Assignment 5  Record Survey Results in a Spreadsheet

You have surveyed people to find the candy colors they like and the colors they do not like.

Put the survey results into a spreadsheet. This will make it easier to study the information.

Open Google Sheets and Rename a Workbook

▷ Sign in to Google Drive.
▷ Click New. From the list, select Google Sheets.
▷ In the TOP LEFT CORNER, click Untitled spreadsheet.
▷ Type Candy Company Name.

Add the Sheet Title

▷ In cell A1, type Color Survey.
▷ Press ENTER.

Organize Survey Results

▷ In cell A3 type Colors.
▷ In cell B3 type Votes.
▷ In cell A4 type a Color Name from the Assignment 3.
▷ In cell B4 type the Number of Votes for the color.
▷ Continue to add survey data.
Merge Cells

Tips draw attention to important information.

Select the cell with the title. Make the title easy to read:

- Click Font. Pick an option. Arial
- Click Font size. Pick a number. 11
- Apply a style. Click Bold or Italic.

Format the Appearance of the Title

- Select the cell with the title. Make the title easy to read:
  - Click Font. Pick an option.
  - Click Font size. Pick a number.
  - Apply a style. Click Bold or Italic.

Change the Text Color and Fill a Cell

- Select the cell with the title.
- Click Text color. Pick a color from the palette.
- Click Fill color. Pick a color from the palette.

Align the Title

- Select the cell with the title.
- Click Horizontal align. Pick Center.

Adjust Row Height and Align Vertically

- Position the mouse pointer between row headings 1 and 2. Drag down.
- Click Vertically align. Pick Middle.
Outline the Table with Borders

- Select the survey data. For example A3:B12
- Click the Borders arrow. Pick All borders.

Resize Column Width

- Place the mouse pointer between column headings A and B.
- Click and drag or double click to change the size.

Use Skills to Format the Survey Data

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Colors</td>
<td>Votes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Blue</td>
<td>5</td>
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<tr>
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<td>Red</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Yellow</td>
<td>4</td>
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</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Color Survey

Make the information easy to read. Spreadsheet Suggestions:

- Fill the headings with color.
- Align the votes to the center.
- Apply bold to the headings.

Suggestions encourage students to be creative.

Sign Out from Google Drive