

Google Sheets

Instructor Resources

Google Sheets

Enter Dates

Instructor Information

Instructor

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Email

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Office Location & Hours

add text

General Information

Description

Master essential Google Sheets skills required to confidently organize, analyze, and present data for personal, academic, or professional use. This course provides comprehensive, hands-on instruction in key Google Sheets functionalities, ensuring you develop the tools to create well-structured spreadsheets, perform calculations, and manage data with precision.

You will gain expertise in entering and formatting data, applying formulas and functions, working with tables and ranges, and visualizing information using charts and conditional formatting. You'll also learn to collaborate in real time, protect data, and automate repetitive tasks using features like filter views, pivot tables, and macros.

Beyond spreadsheet basics, you'll explore advanced techniques for summarizing information, validating inputs, and customizing sheets for clarity and efficiency. You'll also learn how to prepare your files for printing, sharing, and long-term use in a collaborative environment.

Whether you're tracking budgets, managing projects, or handling complex datasets, this course will equip you with the confidence and practical skills to use Google Sheets effectively in any context.

Course Objectives

This course helps learners build essential spreadsheet skills using Google Sheets to organize, analyze, and present data with confidence. Learners begin with the basics, entering data, formatting cells, and using simple formulas, then progress to functions, charts, conditional formatting, and data tools like filters and pivot tables. With a focus on real-world applications such as budgets, trackers, and reports, this course is ideal for students, educators, and professionals seeking to improve their productivity and data literacy in a collaborative, cloud-based environment.

By the end of this course, learners will be able to:

- ✦ Create, open, and organize spreadsheets using Google Sheets in a collaborative, cloud-based environment.
- ✦ Enter, edit, and format data using text formatting, number formats, alignment options, and cell styles.
- ✦ Perform calculations using basic formulas and built-in functions such as SUM, AVERAGE, IF, and COUNT.
- ✦ Organize and analyze data with tools like sorting, filtering, conditional formatting, and data validation.
- ✦ Visualize information by creating and customizing charts, including pie, column, line, and combo charts.

- ✈ Work with large datasets using freeze panes, named ranges, pivot tables, and protected ranges.
- ✈ Import, export, and print spreadsheets while managing settings like scaling, orientation, and print areas.
- ✈ Use version history, sheet customization, and collaborative tools to track changes and improve productivity.
- ✈ Apply productivity techniques such as keyboard shortcuts, ARRAYFORMULA, and macros to streamline workflow.

Course Materials

Required materials

- Computing Device
- Internet Connection

Optional materials

- Headset

Schedule

Dates

Level

	Unit 1: Getting Started with Google Sheets
	Unit 2: Work with Data in Google Sheets
	Unit 3: Simple Functions and Formulas
	Unit 4: Advanced Functions and Data Handling
	Unit 5: Data Display and Visualization
	Unit 6: Data Control and Automation

Course Structure

The course is structured to learn by doing, practice the learned skill, and then apply the skill.

- Unit
 - Lesson
 - Learn Tasks
 - Practice Exercises
 - Practice Questions
 - Objective Assessment
 - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where learners can understand through doing or learning through study materials. Each lesson concludes with a Practice Exercise that incorporates the tasks they learned throughout the lesson. Once they have completed the lessons in the unit, learners are assessed through a question-based Objective Assessment and a Create Project.

Weights and Grading

Add your course weight and grading here

Additional information and resources

Add a subheading

Add text.

Instructor Guide Overview

Course Structure

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- Unit
 - Lesson
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 - Practice Questions
 - Objective Assessment
 - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where learners can understand through doing or learning through study materials (eBook, QuickDeck or QuickClip). Each lesson concludes with a Practice Exercise that incorporates the tasks they learned throughout the lesson. Once they have completed the lessons in the unit, learners are assessed through a question-based Objective Assessment and a Create Project.

Delivery

The course is created so it can be customized to meet the needs of the instructor and the learner.

- **Direct Instruction:** Utilize the PowerPoint presentations to introduce each lesson topic, then have the learners review the study materials and complete the task.
- **Flipped Classroom:** Learners complete online lessons outside of class time. Learners utilize the class time to discuss learned tasks, allow learners to teach concepts, expand concepts through learning stations, and work on unit extension or unplugged activities.
- **Learner-Centered Approach:** Use the prescriptive learning model so learners can focus on new skills and skip the skills they already know. Learners can work at their own pace on their own schedule to complete the course. Instructors support learners by utilizing the answer keys to identify struggles and guide learners through the solutions.

Differentiation

- **Study Materials:** Study materials are available in eBook, QuickDeck and QuickClip format. Each study material provides the same concepts and allows the learners to choose the modality that best fits their learning style. The eBook introduces concepts in bite-sized readings. QuickDecks display materials in a flashcard format. QuickClips provide a video and audio-based clip.



- **Course Progression:** Learners can complete the learn task to demonstrate understanding before reviewing the study materials or they can review one or all the study materials before attempting the learn tasks.
- **Grouping:** Create groups for different learning levels or styles. Customize each group setting to best meet the needs of the learners.
- Provide struggling learners with answer keys to follow step-by-step instructions to complete tasks and exercises.
- Encourage learners to showcase their newly learned skills by creating additional real-world projects, teaching others how and why to use new skills, and exploring beyond their learning.

