

NEW

Google Sheets Introduction

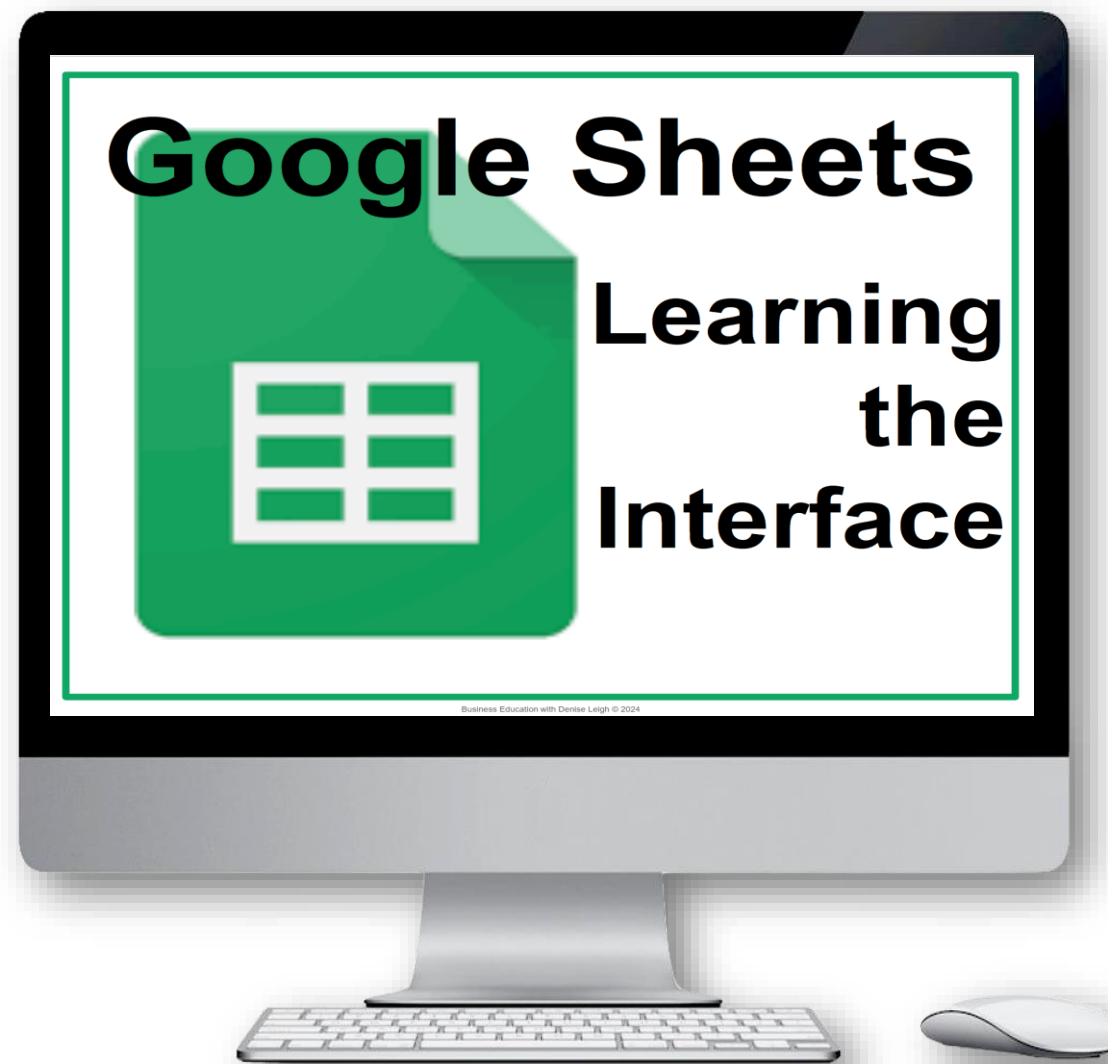
Computer Applications

2 activities included to introduce students to the Google Sheets' icons & working with tables

A Google Sheets Discovery Lesson for Computer Applications class

Teacher's Key Included

NO PREP!



BUSINESS EDUCATION WITH *Denise Leigh*

Google Sheets Lesson #1

This activity can be completed by pen and paper or completed digitally.

Name _____

What tool or function does each of the Google Sheets icons represent?
Tip: To explore the purpose of each icon, hover over the icon on the Google Sheets interface to reveal the tool or function.

1		
2		
3		
4		
7		
8		
9		
10		

NO PREP!

