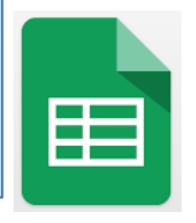


- The Google Sheets app is free from the Apple App Store
- It allows you to edit Google Sheets
- Note: there is a free Google Drive download (also available from the App Store) which allows you to view Sheets but does not allow you to edit them

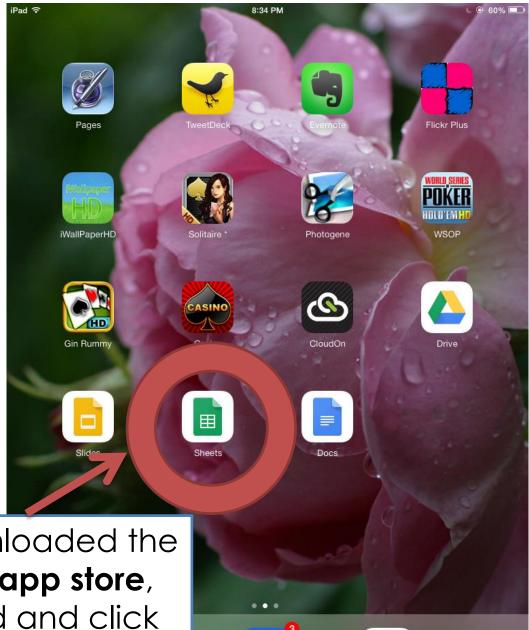


Download **Google Sheets** from the **App Store**





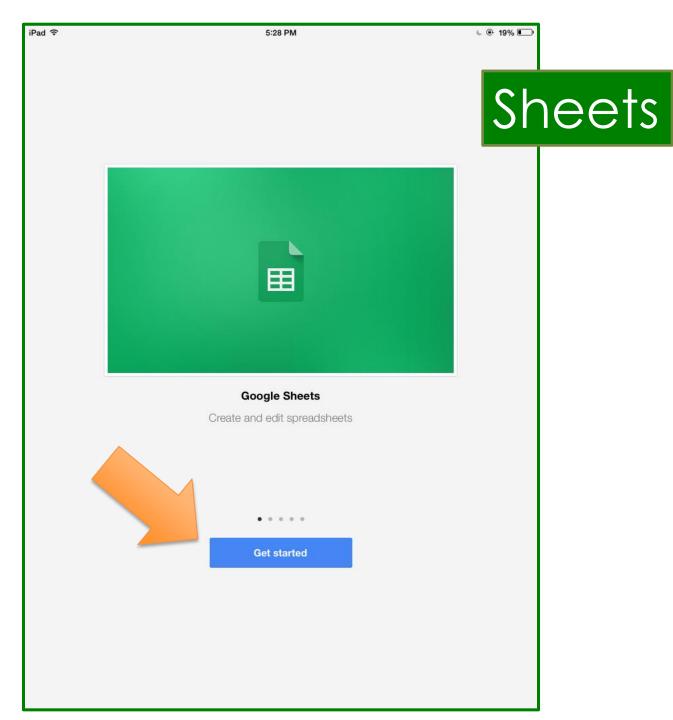




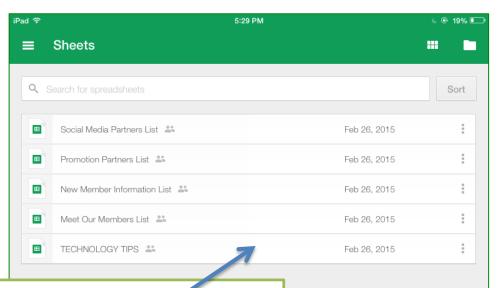
After you have downloaded the **Sheets app** from the **app store**, locate it on your iPad and click on the icon.