Prepare for Delivery

- Begin with the unit overview to understand the structure and flow of the unit, the topics covered, the approximate time to complete and the exam objectives reviewed.
- Review the lesson PowerPoint Presentation to give you an in-depth look at each lesson topic and the comprehensive topic notes included.
- Review the answer keys to familiarize yourself with the tasks learners will complete throughout the lesson.
- Complete the lesson.

Instructor Resources Overview

Instructor Resources File Structure	<ul style="list-style-type: none"> 📁 Instructor Resources <ul style="list-style-type: none"> 📄 Course Syllabus 📄 Course Overview 📄 Course Key Terms 📄 Course Instructor Guide 📁 Unit <ul style="list-style-type: none"> 📁 Unit Assessment Answer Keys <ul style="list-style-type: none"> 📄 Create Project 📄 Objective Assessment 📁 Lesson <ul style="list-style-type: none"> 📁 Answer Keys <ul style="list-style-type: none"> 📄 Lesson Practice Exercises 📄 Learn Tasks 📄 Lesson Practice Questions 📁 Study Guides <ul style="list-style-type: none"> 📄 Study Guide Complete 📄 Study Guide Fill-In Explanation 📄 Study Guide Fill-In Topic 📄 Lesson PowerPoint Presentations 📁 Unplugged Activities 📄 Unit Overview
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	 Unit Learning Plan  Unit Key Terms
Unit Assessment Answer Keys	<p>Each unit includes two types of assessments for learners to apply their knowledge.</p> <ul style="list-style-type: none"> • Create Project – These are project prompts and sample solution files. Create projects also include “show me” videos for learner reference. You have the option to enable/disable this feature. • Objective Assessment – A comprehensive question and answer-based assessment for the unit. Objective Assessments include “show solution” for learner reference. You have the option to enable/disable this feature.
Answer Keys	<p>Documents containing answers, step-by-step instructions, and correct answers for Instructor reference or to offer additional support material for learners.</p> <ul style="list-style-type: none"> • Learn Tasks - Each lesson topic includes an opportunity to apply what they have just learned in-app or by answering questions. Learn Tasks also include “show me” videos and “show solution” for learner reference. • Lesson Practice Exercises – End of lesson in-app or scenario-based assessment. Lesson Practice Exercises also include “show me” videos for learner reference. You have the option to enable/disable this feature. • Lesson Practice Questions – End of lesson question-based assessment. Lesson Practice Questions also include “show solution” for learner reference. You have the option to enable/disable this feature.
Study Guides	<p>Printable and customizable study guides mapped to lesson topics and exam objectives are provided in three formats.</p> <ul style="list-style-type: none"> • Complete- This version includes the topic and the explanation. • Fill-In Topic-Learners can fill in the topics as they learn or as a review. • Fill-In Explanation – This allows learners to complete the explanation of each lesson topic in their own words and images.
Learning Plan	<p>Customizable unit learning plan outlining the objectives and topics covered, essential questions, learning targets, methods and materials, extension activities, formative and summative assessments, mapping to STEAM, Work Readiness, 5 C's, and Bloom's Taxonomy Levels.</p>
Lesson PowerPoint	<p>A PowerPoint Presentation that complements the lesson. Each lesson topic is included in the presentation as well as comprehensive speaker notes.</p>
Unplugged Activities	<p>A variety of activities and necessary resources to get learners off the computers while still reinforcing unit learning objectives.</p>
Unit Key Terms	<p>A comprehensive list of key terms throughout the unit.</p>
Unit Overview	<p>A spreadsheet containing the overview of the flow of the unit that includes lesson topics, certification objectives mapping, and approximate timings for self-paced and instructor-led scenarios.</p>

Google Sheets Learning Plan

Unit 1: Getting Started with Google Sheets

Instructor:

Class:

Duration: 5-10 hours

Unit Objectives:

Learners will explore the Google Sheets interface, manage worksheets, adjust rows and columns, and utilize foundational features such as import, version history, and print setup to confidently navigate and format spreadsheets.

Essential Questions:

- How do I navigate and customize the Google Sheets interface to suit my workflow?
- What tools help manage and organize spreadsheet content efficiently?
- In what ways can I view, edit, and share spreadsheet versions and layouts?

Learning Targets:

I will understand how the Google Sheets window, toolbar, and workspace are organized, so I can confidently locate tools and customize my workspace for efficiency.

I know I succeeded when I can identify key interface elements and adjust workspace settings.