Can be Completed by
Pen & Paper
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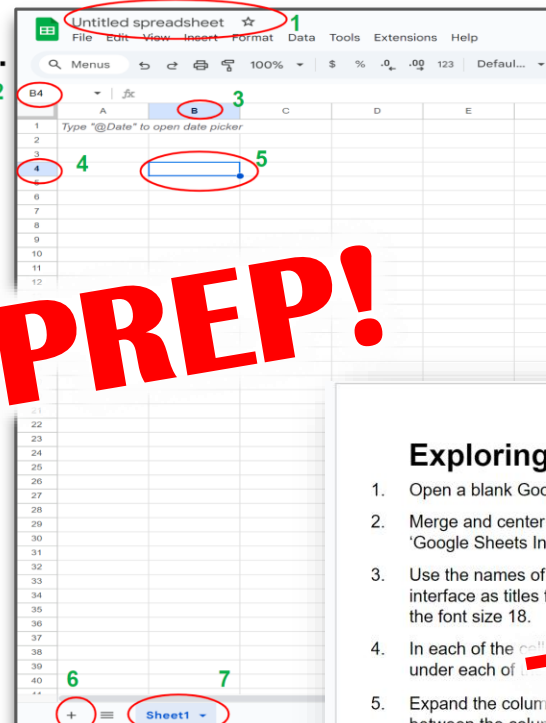
Students
learn the functions of
Google Sheets icons

Activity #1: Competencies for this activity include identifying the purpose for each icon on the Google Sheets interface.

Google Sheets Lesson #2

Navigating the Google Sheets Interface...

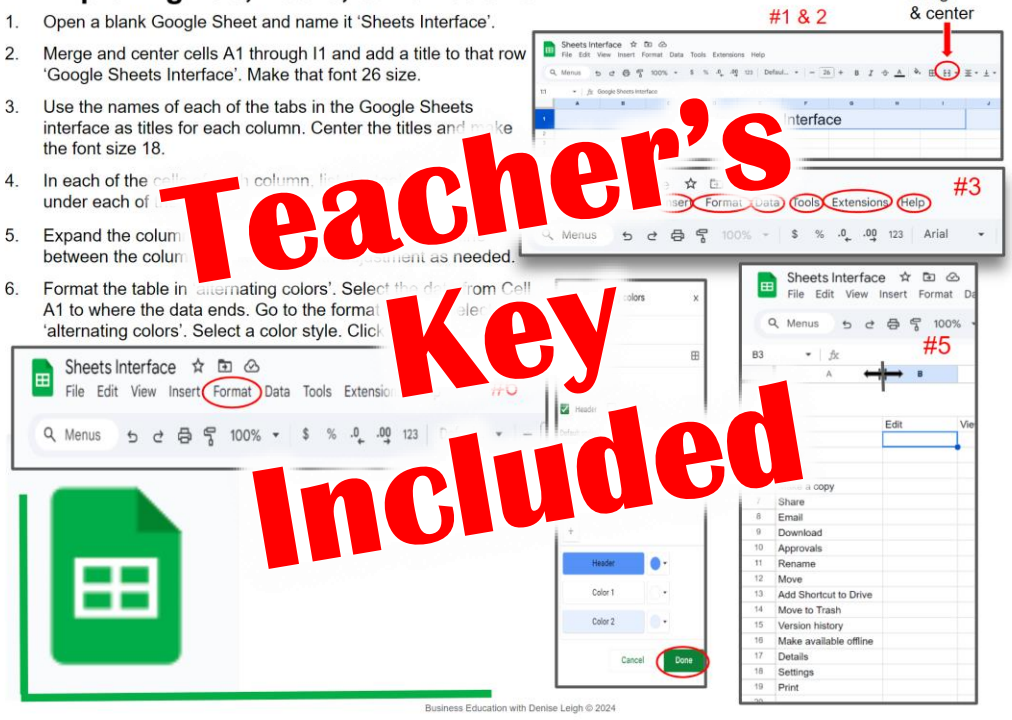
1. The title of the Book File.
2. Cell address
3. Columns are identified by letters.
4. Rows are identified by numbers
5. Each box is called a cell.
6. Click on the + to add a sheet to the book.
7. Double click on the sheet tab to name the sheet.



NO PREP!

Exploring Tab, Tools, & Functions

1. Open a blank Google Sheet and name it 'Sheets Interface'.
2. Merge and center cells A1 through I1 and add a title to that row 'Google Sheets Interface'. Make that font size 26.
3. Use the names of each of the tabs in the Google Sheets interface as titles for each column. Center the titles and make the font size 18.
4. In each of the cells in the column, list the name of the tool or function under each of the column headers.
5. Expand the column width of each column as needed.
6. Format the table in 'alternating colors'. Select the data from Cell A1 to where the data ends. Go to the format menu, click 'alternating colors'. Select a color style. Click 'Done'.



Teacher's Key Included

These 2 lessons take about 90 minutes total

Activity #2: Competencies for this activity include formatting a table, manipulating columns and cells, exploring tools and functions under each of the tabs, and formatting the table with alternating colors.

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.