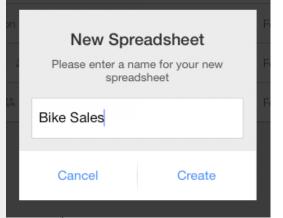
Sheets



Edit an existing sheet

Or

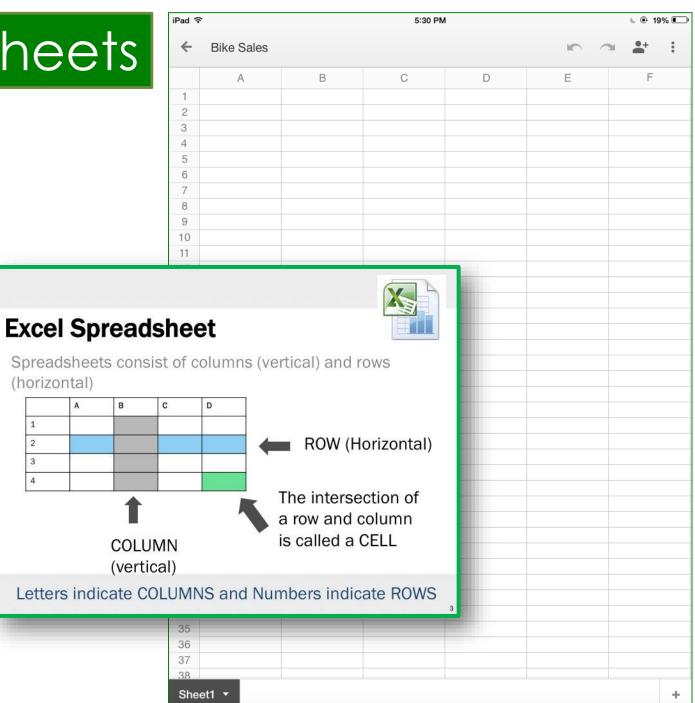
Click this + symbol to Create a new spreadsheet





(horizontal)

