

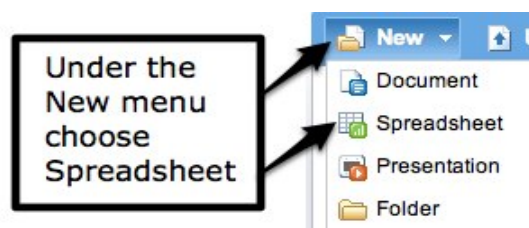
# Using Google Spreadsheets to enter and graph data

<http://docs.google.com>

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May 11, 2008



1. Open a new spreadsheet and enter your data.

A screenshot of a Google Spreadsheet. The spreadsheet has two columns: 'Fruit' and 'Number'. The data is as follows:

	A	B
1	Fruit	Number
2	Apples	12
3	Bananas	18
4	Oranges	25
5	Pineapple	6
6	Kiwi	9
7		
8		

An arrow points from a text box to the data cells in the spreadsheet.


Enter your data

### 3. Toolbar Options

Choose the Formulas tab to find the sum, average, min, max and more about your data.

Choose the Discuss tab to chat Online with collaborators.

Share and/or publish your spreadsheet



Click here to graph your data

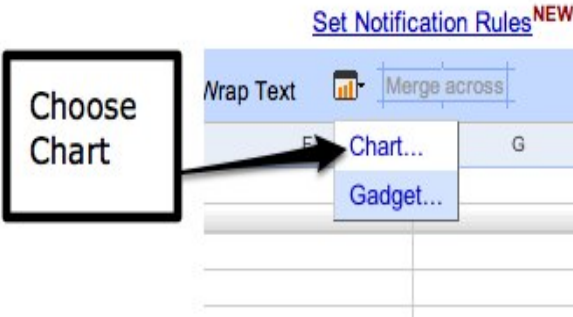
The screenshot shows the Google Sheets toolbar with the following callouts: 'Formulas' is highlighted with a box and an arrow pointing to it; 'Discuss' is highlighted with a box and an arrow pointing to it; 'Share' and 'Publish' are highlighted with a box and arrows pointing to them; and the 'Chart' icon (a bar chart) is circled with a box and an arrow pointing to it.

### 4. Highlight the data and choose Chart

Highlight the data (include the column titles)

	A	B
1	Fruit	Number
2	Apples	12
3	Bananas	18
4	Oranges	25
5	Pineapple	6
6	Kiwi	9

Choose Chart



The screenshot shows the Google Sheets toolbar with the 'Chart' icon highlighted by a box and an arrow. A dropdown menu is open, showing 'Chart...' and 'Gadget...' options. The 'Chart...' option is highlighted by a box and an arrow.

## 5. Enter your chart preferences.

The screenshot shows the 'Create chart' dialog box with several annotations:

- Choose the chart type:** Points to the 'Pie' chart icon in the 'What type?' section.
- Title the Chart:** Points to the 'Chart title' field, which contains 'Favorite Fruits'.
- Label the axes:** Points to the 'Horizontal axis' (containing 'Fruit') and 'Vertical axis' (containing 'Number') fields.
- Group data by rows or columns:** Points to the 'Group by' section, where 'Columns' is selected and 'Use column A as labels' is checked.
- Save chart when done:** Points to the 'Save chart' button at the bottom right.

The 'Labels' section includes:

- Chart title: Favorite Fruits
- Horizontal axis: Fruit
- Vertical axis: Number
- Legend: On right
- Reverse categories:

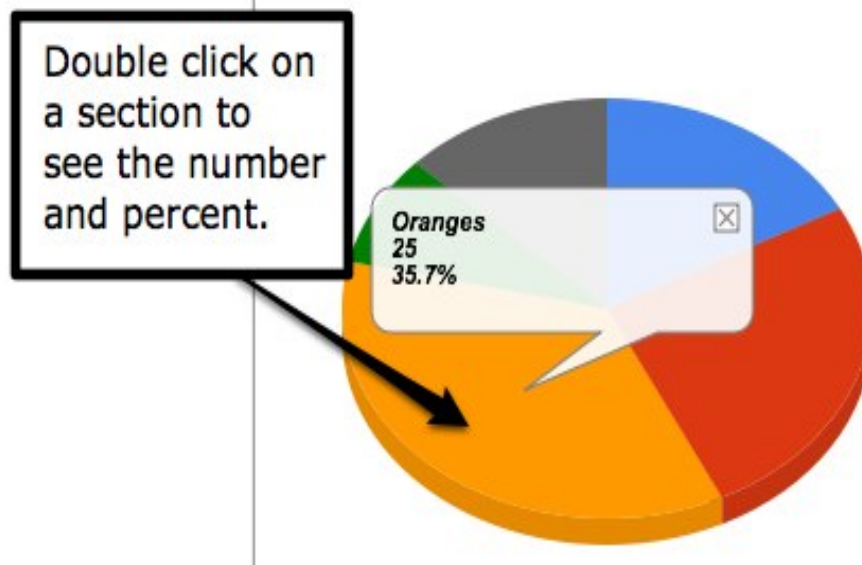
The 'What data?' section includes:

- Range: A1:B6
- Group by:  Rows  Columns
- Use row 1 as labels
- Use column A as labels

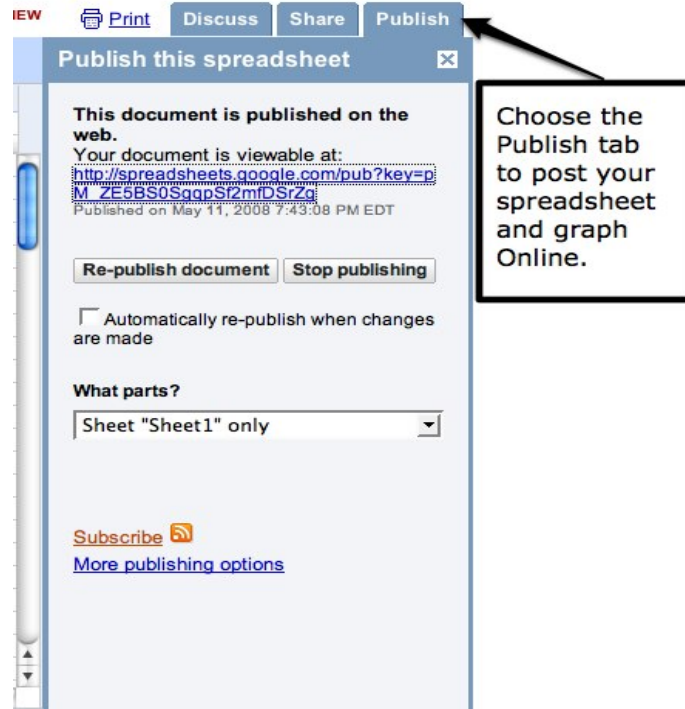
The 'Preview' section shows a 3D pie chart titled 'Favorite Fruits' with a legend:

- Apples (Blue)
- Bananas (Red)
- Oranges (Orange)
- Pineapple (Green)
- Kiwi (Grey)

## 6. Interact with the chart.



## 7. Publish the spreadsheet and chart.



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Sheet "Sheet1" only

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Choose the Publish tab to post your spreadsheet and graph Online.