Methods and Materials:

- Lectures
- Reading
- Videos
- Hands-on activities
- Creating
- Analyzing
- Discussing
- Teaching

Formative Assessments:

- Learn Tasks
- Practice Exercise
- Practice Questions

Summative Assessments:

- Objective Assessment
- Create Project

STEAM

- ☒ Science
- ☒ Technology
- ☒ Engineering
- ☒ Art
- ☒ Math

Work Readiness

- ☒ Communication
- ☒ Problem-solving
- ☒ Teamwork
- ☒ Work ethic
- ☒ Empathy
- ☒ Conflict resolution
- ☒ Active listening
- ☒ Time management
- ☒ Adaptability
- ☒ Reading
- ☒ Mathematics

5 C's

- ☒ Critical Thinking
- ☒ Creativity
- ☒ Communication
- ☒ Collaboration
- ☒ Citizenship

Blooms Level

- ☒ Remembering
- ☒ Understanding
- ☒ Applying
- ☒ Analyzing
- ☒ Evaluating
- ☒ Creating

Learning Activities

Domain

Time Allowed

Content

Lesson 1: Sheets Interface

60-130 minutes

- Sheets Window
- Customize the Workspace

		<ul style="list-style-type: none"> • Toolbar • Create a Spreadsheet • Open a Spreadsheet • Make Available Offline • Import Files
Lesson 2: Manage Files	50-100 minutes	<ul style="list-style-type: none"> • Version History • Edit History • Share Workbooks • Define Print Area • Print
Lesson 3: Customize Worksheets	65-145 minutes	<ul style="list-style-type: none"> • Zoom • Freeze Titles • Customize Sheets • Sheet Color • Rename a Worksheet • Move and Duplicate a Worksheet • Hide and Show Worksheets • Edit Multiple Worksheets
Lesson 4: Worksheet Structure	65-145 minutes	<ul style="list-style-type: none"> • Insert Cells, Rows and Columns • Delete Cells, Rows and Columns • Hide and Show Rows and Columns • Select a Row or Column • Row Height • Column Width • Merge and Unmerge Cells • Identify Row and Column Names

Warm-Up Activities

1. Without observing a device, list or sketch everything you remember viewing on the Google Sheets screen.
Bonus: What tools do you think are most used?
2. Which Tool Would You Use?
Imagine someone needs to write down which tool or menu you think they should use.
 - Freeze a row
 - Print part of a spreadsheet
 - Undo a change
3. Organizer Challenge (Verbal or Paper)
Describe (or draw on paper) how you would organize 3 different spreadsheets. What tabs, colors, or column names would you use?
 - A class gradebook
 - A budget
 - A sign-up sheet

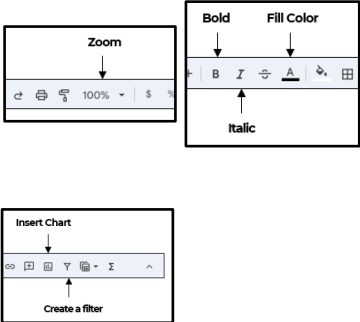
Extension Activities

1. Create a portfolio for the course. Portfolios should include evidence of work, reflect on learned skills and how you can incorporate the skills in a current or future project. This is an ongoing extension activity. Continue to add to the portfolio throughout the course.
2. Select one topic learned throughout the unit then create an instructional video, tutorial, lecture, or hands-on activity to teach others about the skill.
3. Design a 1-page help sheet that explains how to open, import, print, and access version history in Google Sheets. Include screenshots and step-by-step instructions.
4. Create a workbook with at least five worksheets. Name them, assign colors, and duplicate one of them. Share a summary of your organization choices.
5. Record a short screen recording teaching someone how to insert, resize, and merge columns and rows in a spreadsheet.

Unit Evaluation and Reflection

What went well	What needs to change

Unit 1 Sheets Interface Learn Tasks

Lesson Topic	Assessment Details	Answer Key	File Name
Sheets Window	Select the area on the Sheets Window to complete the following: 1) View options like opening, saving, and printing your document 2) Share your document with others 3) Add a new sheet within the same document 4) Navigate between sheets	<ul style="list-style-type: none"> • File • Share • Add Sheet • Sheet Tabs 	
Customize the Workspace	Display the grid.	View menu > Gridlines > Show gridlines	
Toolbar	Select the button on the toolbar to complete each of the following: 1) Bold 2) Italic 3) Fill color 4) Insert chart 5) Create a filter 6) Zoom		
Create a Spreadsheet	Create a new spreadsheet.	Open your web browser > Google.com > Google Apps > Sheets > Blank spreadsheet (+) button	
Open a Spreadsheet	Open the Example spreadsheet.	Open your web browser > Google.com > Google Apps > Sheets > Open a sheet	
Make Available Offline	Make the spreadsheet available offline.	File menu > Make available offline > Toggle the switch to enable offline access > Done	
Import Files	Import a CSV file named <i>AdditionalSalesData.csv</i> and append its data to the existing dataset.	File menu > Import > Upload > Select AdditionalSalesData.csv > Append to current sheet > Import data > Done	Import Files.xlsx

Unit 1 Sheets Interface Practice Exercise

Assessment Details	Answer Key	File Name
1) Create a new spreadsheet. 2) Rename the spreadsheet to <i>Onboarding Tracker</i> . 3) Locate the following: <ul style="list-style-type: none"> • Toolbar • Formula bar • Sheet tab area. 4) Change the zoom level to 125%. 5) Identify the buttons for the following: <ul style="list-style-type: none"> • Inserting a chart • Changing font size • Changing text color 6) Import the file named <i>departments.csv</i> into a new sheet 7) Rename the new sheet to <i>New Departments</i> . 8) On the first sheet, in cell A1, enter the text "Welcome to Your New Role!" 9) View the option to make the file available offline.	1) File > New > Spreadsheet 2) File > Rename > Onboarding Tracker 3) Identify: <ul style="list-style-type: none"> • Toolbar at the top • Formula bar below the toolbar • Sheet tab area at the bottom 4) View > Zoom > 125% 5) Hover over the toolbar to identify: <ul style="list-style-type: none"> • Insert chart • Font size • Text color 6) File > Import > Upload > departments.csv. Choose Insert new sheet(s) 7) Sheet tab > Rename > New Departments 8) In cell A1, enter "Welcome to Your New Role!" and select the Enter key	Departments.csv

