PD - Google Sheets

Introduction to creating and formatting a Google Spreadsheet

(click on any of the topics in the table of contents and the link will take you to that slide)
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Table of Contents - Topics Covered:

Creating a spreadsheet of student roster from PowerTeacher

- Click here for [screencast video instructions](#)
1. In Powerteacher, select a class
2. Click on the Reports tab
3. Select Student Roster
4. In the Criteria Tab, select which classes you want
5. Click on the Format Tab and change the Output to EXCEL
6. Now click RUN REPORT at the bottom of the screen
7. Select VIEW REPORTS and open the file - please note the file will save to your computer, not your google Drive
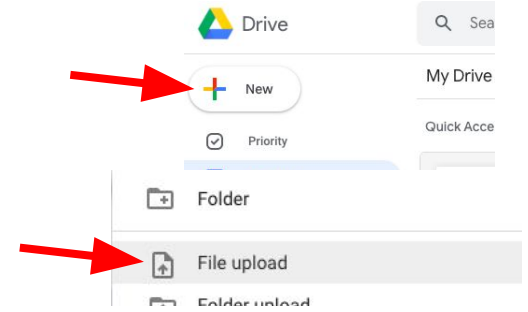
Uploading an Excel spreadsheet to Google Drive

- Click here for [screencast video instructions](#)
1. Click on +NEW in your Drive
2. Select your Student Roster file from your computer downloads folder
3. Optional - Right click on the file to move it to an appropriate folder for organization

Sorting columns by name or class or other criteria

- Click here for [screencast video instructions](#)
1. Click on the blank square in the upper left-hand corner to select the entire worksheet
2. Click on the DATA tab and select SORT RANGE
3. Click on DATA HAS HEADER ROW then click on the drop down to sort by the appropriate column. You can add more sorting criteria by clicking on ADD ANOTHER SORT COLUMN
4. Click SORT

Adding extra sheets/pages to my workbook
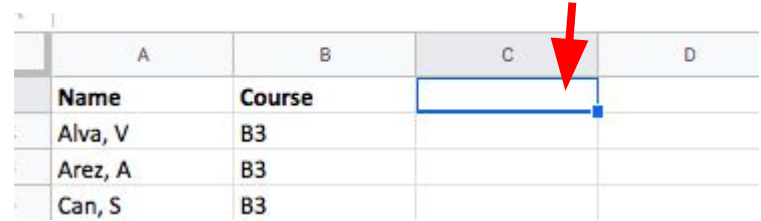
- Click here for [screencast video instructions](#)
1. After you have sorted your classes, select/highlight the cells of the class you want to move to another sheet
2. Hit COMMAND+X to cut those cells
3. Click on the + in the bottom left corner
4. A new sheet will be created, then click on the the two cells in the second row and hit COMMAND+V to paste your cells
5. Click on the arrow down next to SHEET at the bottom of the page and select RENAME to change the name of the sheet
6. Go back to the Student Roster Report sheet and select the first row of cells - copy (CTRL+C) and paste (CTRL+V) to paste the header row with column labels
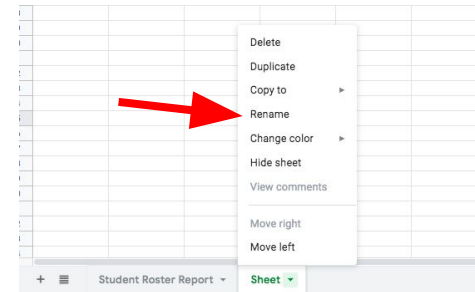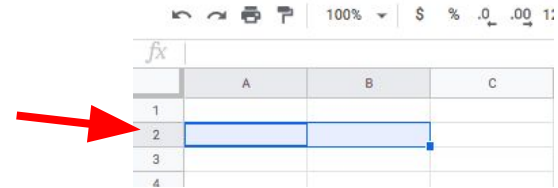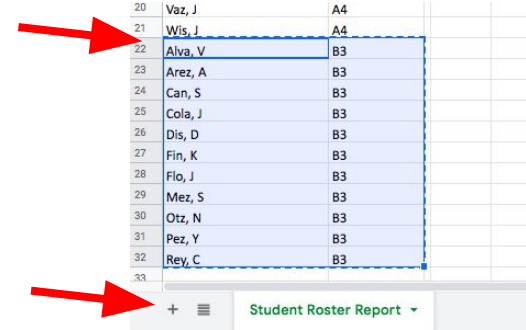
Labeling Cells and Formatting Fonts