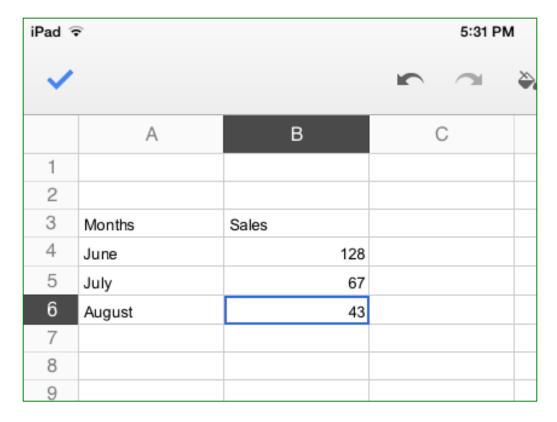
2 3 В



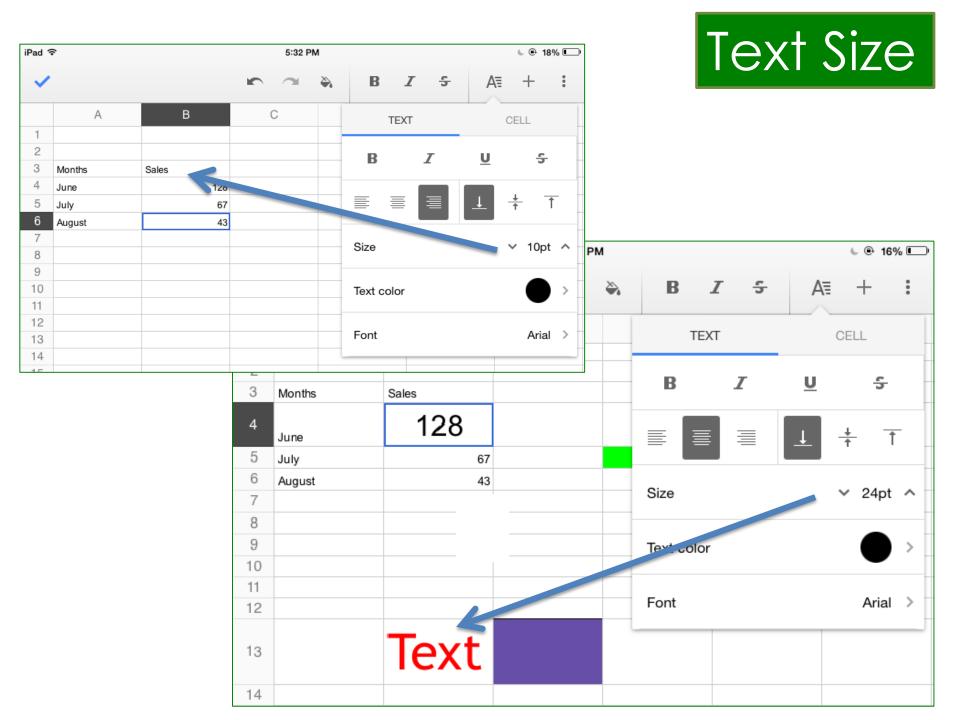
Spreadsheets

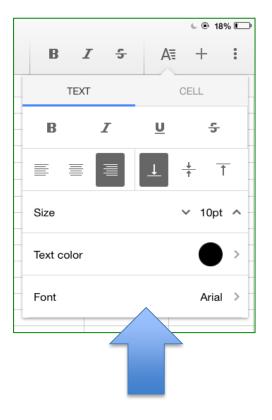
- A Row is a group of cells that run horizontally. Rows are numerically labeled
- A Column is a group of cells that run vertically. Columns are alphabetically labeled.
- Cells are the intersection of a Row and Column
- Cells are identified by first stating the intersecting column letter followed by the intersecting Row number
- For example, B2 is an example of a cell address



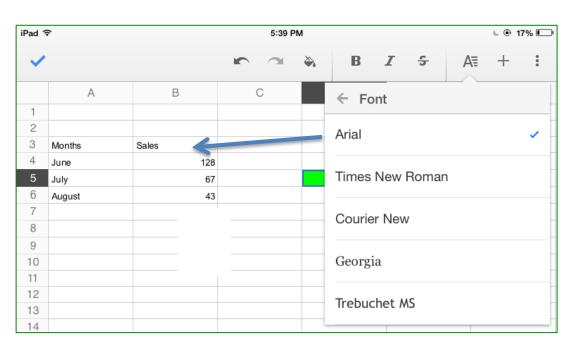


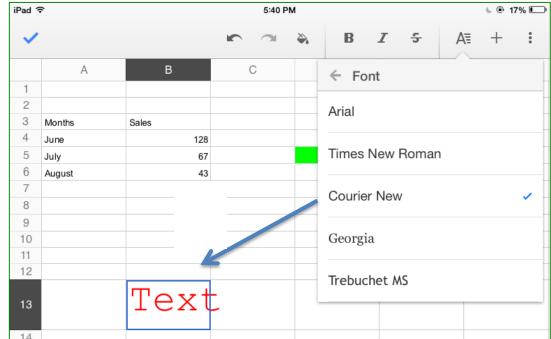
Activity: Type the following information into a spreadsheet and practice **formatting** the spreadsheet and using the **functions** outlined in this lesson



