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 4 survey. Press TAB.
- In cell B4, type the Number of Votes for the color. Press ENTER.
- Continue to add survey data.

Instructions are available for Google Apps or Microsoft Office.
Merge Cells

Insert a blank row and column.

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.

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>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Color Survey</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Colors</td>
<td>Votes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Blue</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Red</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Orange</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Yellow</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Green</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Purple</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Black</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Brown</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Pink</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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