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.

 Apples

 Oranges

 Lemons

 Bananas

 Peaches

 Pears

 Mangos

 Cucumbers

 Grapes

 Plums

250

150

240

185

80

68

56

67

230

88