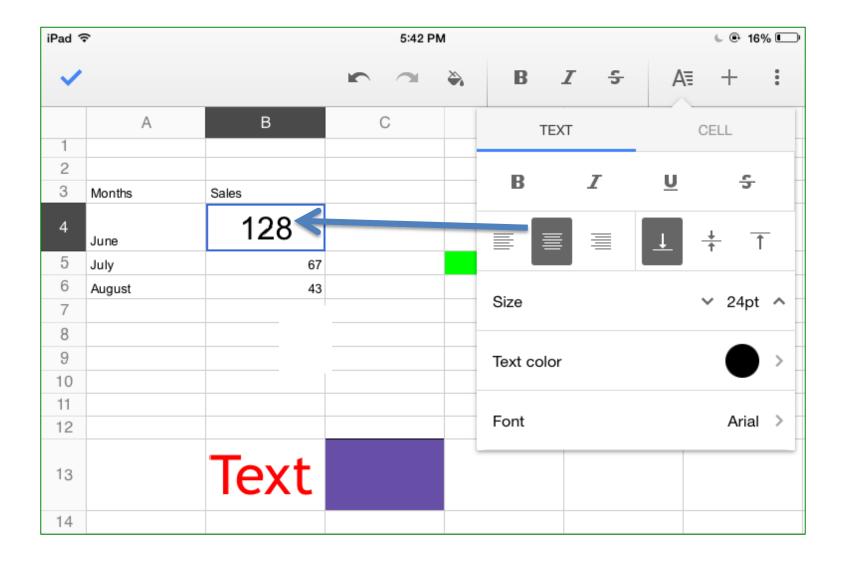


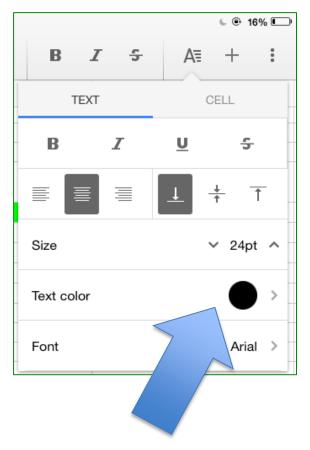




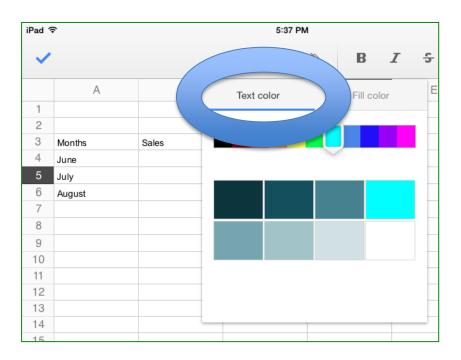


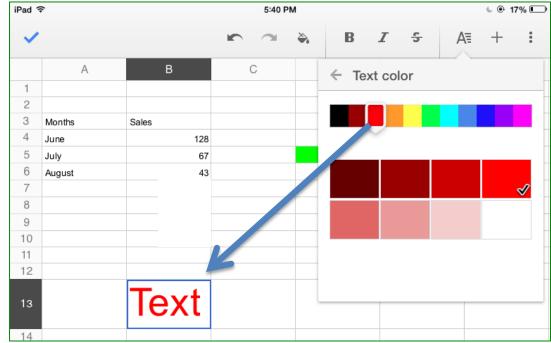
Align and Center

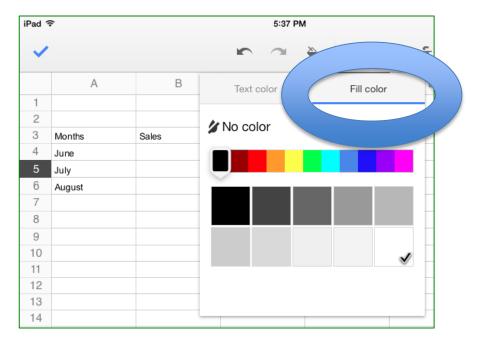




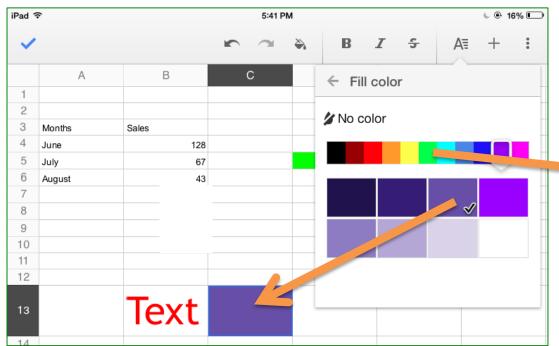
Text Color

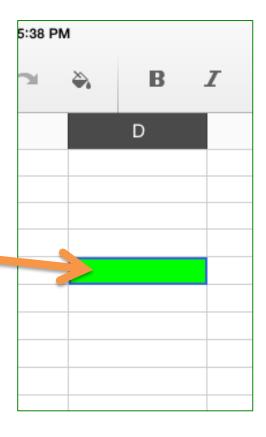