Unit 1 Sheets Interface Practice Questions

You've just started working as an intern for a marketing firm called BrightLeaf Promotions. On your first day, your manager asks you to set up and organize your workspace in Google Sheets so you can track campaign data. You'll need to get familiar with the Sheets interface, customize it for your workflow, and import some files from clients to begin working.

- 1) Which of the following best describes what happens when you select the Explore button in the lower-right corner of the Sheets window?
 - a) It opens a panel that displays file versions and edit history
 - b) It displays formatting options for headers and footers
 - c) **It provides automatic data analysis suggestions, charts, and answers to questions (correct)**
 - d) It lets you publish the file to the web

Explanation: The Explore tool provides quick insights into your data, including charts and suggested formulas based on the contents of your spreadsheet. It's a helpful feature located in the bottom-right corner of the Sheets window.

- 2) Fill in the blank with the correct words.

The **Toolbar (correct)** in Google Sheets provides quick access to icons for tasks like bold text, text alignment, and inserting links.

 - Toolbar
 - Sidebar
 - Menu bar
 - Formula bar

Explanation: The toolbar sits below the menu bar and contains visual icons for commonly used commands, helping users format and edit their spreadsheets more efficiently.

- 3) The Make available offline option can only be turned on for a specific file, not for all Google Sheets documents.
 - True
 - **False (correct)**

Explanation: You can enable offline access for all your Google Drive files (including all Sheets) through your Drive settings. You can also enable it for individual files.

- 4) You're trying to open a .csv file your manager emailed you. What's the best way to do this in Google Sheets?
 - a) Right-click on the file and select Publish to the Web
 - b) Use File > Download > Upload
 - c) **Select File > Import > Upload, then open the .csv file (correct)**
 - d) Select Edit > Paste Special > Paste values only

Explanation: To import a file like a CSV, you should go to File > Import > Upload. From there, you can open and import data from a file stored on your computer or Google Drive.

- 5) Match the steps in the correct order to create a new blank spreadsheet from Google Drive.
- a) Step 1
 - b) Step 2
 - c) Step 3

Step 1 (correct) Select New

Step 2 (correct) Choose Google Sheets

Step 3 (correct) Select Blank Spreadsheet



Google Sheets

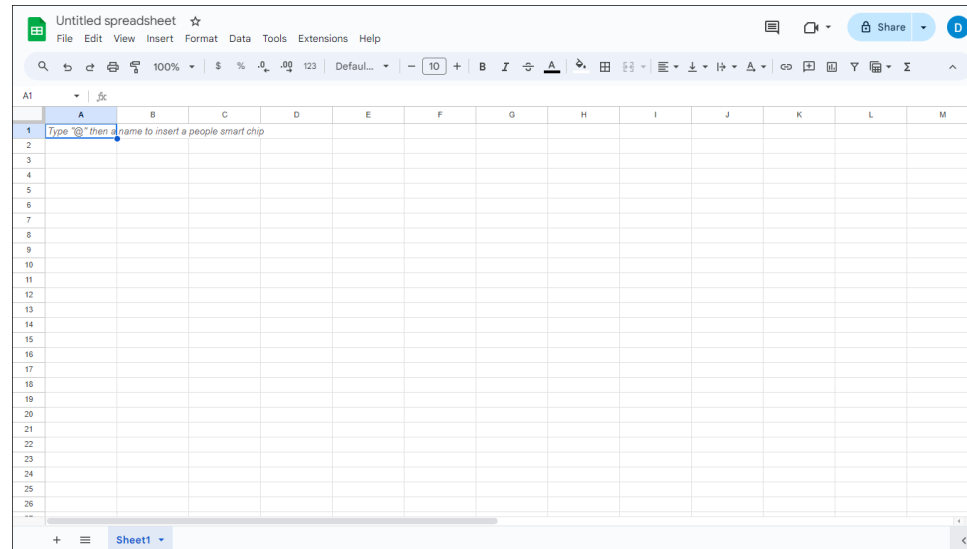
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Sheets Interface

