

TIPS & TRICKS

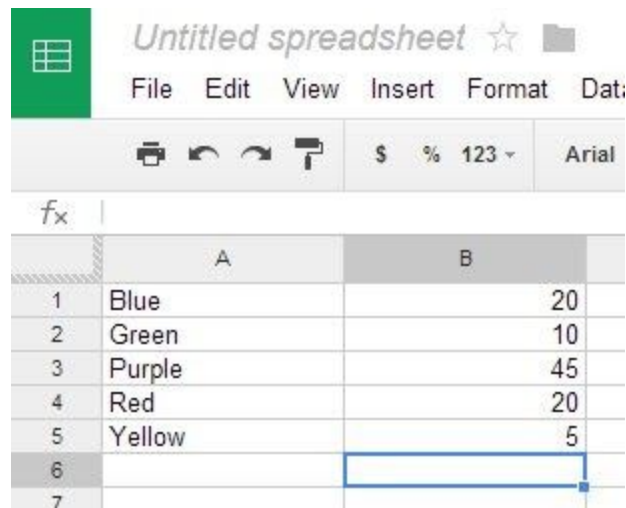
DADE COUNTY TECHNOLOGY

Week of March 3, 2014

Charts from Spreadsheets in Drive

Creating charts in Google Docs is very much like using Microsoft Word.

First, open or create a spreadsheet and fill it with data (see image below):



	A	B
1	Blue	20
2	Green	10
3	Purple	45
4	Red	20
5	Yellow	5
6		
7		

In the example above I simulated data as if I had taken a poll to find out favorite colors. Once the data is in place, simply highlight it all and click the *Insert Chart* icon in the menu bar (see image below):



The *Chart Editor* (see image below) will open and allow you to customize your chart.

Chart Editor

Start Charts Customize

Data - Select ranges ...
Sheet1!A1:B5

Combine ranges: Horizontally

Switch rows / columns
 Use row 1 as headers
 Use column A as labels

Recommended charts - [More >](#)

Chart title

45% 20% 20% 10% 5%

Blue
Green
Purple
Red
Yellow

Insert **Cancel**

The *Chart Editor* allows you to choose different types of charts (including: line, area, column, bar, scatter, pie, and others), add a title, change colors, etc... The best way to see what all is offered is to create a chart and look around.

The following YouTube video shows how to create a chart based on data collected in a form (as we discussed in a previous Tips and Tricks installment):

<http://www.youtube.com/watch?v=kvcxyXYBbel>

NOTE: This video does get into working with formulas in the Spreadsheet application.

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.