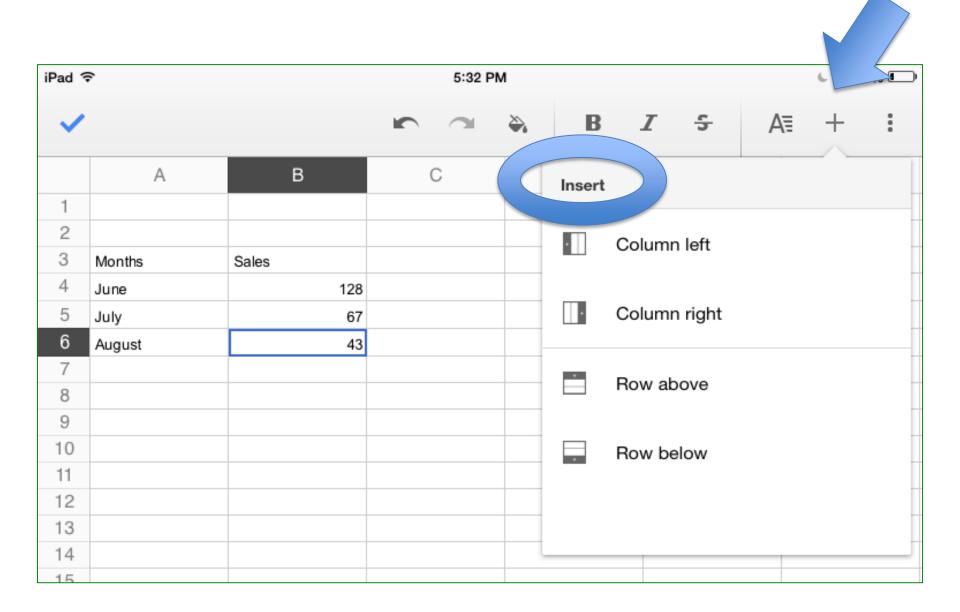






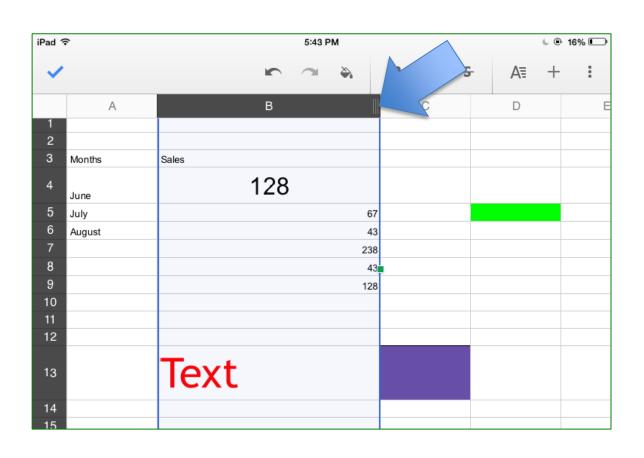


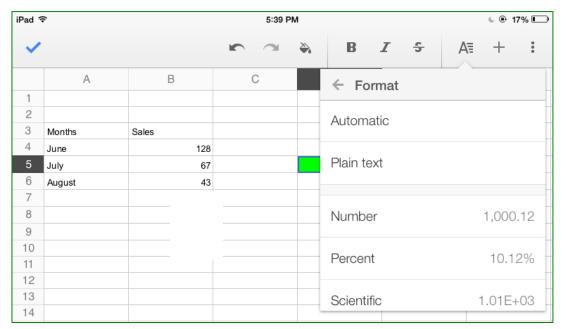
Add Columns and Rows



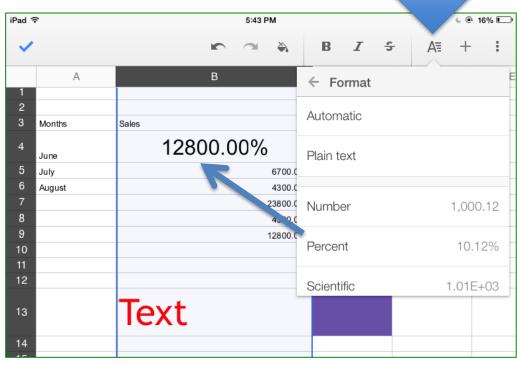
Width of Column

To increase or decrease column width, grab the edge of the **top of the column** (shaded grey area that contains the letter) and drag it.



