

NEW

Google Course Sheets Activities

**A 6-Page
Printable Packet for
Students**

**Includes
3 Google Sheets
jobs**

**All Instructions for
Students Included**

**Teacher's Key
also included**



Designed for High Engagement

Each Sheets Job has

✓ Step-by-Step Instructions

✓ Quick Visuals for Reference

There are

3 self-guided

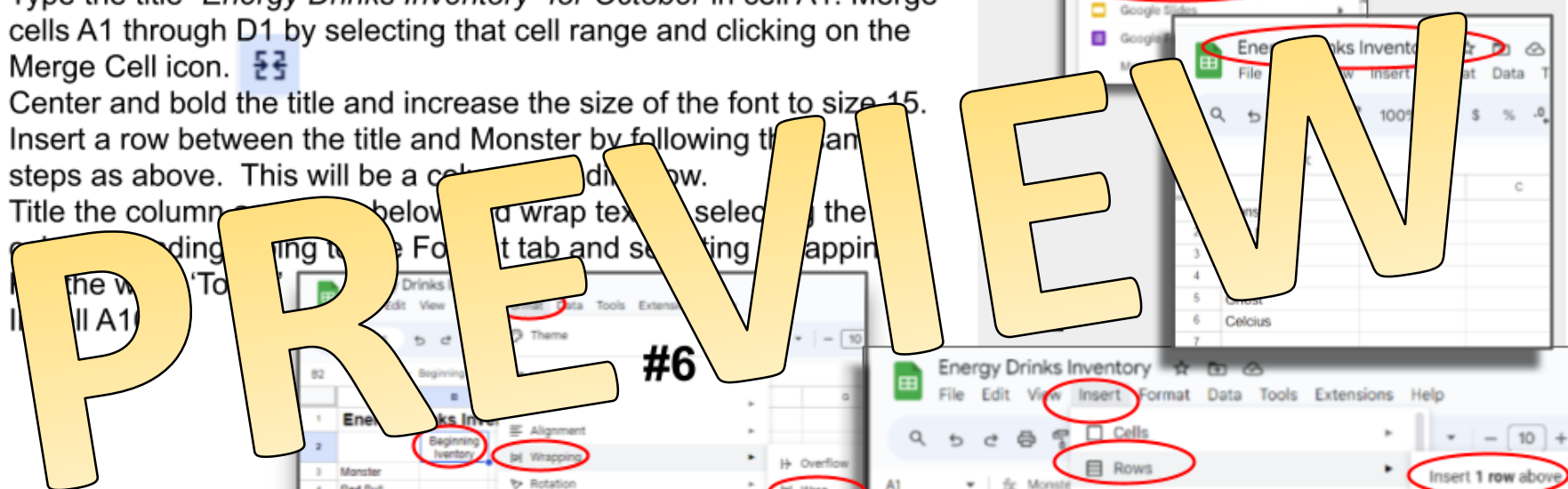
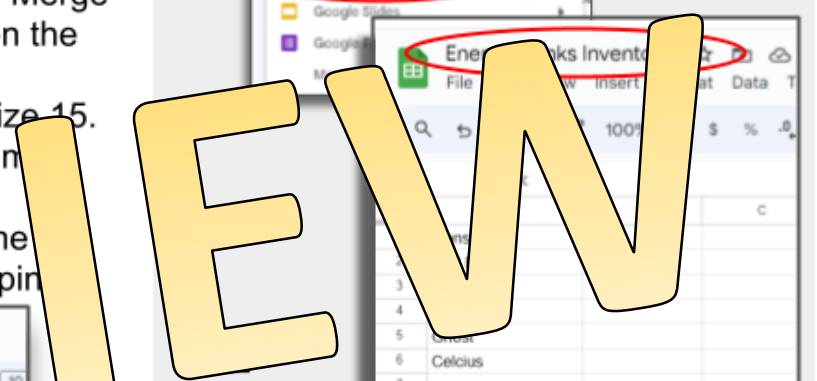
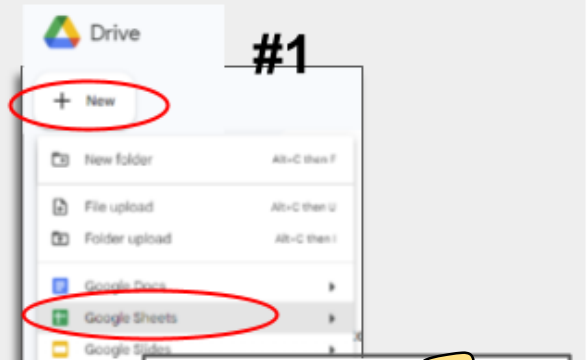
GOOGLE SHEETS

