

LESSON 1 GOOGLE SHEETS ART MUSEUM FIELD TRIP



1. Open up google drive and then click on the waffle to find the icon for sheets.
2. Place the words Lesson 1 Art Museum and your name in the heading.
3. Place cursor between columns and move the row over when needing more space.
4. When you open up sheets and in the top left cell A1 type in Art Museum Field Trip (click the command button and return to place the word CHECKLIST below.
5. In cell A3 type in Students **B3** attending **C3** not attending **D3** PERMISSION (command – Return to place SLIP RETURNED on the line below.
6. Type in the following names listed below starting in Cell A1.
7. Place an X where you see the names posted with attending and not attending and permission slip
8. Highlight the spreadsheet and click on the borders and make the borders darker.
9. Click on the cell for Permission and find the bucket fill color and make it yellow.
10. Highlight the whole spreadsheet and change the font to 12.
 - a. Make adjustments at the columns at the top to correct the size of each field to compensate for the larger font.
11. Place the cursor on Fink Carol and tap the pad with two fingers.
 - a. This will bring up a pull down menu.
 - b. Insert a new name FAB, PENNY
 - c. Place an X for Attending and an X for permission slip.
12. Place this in a folder you have created called EXCEL
13. You can move the spread sheet to this folder by using the folder icon at the top.
14. If you cannot print this out because your printer is not connected, show your teacher your work for a grade.

LESSON 1 FIELD TRIP YOUR NAME				
File Edit View Insert Format Data Tools Add-ons Help Last edit was 35 minutes ago				
100% \$ % .0_ .00 123 Arial 12 B I S A				
	A	B	C	D
1	ART MUSEUM FIELD TRIP CHECKLIST			
2	STUDENTS	ATTENDING	NOT ATTENDING	PERMISSION SLIP RETURNED
3	ANDERSON, JOE	X		X
4	BROWN, TOM	X		
5	CARTER, DAVID	X		X
6	FINK, CAROL	X		
7	JONES, TOM		X	
8	MARTIN, SUE		X	
9	NORMAN, ROCKWELL	X		
10	PETERS, LUCY	X		X
11	OLSEN, JIMMY		X	
12	SINATRA, FRANK		X	
13	SMITH, ROBERT		X	
14	TIMMS, JOHNSON	X		X
15	ZIMMERMAN, JUDY	X		X
16				