Unit 1: Getting Started with Google Sheets

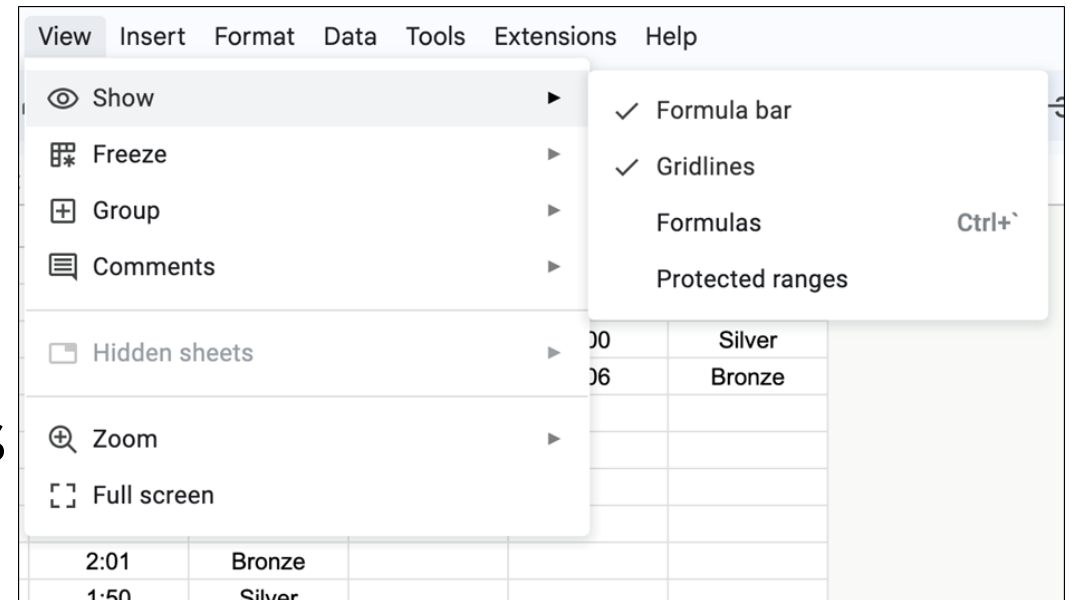
Sheets Window

- Main work area including actionable menu items
- Has **File** tab, **Share** button, **Add Sheet** sign, **Edit**, **View** and **Insert** tabs



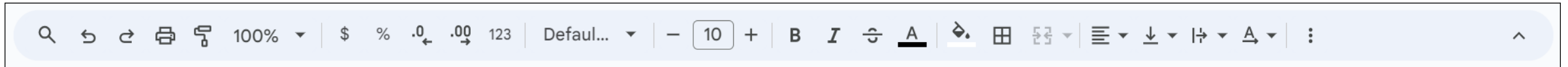
Customize the Workspace

- Use the **View** menu to show or hide gridlines
- Select the **Formula bar** to view and edit formulas in cells