tasks or jobs.

Job #1 Energy Drinks Inventory Data

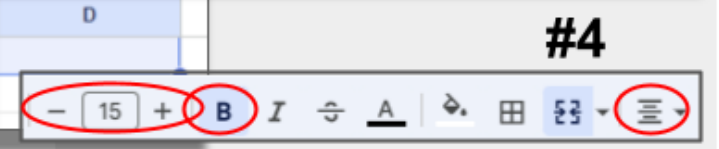
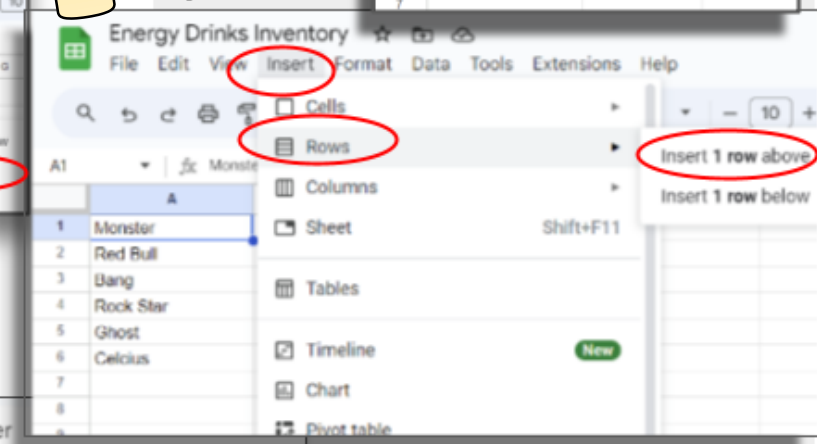
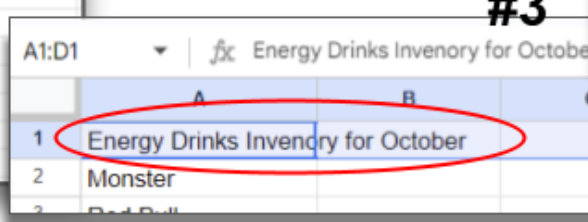
1. Open a blank Google Sheet. Title it "Energy Drinks Inventory" and enter the data in the image to the right.
2. Insert a row above the word *Monster*. To do this, click in cell A1. Go to the **Insert** tab and select **Rows** from the drop down menu and then select **Insert 1 row above**.
3. Type the title "Energy Drinks Inventory" for October in cell A1. Merge cells A1 through D1 by selecting that cell range and clicking on the Merge Cell icon.
4. Center and bold the title and increase the size of the font to size 15.
5. Insert a row between the title and *Monster* by following the steps as above. This will be a cell wrap row.
6. Title the column below and wrap text, select the cell and go to the Format tab and select the wrapping icon.
7. Title the word "Totals" in cell A10.

