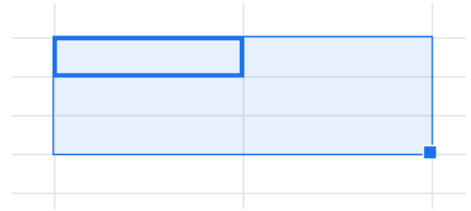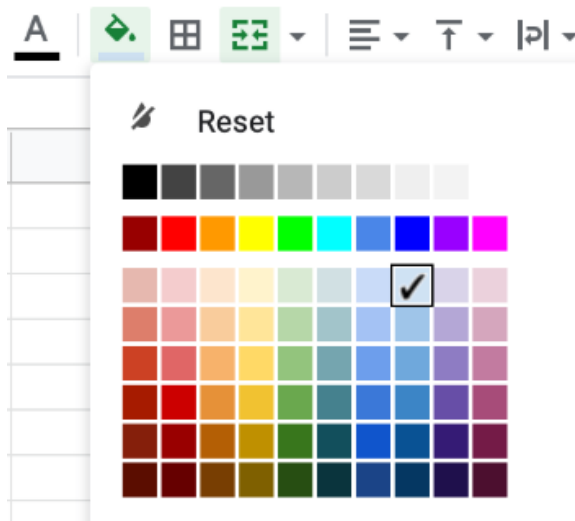Techstravaganza - Google Sheets Notes

Here is a link that goes over a lot of what you can do with spreadsheets and it is easy to follow!

## To give cells a background color

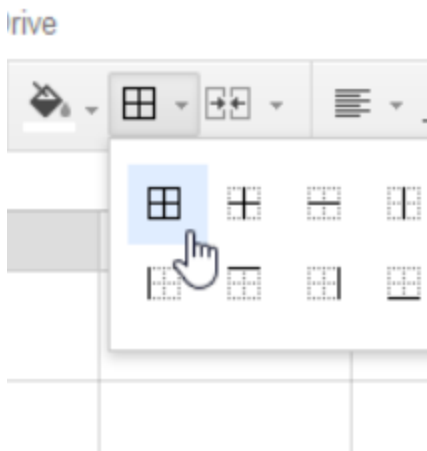- Highlight the cells you want to give color to →

- Click on          and  select the color as shown below

## To give cells a border

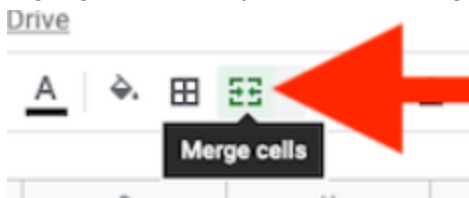- Highlight the cells you wish to have a border and click this

## Aligning text to the center or side of a cell

- Highlight the cells you wish to align
- Click this button, and choose alignment you want.  Sideways →
  Top/bottom →

## Merging cells

- Merging cells is combining multiple into one
- Highlight the cells you want to merge and click this button

- Merging cells can make cells go from looking like this...

| Week 1 | | | | |
|--------|--------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |

to this!

| Week 1 | | | | |
|--------|--------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |

## Functions (calculations)

- You can make spreadsheets do calculations for you no matter how complex!!
- To start, always type in the equal sign (=) and then start to type in the function (for example "sum," if you are trying to add values
- You can also type the equal sign (=) and then click on a cell and then type "x40" if you want to multiply that number by 40.                    Spreadsheets can be used as calculators.
- Here are a few basic functions
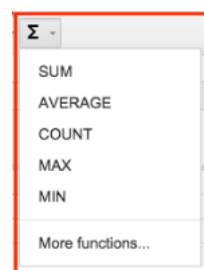
## Graphing

- Left column is the x-axis
- Right column is the y-axis
- Highlight the cells you want to graph (including titles)

- Click insert → chart, or click button here 
- You can select which type of graph to create (bar, line, etc)

## Templates

Google already has many templates made!  An example is attendance.

Click new → from template → attendance (of whichever you choose!