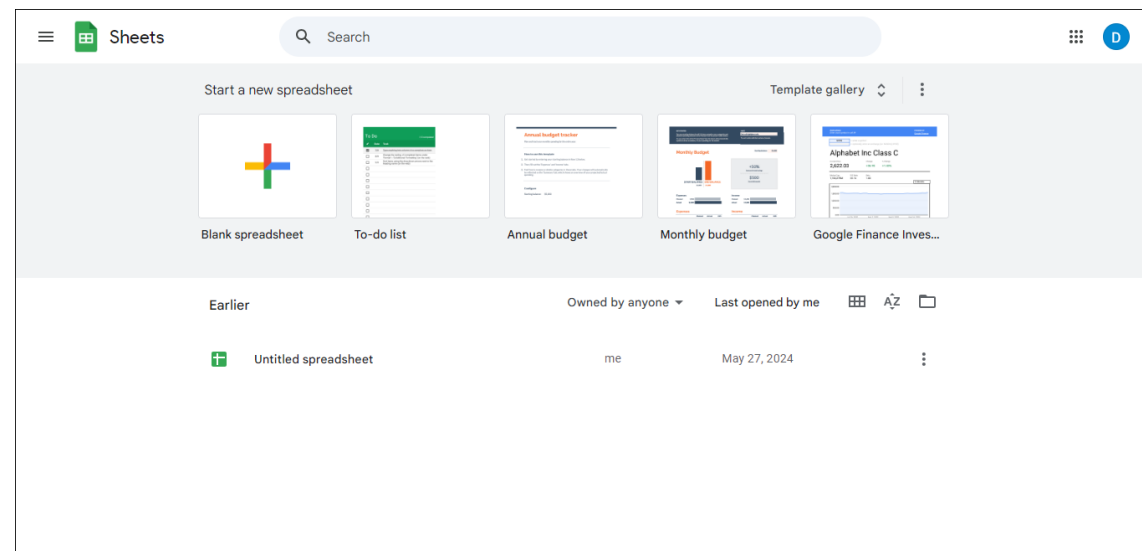
Toolbar

Contains buttons, menus with functions to format spreadsheet and data



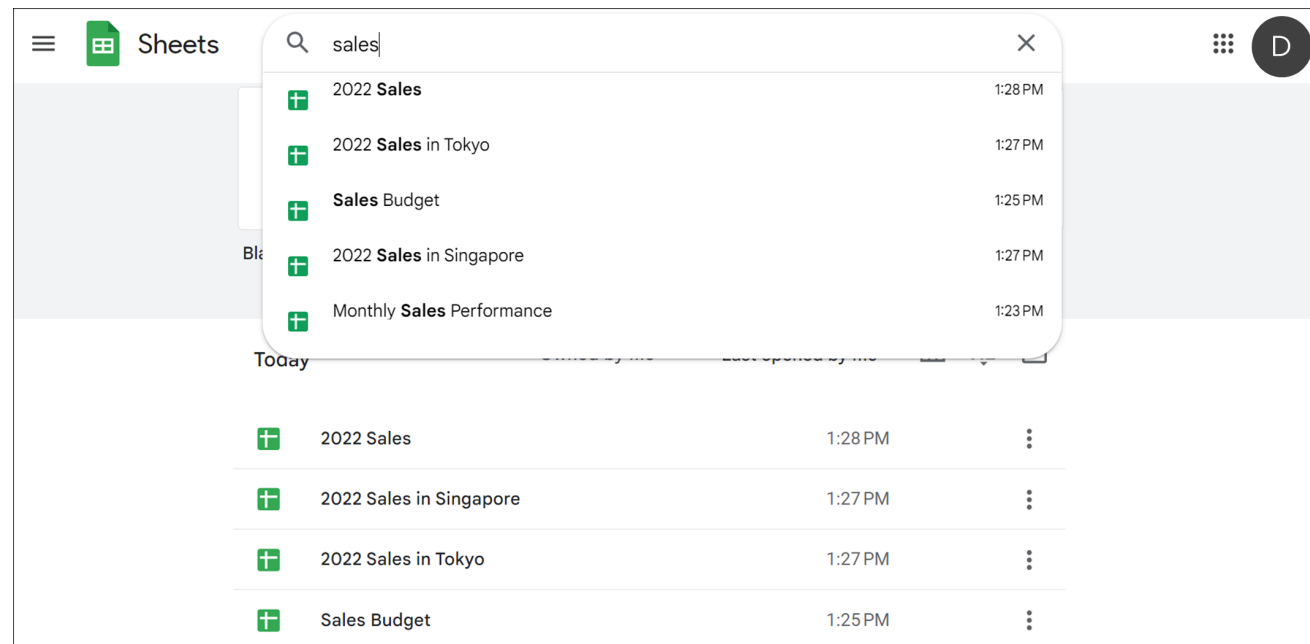
Create a Spreadsheet

Open browser > Google Sheets website > Start a new spreadsheet section > **Blank spreadsheet (+)** button or template



