

## Lesson 3 Google Spreadsheet and creating charts.



### Embedding a Chart in a spreadsheet

1. Go to your Google file and open up a Google spreadsheet
2. Place the title at the top Forms of Entertainment hours a week and your name
3. Type in the information I have listed below in the chart
  - a. Adjust the font size to 14 and bold
  - b. To place the information in the same cell but below one another Click the Command key and the return key.
  - c. Highlight the Cells A3 to B10 and then click on Insert at the top
  - d. Scroll down to Chart and click on Chart Column Chart will appear
  - e. Move the chart to the right
  - f. Highlight the Cells A3 to B10 again and then click on Insert at the top
  - g. Scroll down to Chart and click on Chart. A bar Chart will again appear.
    - i. Look to the left and you will see chart type
    - ii. Choose Pie Chart and move it when it appears to the lower left below A11
    - iii. Move the column chart so it is next to the Pie Chart in Row 12.
4. Place your mouse inside of the pie chart for Television and click on it
  - a. A display of information will appear for each item you click on.
5. If you have the ability to printout this chart do so. Please show me your chart.
6. At the top of the chart you will discover a shape similar to a folder.
  - a. If you have not already done, so create a folder called **SPREADSHEETS** and move your chart into that folder.