- Click here for [screencast video instructions](#)
1. Click on the cell you want to label
2. Type your label
3. Use the formatting tools at the top to change the font, size, bold, italicize, underline, and color of the font.
4. To color the cell, click on the cell you want to color, then select the the paint bucket to color the cell. If you want to color the entire column, click on the letter at the top of the column to select the entire column, then click on the paint bucket to pick a color
5. To change the direction of the font, click on the slanted A and select the direction if the text.
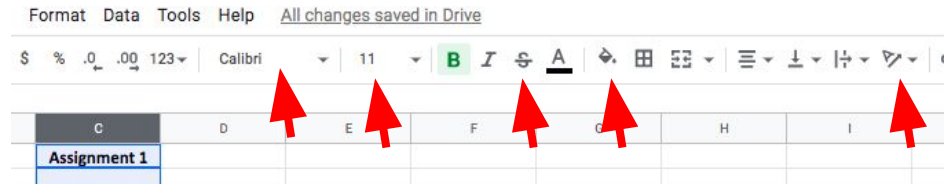
Autofill cell labels

- Click here for [screencast video instructions](#)
1. Complete the first 3 cells of the pattern you want to continue
2. Select the 3 cells
3. Mouse over the blue square in the bottom right hand corner of the selected cells
4. When the cursor turns into a + click it and pull to the cell that completes the pattern
5. Do the same to autofill a row by starting the pattern with the first three cells, then click on the blue square and pull to the row that completes the pattern

Auto sum/average

- Click here for [screencast video instructions](#)
1. Select the cells you want to add together
2. Select SUM to add the items in the column together or the statistical data you are looking for
3. At this point, if you have subsequent columns to Auto Sum, you can autofill across the row (see the [AUTOFILL instructions](#)) by highlighting the sum cell, clicking on the blue square, and pulling across the row
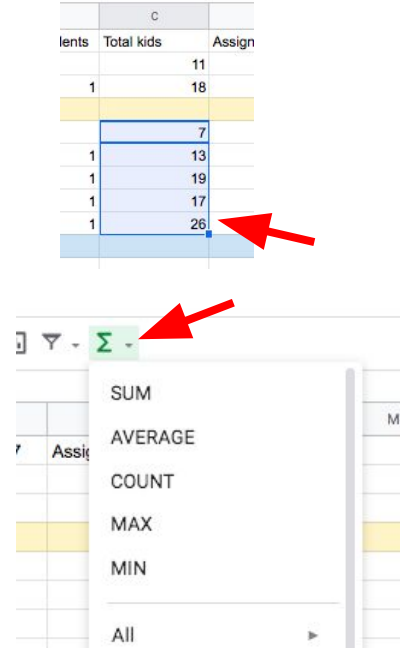
Adding a formula to a cell

- Click here for [screencast video instructions](#)
1. Click on the cell you want to add the formula into and type = (while the cell is selected and has the = sign, nothing can be done until you complete the formula)
2. Then click on the cell that includes the information you want to use (as shown in the example: when you click on the C10 it will automatically add C10 to your cell's formula)
3. Type the mathematical function you want (+, -, *, /) in the cell
4. Then click on the other cell with the information you want to include in the formula or add the numbers you want in your formula
5. When your formula is complete, press enter and it will automatically calculate your formula

Formatting Cell - percentage, date, etc.