Quick Reference:



#5

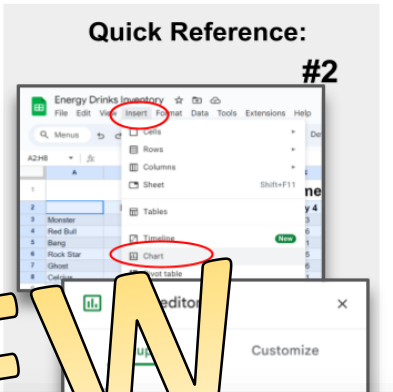
	A	B	C	D
1	Energy Drinks Inventory for October			
2		Beginning Inventory	End Inventory	Amount sold in October
3	Monster			
4	Red Bull			
5	Bang			
6	Rock Star			
7	Ghost			
8	Celcius			
9				
10	Totals			



6-Page Printable Packet for Students

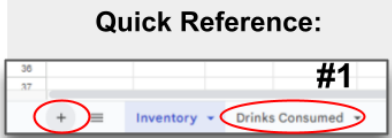
Job #3 Energy Drinks Consumed Chart

1. Create a 'stacked column chart' using the data from the 'Energy Drinks Consumed' table in the previous job. Only select data that will reflect information for the day and name of drink. No totals should be included in the chart.
2. To do this, select the data as specified above, go to the Insert tab, and select 'Chart'. To confirm that you are using the stacked column chart type, view the specifics in the 'Chart editor' on the far right (only appears when the chart is selected).
3. Title the chart, **Energy Drinks Consumed at the Fair**. Double-click on the title of the chart.
4. Add a column label 'Day' and format it in bold and center.
5. Copy the previous chart and paste it into the new sheet.



Job #2 Energy Drinks Consumed

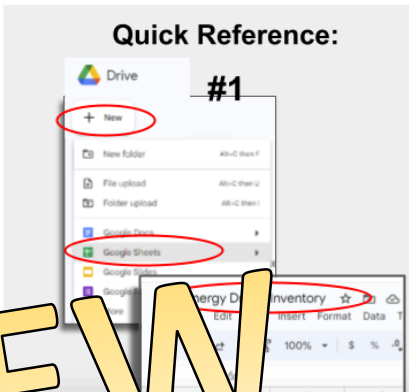
1. Open the "Energy Drinks Inventory" Google Sheet and add a sheet at the bottom of that file by clicking on the +. Rename it 'Drinks Consumed' by double clicking on the newly added sheet. See illustration to the right.
2. Format the table as illustrated below...



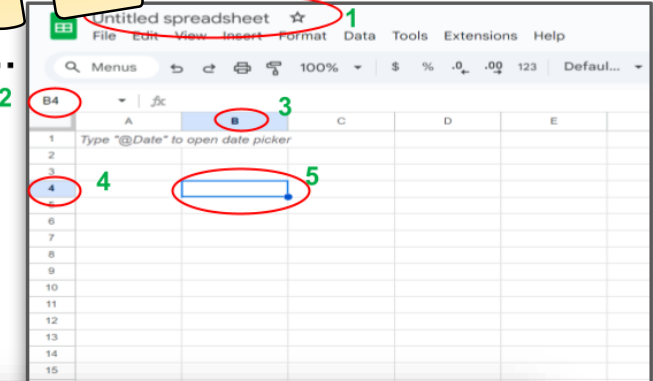
Row 1-Merge and Center and format font in size 20 and Bold.	Energy Drinks Consumed at the Fair								#2
Row 2-Key column titles, Bold and Center.	Day	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Totals	
Column A-Copy and paste the	Monster	95	109	142	83	124	49	143	
	Red Bull	86	93	102	86	91	41	109	
	Bang	89	97	140	81	96	42	103	
	Rock Star							100	
	Ghost							92	
	Celsius							102	

Job #1 Energy Drinks Inventory Data

1. Open a blank Google Sheet. Title it "Energy Drinks Inventory" and enter the data in the image to the right.
2. Insert a row above the word *Monster*. To do this, click in cell A1. Go to the **Insert** tab and select **Rows** from the drop down menu and then select **Insert 1 row above**.
3. Type the title "Energy Drinks Inventory" for October in cell A1. Merge cells A1 through D1 by selecting that cell range and clicking on the Merge Cell icon.
4. Center and bold the title and increase the size of the font to size 15.
5. Insert a row between the title and *Monster* by following the same steps as above. This will allow for a column header.
6. Title the columns 'Beginning Inventory', 'End Inventory', and 'Amount Sold in October' in cell A1, B1, and C1 respectively.
7. Put the word 'Inventory' in cell A2.