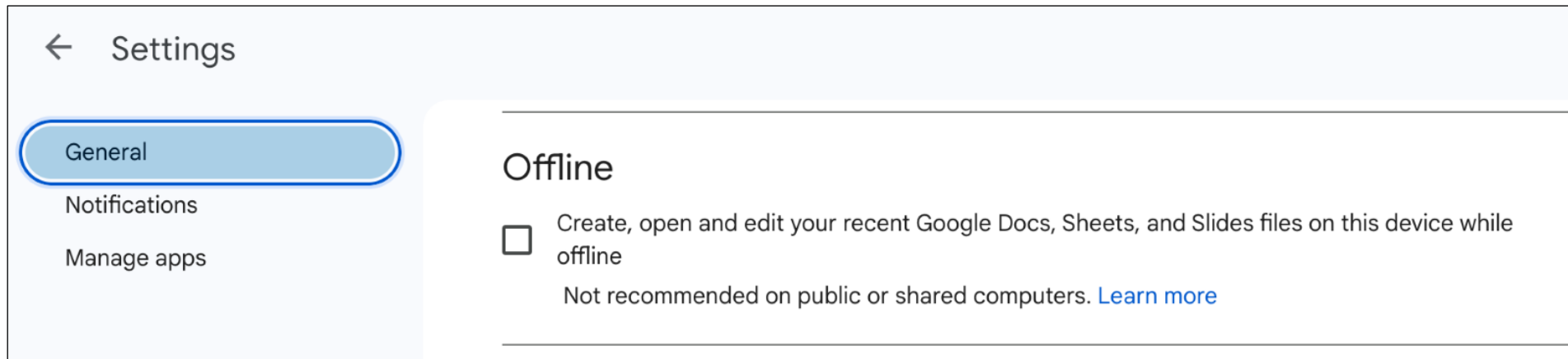
Open a Spreadsheet

Access spreadsheets on the Sheets homepage after sign-in



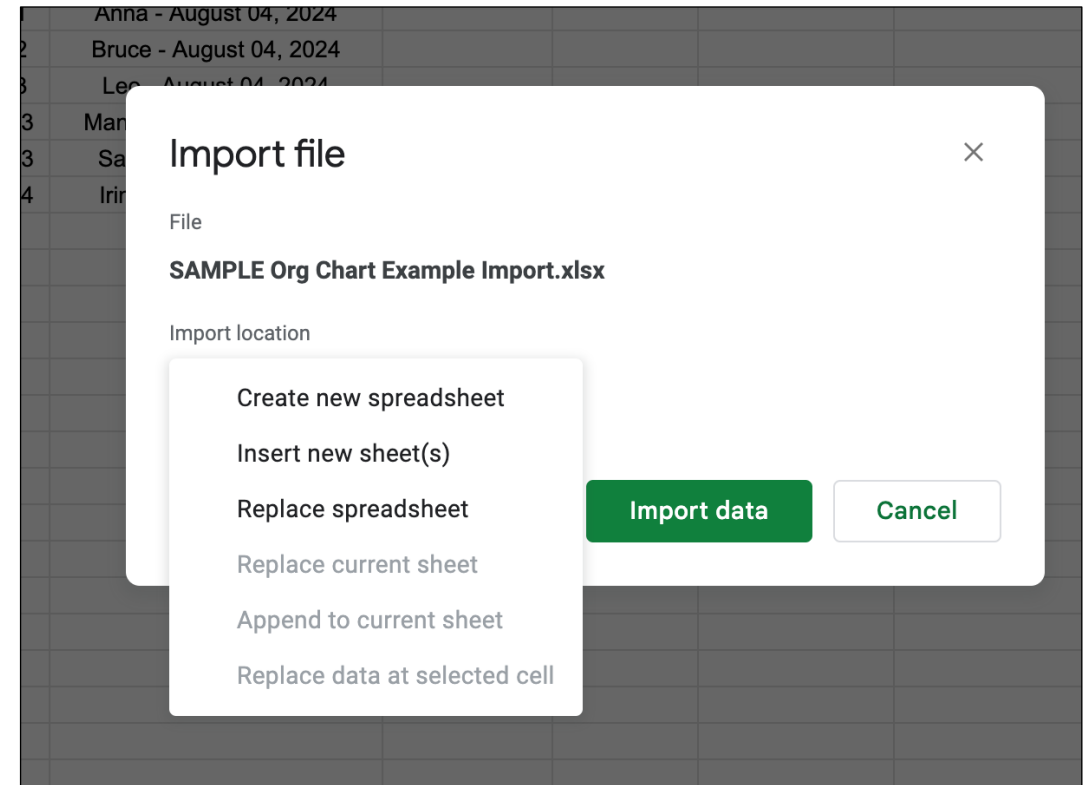
Make Available Offline

- Install Google Chrome browser > Sign in > **Settings gear** icon > Check **Offline**
- Edited sheets will sync when internet connection is restored



Import Files

- From device: **File** > **Import** > **Upload** > **Select a file from your device** > Choose options > **Import Data**
- From Google Drive: **Import** > **My Drive** > Choose options > **Import data**



Lesson 1 Sheets Interface

Study Guide Complete

Topic	Explanation
Sheets Window	
Use Sheets Window	Has File tab, Share button, Add Sheet sign, Edit , View and Insert tabs.
Add Sheet Sign	To add a new sheet within the same document.
Navigation	Moving around within the Google Sheets window to access different features.
File Tab	A menu at the top left corner that lets you open, save, and print documents.
Share Button	An option to select that lets you distribute your document to others and set their permissions.
Customize the Workspace	
Show Gridlines	View menu > Select Show > Select Gridlines option.
Hide Gridlines	View menu > Select Show > Deselect Gridlines option.
Show Formula Bar	View menu > Select Show > Select Formula bar .
Hide Formula Bar	View menu > Select Show > Deselect Formula bar .
Gridlines	The borders that define the boundaries of cells in a spreadsheet, helping to visually separate and organize data.
Formula Bar	The area in Google Sheets where you can view and edit the formula or content of the selected cell.
Display Settings	Options that control the appearance of the workspace, such as showing or hiding elements like gridlines and the formula bar.
Toolbar	
Format Text	Select the buttons for Bold , Italic , or Underline .
Change Cell Color	Select the Fill color (paint bucket) icon.
Insert Chart	Select the Insert chart button.
Sort Data	Select the button with the Create a filter (funnel) icon.
Change View	Select the Zoom drop-down menu to select the zoom size.
Toolbar	The set of buttons and menus at the top of the screen in Google Sheets.
Format	To change the appearance of text or cells, like making the text bold or changing a cell's color.
Insert	To add something into your spreadsheet, like a chart or a picture.
Sort	To arrange data in a specific order, like alphabetically or by number.
Create a Spreadsheet	
Create a Spreadsheet	Select Blank spreadsheet (+) button or template in Start a new spreadsheet section.
Name a Spreadsheet	Select Untitled spreadsheet text at top left corner and enter.
Spreadsheet	A digital document where you can organize data in rows and columns.
Browser	A software application used to access the internet.
Document	A file that contains information, such as a spreadsheet.
Title	The name you give to your spreadsheet to identify it.

Open a Spreadsheet	
Open a Spreadsheet	1. Open web browser/Sheets website and sign in. 2. Access spreadsheets on the Sheets homepage.
Access	To open or retrieve a document or file.
Homepage	The main screen you can view when you first open a website or application.
Sign In	To enter your username and password to access your account.
Search Bar	A tool that helps you browse and select files from your storage.
Make Available Offline	
Set Up Offline Mode	Install Google Chrome browser > Sign in to account.
Enable Offline Mode	In Google Drive > Settings gear icon > Check Offline > Files start downloading.
Access Google Sheets Offline	1. Open Google Sheets in browser while online to allow sync. 2. Once downloaded, access through app.
Edit and Sync Changes	Edit as usual, sync will be automatic when internet connection is restored.
Manage Offline Files	Select or deselect the offline option in the file's Settings.
Offline Mode	The ability to use a service without an internet connection.
Sync	To match data, ensuring that files are up-to-date across devices.
Google Chrome	A web browser required for enabling offline access in Google Drive.
Google Drive	A file storage service that includes Google Docs, Sheets, and other apps.
Import Files	
Import Files	Open Google Sheets website > Sign in > Create new sheet > Select import options.
Import From Device	File > Import > Upload > Select a file from your device > Choose options > Import Data.
Import From Google Drive	Import > My Drive > Choose options > Import data.
Import Options	<ul style="list-style-type: none"> • Create a new spreadsheet. • Insert new sheet(s). • Replace spreadsheet.
Import Options	<ul style="list-style-type: none"> • Append to current sheet. • Replace data starting at selected cell.
Import	To bring data into a software application from another source.
File Type	The format of a file, such as .xls, .csv, or .txt.
Append	To add data to the end of existing content.

