

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

NO PREP!



BUSINESS EDUCATION WITH *Denise Leigh*

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.

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		

Take a look at the templates in Google Sheets under the "personal" use section. What template might you find most useful for your personal organization? Why might that be useful?

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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.