- Click here for [screencast video instructions](#)
1. Click on the cell you want to format
2. Click on the FORMAT tab
3. Select NUMBER from the menu
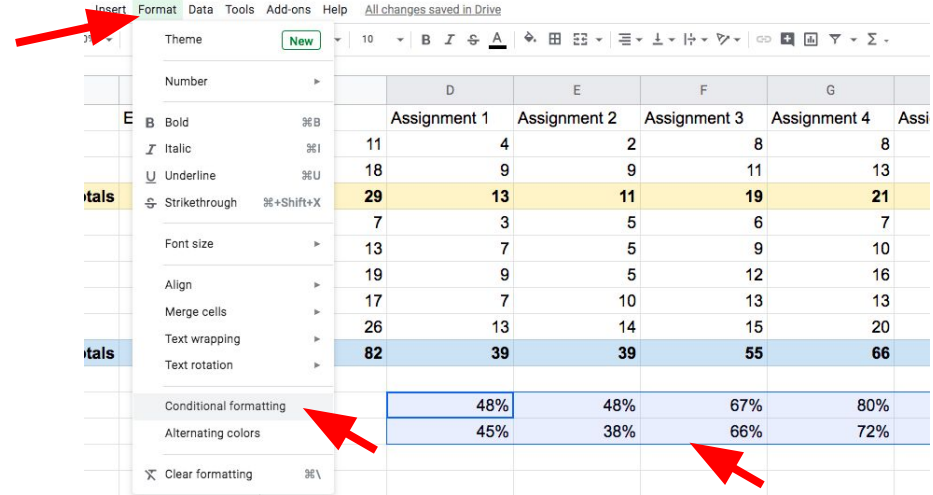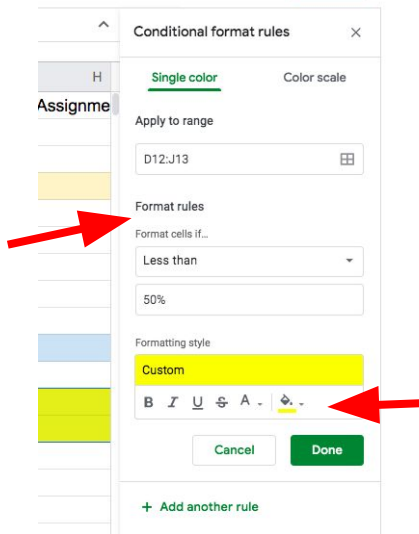4. Select the type of formatting you want
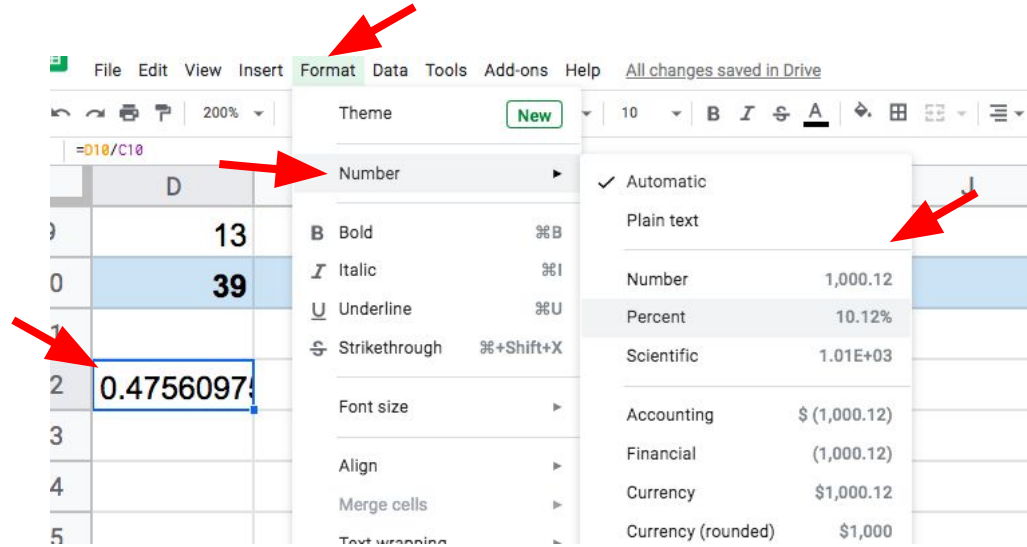
Conditional Formatting - making a cell change color based on a criteria

- Click here for [screencast video instructions](#)
1. Select the cells you want to add the conditional formatting to
2. Select the FORMAT tab at the top
3. Select CONDITIONAL FORMATTING from the menu

4. Click on the FORMATTING RULES dropdown menu and select the appropriate conditions
5. Then add the FORMATTING STYLE you want - a change in cell color or other formatting

Data Validation Criteria - dropdown options

- Click here for [screencast video instructions](#)
1. Select the cells you want to apply the data validation to
2. Click on the DATA tab
3. Select DATA VALIDATION from the menu
4. Select LIST OF ITEMS from the dropdown menu from the criteria and write the options in the next box
5. Check the box next to SHOW DROPDOWN LIST IN CELL
6. Click SAVE - each cell you've selected will offer this dropdown menu