GOOGLE SHEETS BUSINESS TEMPLATES

Students are prompted to discover the business templates in Google Docs

A Great Discovery Activity

I use in my
Accounting and
Computer
Application classes

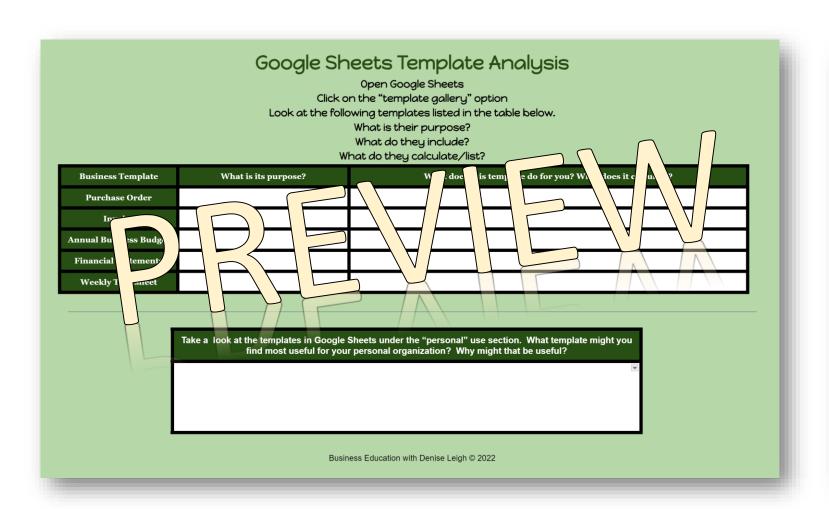
	Google Sheets Template Analysis
	Open Google Sheets
	Click on the "template gallery" option Look at the following templates listed in the table below.
	What is their purpose?
	What do they include? What do they calculate/list?
Business Template	What is its purpose? What does this template do for you? What does it calculate?
Purchase Order	
Invoice	
Annual Business Budget	
Financial Statements	
Weekly Timesheet	
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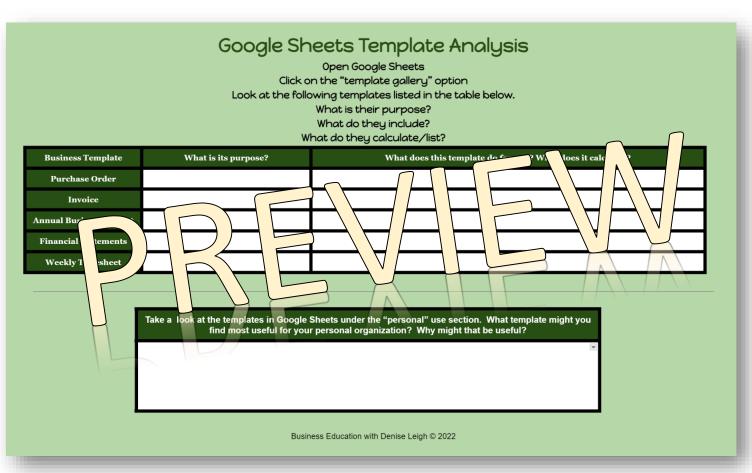
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NO PREP!

Students are prompted to:

- Explore the business templates available in Google Sheets.
- Analyze the purpose of common business documents.
- Discover what functions the templates perform for each document.
- Students select a template that may be useful for their organizational needs to analyze.





NO PREP! Great for a Sub Day or Remote Learning Day!

Teacher Testimonials





Great, easy to use, no prep activity for a sub day!



Was looking for something from my accounting kids that would be useful yet low key for AP week, this was **perfect**. **Easy to use and understand**.



You've done it again! Thank you!

Hi! My name is Denise Leigh. I have been teaching Business
Education for over 25 years! I love collaborating with business
educators all over the world. I am a 2022 Pennsylvania
Teacher of the Year Finalist and relentless lifetime learner and
lover of everything education. Engaging students and
connecting them to their world is my jam!
Thank you for exploring my resources and sharing my passion
for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.