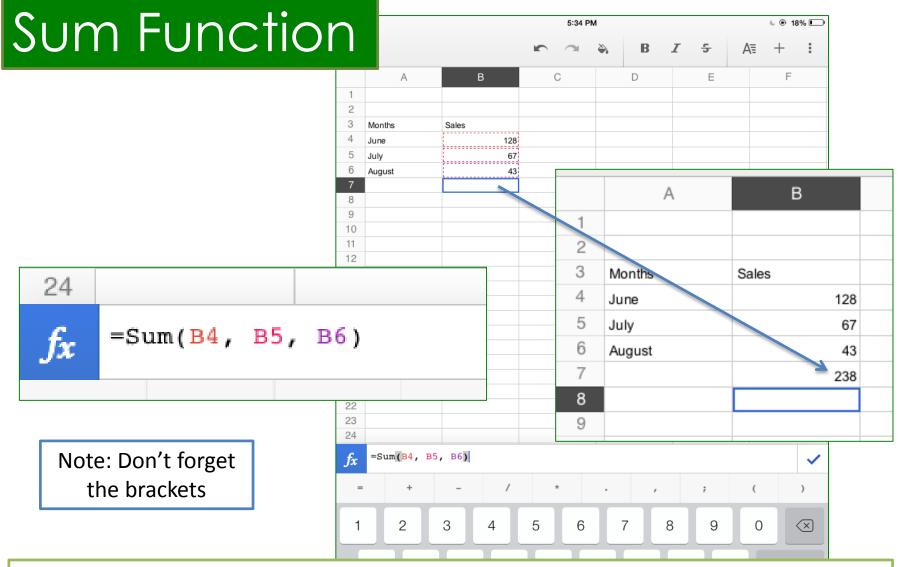


Format Cells



SUM, MAX and MIN Functions

SUM	Adds all numbers in a range of cells
MAX	Gives the Largest number in the range of cells
MIN	Gives the Smallest number in the range of cells



Type in the function...

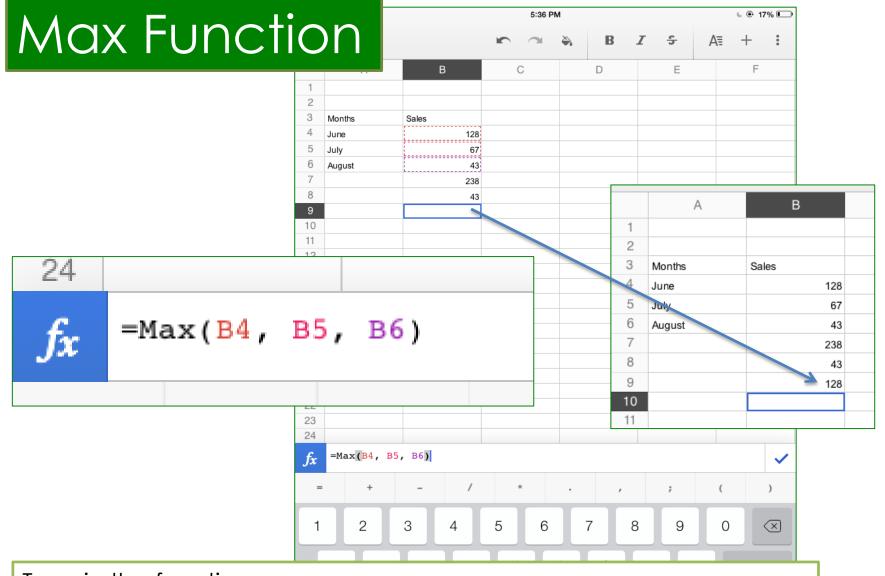
=sum(highlight the cell locations you want to add by clicking on them or dragging over them) then press **Enter**

• Excel will add up the numbers in each of the cells

Min Function iPad 중 ⊕ 17% ■ 5:36 PM F Α C 2 3 August 238 24 Months Sales June 128 July 67 =Min(B4, B5, B6)6 August 43 238 20 9 21 10 22 23 =Min(B4, B5, B6)

Type in the function...

