Spreadsheet

1. Open a new Google sheet. Give it a title.
2. Insert a header with your name.
3. Label cell column A, Line 1, “Fruit Type”
4. Label cell column B, Line 1, “Number”
5. In column A, type the list of fruits below under “Fruit Type” and put the number for each fruit in column B under “Number”.
6. In cell column A, line 12 (A12), type Total
7. In cell column B, line 12 (B12), type =Sum(B2:B11)
8. Highlight the whole table starting from the top left down to the bottom right (do not include total) and insert a chart. From the menu on the right choose a type of chart, pie or bar graph.
9. Copy and paste the chart on to a document with your name in a header.
10. Email or share the spreadsheet and the document to me at [csnodgrass@lohnisd.net](mailto:csnodgrass@lohnisd.net).

Apples

Oranges

Lemons

Bananas

Peaches

Pears

Mangos

Cucumbers

Grapes

Plums

250

150

240

185

80

68

56

67

230

88