1. The title of the Book File.
2. Cell address
3. Columns are identified by letters.

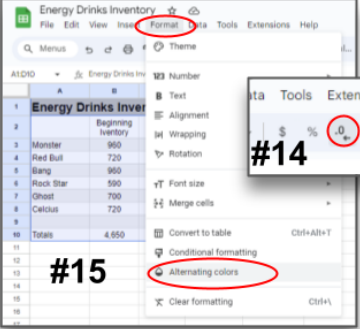


Energy Drinks Inventory Data-Continued

8. Enter the data for the inventory amounts as shown to the right.
9. Enter a SUM Function in cell B10 `=SUM(B3:B8)` and enter.
10. Copy the function in that cell to cell C10 by dragging the bold circle in the lower right corner of Cell B10.
11. To calculate the 'Amount sold in October', the 'End Inventory' must be subtracted by the 'Beginning Inventory'. To do that, enter the following formula in cell D3 `=B3-C3`
12. Cell D10 should be the SUM of column D. Duplicate the formula in C10 to D10.
13. Format all numbers to rounded separate. Select all numbers in the table, go to the 'Format' tab, select 'Number', and enter 'Number' in the task pane.
14. Format all numbers to rounded separate. Select all numbers in the table and click on the 'Decrease decimal places' icon as shown below.
15. Format the table in alternating colors. Go to the Format tab, select 'Alternating colors' and select a gray option in the task pane to the right.

Energy Drinks Inventory for October				#8
	Beginning Inventory	End Inventory	Amount sold in October	
3	Monster	960	215	
4	Red Bull	720	112	
5	Bang	960	312	
6	Rock Star	590	125	
7	Ghost	700	211	
8	Celsius	720	190	
10	Totals			

Energy Drinks Inventory for October				#10
	Beginning Inventory	End Inventory	Amount sold in October	
3	Monster	960	215	745
4	Red Bull	720	112	
5	Bang	960	312	
6	Rock Star	590	125	
7	Ghost	700	211	
8	Celsius	720	190	
10	Totals	4,650		



Energy Drinks Inventory for October				#13
	Beginning Inventory	End Inventory	Amount sold in October	
3	Monster	960	215	745
4	Red Bull	720	112	
5	Bang	960	312	
6	Rock Star	590	125	
7	Ghost	700	211	
8	Celsius	720	190	
10	Totals	4,650		

Google Sheets Mini-Simulation



Energy Drinks Inventory



Great for Independent Learning

Job #3 Energy Drinks Consumed Chart

Quick Reference:

1. Create a 'stacked column chart' using the data from the 'Energy Drinks Consumed' table in the previous job. Only select data that should be included in the chart.
2. To do this, select the data as specified above, go to the insert tab, and select 'Chart'. To confirm that you are using the stacked column chart type, view the specifics in the 'Chart editor' on the far right (only appears when the chart is selected).
3. Title the chart, 'Energy Drinks Consumed' by double clicking in the title of the chart.
4. Add a sheet to this book by clicking on the '+' in the lower left corner. Rename the new sheet, 'Energy Drinks Chart'.
5. Copy and paste the chart in the new sheet and delete it from the previous sheet. Click on the chart and drag it from the corner to make it large enough to expand to column L and row 37.

Google Sheets

Use with Middle School, High School, College, Adult Education, or Home Schooling

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.