- =min(highlight the cell locations by clicking on them) then press Enter
- Excel will find the smallest number in the range of cells



Type in the function...

- =max(highlight the cell locations) then press **Enter**
- Excel will find the largest number in the range of cells

Functions Activity #2

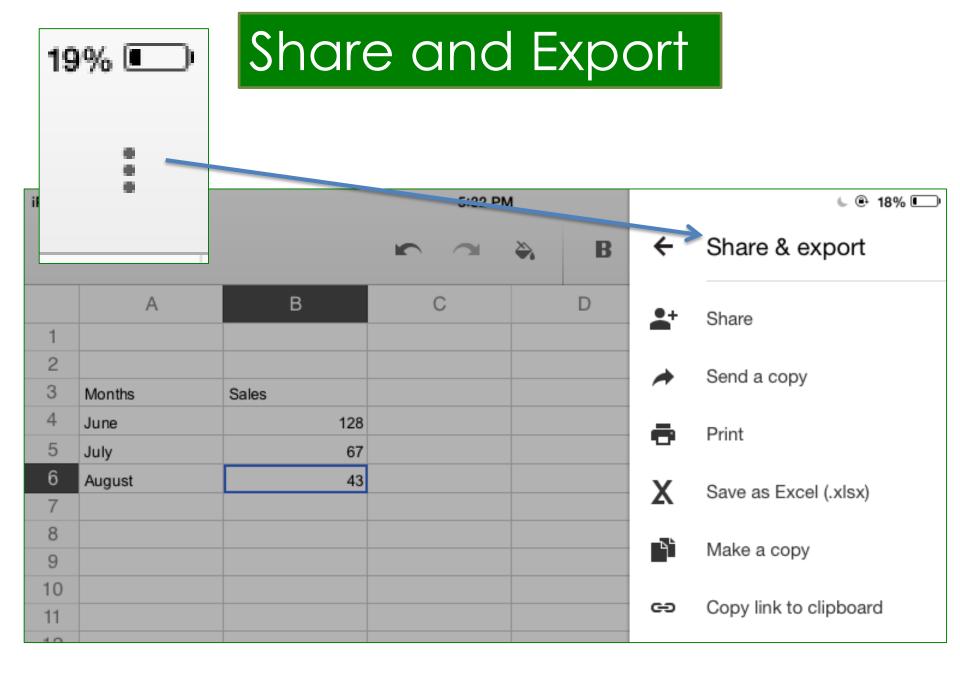
Craves Candy Company			
	Monday	Tuesday	Wednesday
Truffles	4	6	3
Fudge	2	2	1
Candy	6	5	9
Chocolate Bars	9	8	9
Cookies	6	6	7

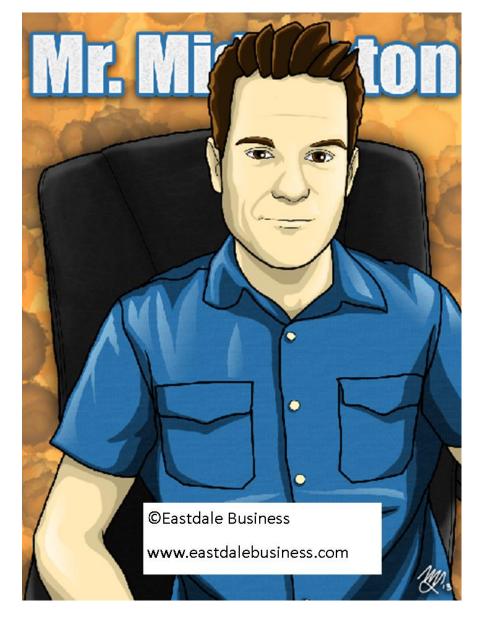
Task: Type the above information into Excel and practice using a **function** to calculate the sum, max and min for each <u>Day</u>.

Functions Activity #3

BestBuy Sales			
	January	February	March
iPad	70	120	90
iPhone	130	90	60
Laptop Computer	15	22	28
Video Game	60	30	10
Cell phone	52	40	20

Task: Type the above information into Excel and practice using a **function** to calculate the sum, max and min for each <u>month</u>.





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