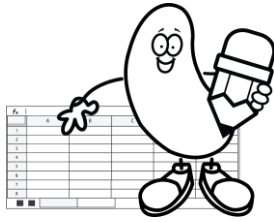




Assignment 5 Record Survey Results in a Spreadsheet



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**.



You picked the name in Assignment 3.

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.
- ▷ In cell **B4**, type the **Number of Votes** for the color.
- ▷ Continue to add survey data.

	A	
1	Color Survey	
2		
3	Colors	
4	Blue	
5	Red	
6	Orange	
7	Yellow	
8	Green	
9	Purple	4
10	Black	7
11	Brown	3
12	Pink	2
13		

Instructions are available for Google Apps or Microsoft Office.

Merge Cells

- ▷ Select the cells.
- ▷ Click **Merge & Center**.

Tips draw attention to important information.

Merging cells joins them together as one big cell. This makes a title look great.



Format text

- ▷ Select the cell with the title. Make the text 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.



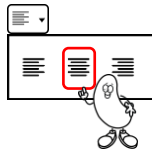
Color can be used to make titles and headings stand out.



- ▷ Click *Fill color*.
Pick a color from the palette.

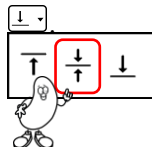
Align the Title

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



Adjust Row Height and Align Vertically

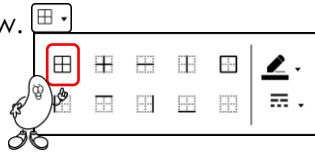
- ▷ Position the mouse pointer between row headings 1 and 2. Drag down.
- ▷ Click *Vertically align*.
Pick **Middle**.



Outline the Table with Borders

▷ Select the survey data. For example **A3:B12**

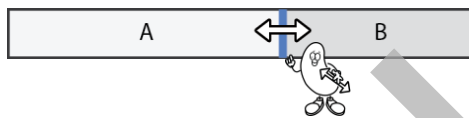
▷ Click the *Borders* arrow.
Pick *All borders*.



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

	A	B	C	D	E
1	Color Survey				
2					
3	Colors	Votes			
4	Blue	5			
5	Red	8			
6	Orange	3			
7	Yellow	4			
8	Green	1			
9	Purple	4			
10	Black	7			
11	Brown	3			
12	Pink	2			
13					

Suggestions encourage students to be creative.

Make the information easy to read
Spreadsheet Suggestions:

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

Sign Out from Google Drive

