6. Click on **More** and then **Even more from Google**
7. Locate and click on **Sheets** (under “Home & Office” apps)

**ACTIVITY #2**

*Create a Sheet from a template*

1. Verify you are in Google Sheets
2. Locate and select the template labeled “To-do list”
3. Rename the spreadsheet to “My action items”

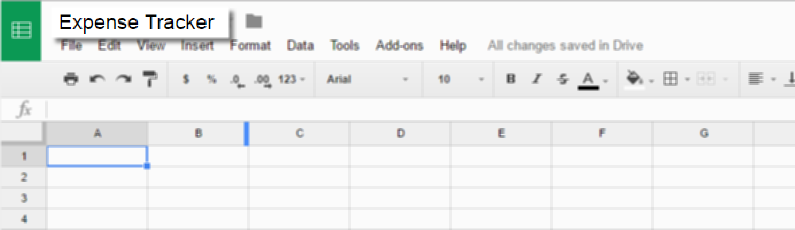
**ACTIVITY #3**

*Delete a spreadsheet*

1. Access your “My action items” spreadsheet (created in **Activity 2**)
2. From the menu bar, select ***File > Move to trash***
3. In the pop-up box that displays, click the **Go the Sheets home screen** button

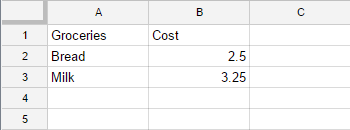
*Create a new blank spreadsheet*

1. From the Google Sheets home screen, click the option for creating a new blank Sheet 
2. Name the spreadsheet “Expense Tracker”



**ACTIVITY #4**

*Add data into a cell*

1. Access and open your “Expense Tracker” spreadsheet (created in **Activity 3**)
2. Enter the following data into the corresponding cells

• Cell A1: Groceries • Cell B1: Cost

• Cell A2: Bread • Cell B2: 2.50

• Cell A3: Milk • Cell B3: 3.25

*Modify numerical and text formatting*

Using the data you just entered, make the following modifications to the spreadsheet

1. Apply **bold** **text** formatting to the column headers (cells A1 and B1 – “Groceries” and “Cost”)
2. Apply “currency” number formatting to the data in cells B2 and B3

**ACTIVITY #5**

*Use the SUM function*

1. Access and open your “Expense Tracker” spreadsheet (created in **Activity 3**)
2. In cell B4, type **=SUM(B2:B3)**
3. Press the **Enter** key
4. Verify that cell B4 now displays the sum total of cells B2 and B3 (Ex: $5.75)

**ACTIVITY #6**

*Share a spreadsheet*

Note: This activity provides the instructor with “view only” access to your spreadsheet.

1. Access and open your “Expense Tracker” spreadsheet (created in **Activity 3**)
2. In the upper-right corner, click on the **Share** button
3. Type the instructor’s email address into the “Enter names or email addresses” field
4. Select “Can view” from the permissions dropdown (default selection of the dropdown is “Can edit”)
5. Optionally, type a short note in the message field (Ex: Check this out!)
6. Click on **Send**