

Creating a Graph

Tutorial

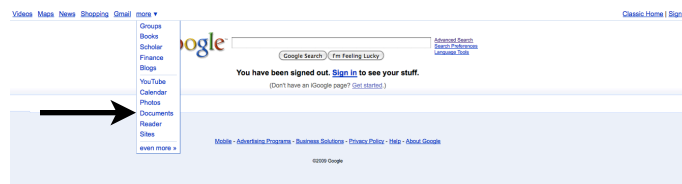
Creating a Graph in a Google Spreadsheet

This is a tutorial on how to create a line graph and an inequality graph in Google spreadsheet. It also explains how to send a team mate the image of the graph to place in a document for the client.

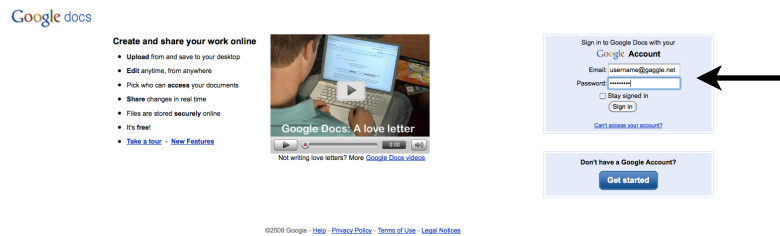
Step 1: Log into your computer using your district username and password. Your computer will load and be on the main screen.

Step 2: In the left corner of the task bar, you will see “Start.” Click on the start and launch the Internet.

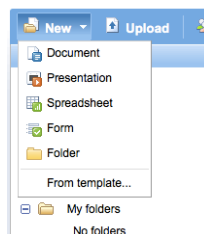
Step 3: In the address field, type in google.com. Once it loads, click on more and then select documents.



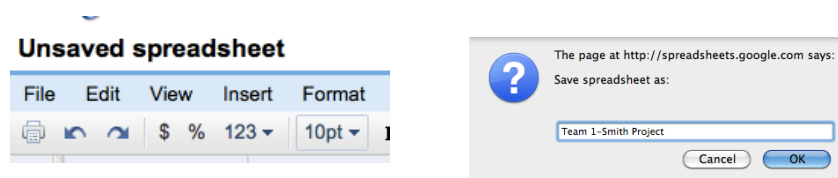
Step 4: Sign into the account. Remember it is your gaggle email address and your password is northwest.



Step 5: Google documents will open once you sign in. Look in the left corner and click on new and select spreadsheet.



Step 6: A spreadsheet will open that will be blank. Click on the word “Unsaved spreadsheet,” and change the name to your team name/number and the client project. For example, Team 1-Smith Project.



Step 7: To create a line graph, you have to create a table of the x and y data. In column A and row 1, type the name of the x axis on your graph. In column B and row 1, type the name of the y axis. Repeat for as many lines as you need to graph. See example below.

Google docs

Team 1-Smith Project

Step 8: Fill in column A with the values for the x axis. In column B, you are going to place the formula that gives the value. For example, if the formula is $y = 2x$ then you would type `=2*A2` and then the enter/return key. The equal sign tells the program to perform an operation. The 2 and A2 represents the two items to be multiplied. A2 represents x and the * means to multiply. Click into another cell to see the answer.

	A	B
1	People	Total
2	1	=2*A2
3	2	
4	3	
5	4	
6	5	
7		

	A	B
1	People	Total
2	1	2
3	2	
4	3	
5	4	
6	5	
7	6	

Step 9: Click back into the cell with the formula. There is a small blue square in the lower part of the cell. Click, hold and drag the cells down to the last row of the x values.

	A	B
1	People	Total
2	1	2
3	2	4
4	3	6
5	4	8
6	5	10
7	6	12
8	7	14
9	8	16
10	9	18
11	10	20
12	11	22
13	12	24
14	13	26
15	14	28
16	15	30
17	16	32
18	17	34
19	18	36
20	19	38
21	20	40

Step 10: Repeat steps 8 and 9 for the other columns. When you are done, you should have a spreadsheet of values.

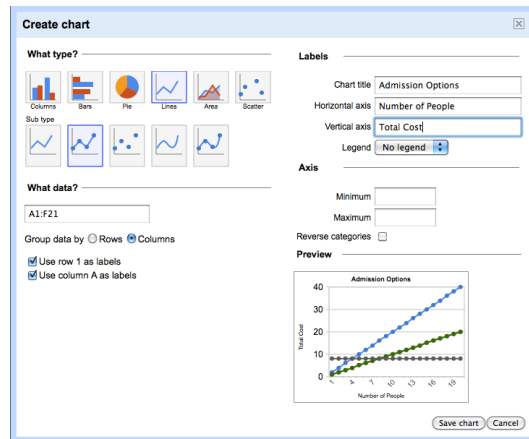
	A	B	C	D	E	F
1	People	Total	People	Total	People	Total
2	1	2	1	1	1	8
3	2	4	2	2	2	8
4	3	6	3	3	3	8
5	4	8	4	4	4	8
6	5	10	5	5	5	8
7	6	12	6	6	6	8
8	7	14	7	7	7	8
9	8	16	8	8	8	8
10	9	18	9	9	9	8
11	10	20	10	10	10	8
12	11	22	11	11	11	8
13	12	24	12	12	12	8
14	13	26	13	13	13	8
15	14	28	14	14	14	8
16	15	30	15	15	15	8
17	16	32	16	16	16	8
18	17	34	17	17	17	8
19	18	36	18	18	18	8
20	19	38	19	19	19	8
21	20	40	20	20	20	8
22						

Step 11: Click on the first column and first row. Drag until all the numbers are highlighted on the table. Do not select blank columns or rows.

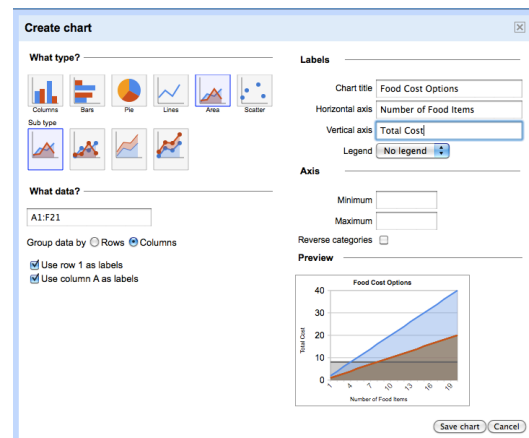
	A	B	C	D	E	F
1	People	Total	People	Total	People	Total
2	1	2	1	1	1	8
3	2	4	2	2	2	8
4	3	6	3	3	3	8
5	4	8	4	4	4	8
6	5	10	5	5	5	8
7	6	12	6	6	6	8
8	7	14	7	7	7	8
9	8	16	8	8	8	8
10	9	18	9	9	9	8
11	10	20	10	10	10	8
12	11	22	11	11	11	8
13	12	24	12	12	12	8
14	13	26	13	13	13	8
15	14	28	14	14	14	8
16	15	30	15	15	15	8
17	16	32	16	16	16	8
18	17	34	17	17	17	8
19	18	36	18	18	18	8
20	19	38	19	19	19	8
21	20	40	20	20	20	8

Step 12: Click “Insert” on the tool bar. Choose chart on the list. It is near the bottom. You will get a window with options.

Step 13 (Line Graphs): Select lines from “What type?” and the second choice on the subtype. Under “What data?” have both boxes checked. In the “Labels” section, place the name of the chart (example Admission Options), the name of the horizontal axis (example Number of People) and the name of the vertical axis (example Total Cost). Make sure “No Legend” is selected by legend.



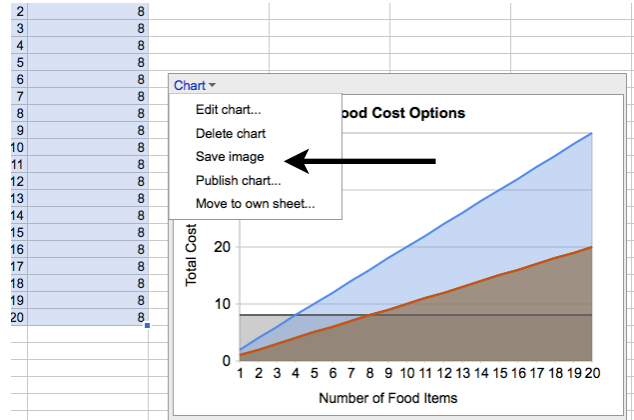
Step 13 (Inequality Graphs): Select area from “What type?” and the first choice on the subtype. Under “What data?” have both boxes checked. In the “Labels” section, place the name of the chart (example Admission Options), the name of the horizontal axis (example Number of People) and the name of the vertical axis (example Total Cost). Make sure “No Legend” is selected by legend.



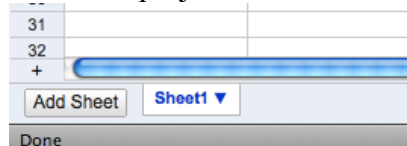
Step 14: Click save chart.

Step 15: Click on the chart and move it to the side of the data.

Step 16: Click on the word chart and select save image. Save the image and choose to place it on the desktop.



Step 17: Click on add a sheet in the left bottom corner. Repeat the entire process for any number of graphs you are required to make for the project.



Step 18: Email the classmate completing the client document all of the graphing images.

Step 19: You always share your spreadsheet with Mrs. Norfar to earn your grade. Click on the sharing button. Choose invite people. Type in Mrs. Norfar's email: thnorfar@gaggle.net. Click send without emailing. Click okay then click save and close.