Lesson 1 Sheets Interface

Study Guide Fill-In Explanation

Topic	Explanation
Sheets Window	
Use Sheets Window	
Add Sheet Sign	
Navigation	
File Tab	
Share Button	
Customize the Workspace	
Show Gridlines	
Hide Gridlines	
Show Formula Bar	
Hide Formula Bar	
Gridlines	
Formula Bar	
Display Settings	
Toolbar	
Format Text	
Change Cell Color	
Insert Chart	
Sort Data	
Change View	
Toolbar	
Format	
Insert	
Sort	
Create a Spreadsheet	
Create a Spreadsheet	
Name a Spreadsheet	
Spreadsheet	
Browser	
Document	
Title	
Open a Spreadsheet	
Open a Spreadsheet	1.
Access	
Homepage	
Sign In	

Search Bar	
Make Available Offline	
Set Up Offline Mode	
Enable Offline Mode	
Access Google Sheets Offline	
Edit and Sync Changes	
Manage Offline Files	
Offline Mode	
Sync	
Google Chrome	
Google Drive	
Import Files	
Import Files	
Import From Device	
Import From Google Drive	
Import Options	
Import Options	
Import	
File Type	
Append	

Lesson 1 Sheets Interface

Study Guide Fill-In Topic

Topic	Explanation
Sheets Window	
	Has File tab, Share button, Add Sheet sign, Edit , View and Insert tabs.
	To add a new sheet within the same document.
	Moving around within the Google Sheets window to access different features.
	A menu at the top left corner that lets you open, save, and print documents.
	An option to select that lets you distribute your document to others and set their permissions.
Customize the Workspace	
	View menu > Select Show > Select Gridlines option.
	View menu > Select Show > Deselect Gridlines option.
	View menu > Select Show > Select Formula bar .
	View menu > Select Show > Deselect Formula bar .
	The borders that define the boundaries of cells in a spreadsheet, helping to visually separate and organize data.
	The area in Google Sheets where you can view and edit the formula or content of the selected cell.
	Options that control the appearance of the workspace, such as showing or hiding elements like gridlines and the formula bar.
Toolbar	
	Select the buttons for Bold , Italic , or Underline .
	Select the Fill color (paint bucket) icon.
	Select the Insert chart button.
	Select the button with the Create a filter (funnel) icon.
	Select the Zoom drop-down menu to select the zoom size.
	The set of buttons and menus at the top of the screen in Google Sheets.
	To change the appearance of text or cells, like making the text bold or changing a cell's color.
	To add something into your spreadsheet, like a chart or a picture.
	To arrange data in a specific order, like alphabetically or by number.
Create a Spreadsheet	
	Select Blank spreadsheet (+) button or template in Start a new spreadsheet section.
	Select Untitled spreadsheet text at top left corner and enter.
	A digital document where you can organize data in rows and columns.
	A software application used to access the internet.
	A file that contains information, such as a spreadsheet.
	The name you give to your spreadsheet to identify it.

Open a Spreadsheet	
	1. Open web browser/Sheets website and sign in.
	2. Access spreadsheets on the Sheets homepage.
	To open or retrieve a document or file.
	The main screen you can view when you first open a website or application.
	To enter your username and password to access your account.
	A tool that helps you browse and select files from your storage.
Make Available Offline	
	Install Google Chrome browser > Sign in to account.
	In Google Drive > Settings gear icon > Check Offline > Files start downloading.
	1. Open Google Sheets in browser while online to allow sync. 2. Once downloaded, access through app.
	Edit as usual, sync will be automatic when internet connection is restored.
	Select or deselect the offline option in the file's Settings.
	The ability to use a service without an internet connection.
	To match data, ensuring that files are up-to-date across devices.
	A web browser required for enabling offline access in Google Drive.
	A file storage service that includes Google Docs, Sheets, and other apps.
Import Files	
	Open Google Sheets website > Sign in > Create new sheet > Select import options.
	File > Import > Upload > Select a file from your device > Choose options > Import Data.
	Import > My Drive > Choose options > Import data.
	<ul style="list-style-type: none"> • Create a new spreadsheet. • Insert new sheet(s). • Replace spreadsheet.
	<ul style="list-style-type: none"> • Append to current sheet. • Replace data starting at selected cell.
	To bring data into a software application from another source.
	The format of a file, such as .xls, .csv, or .txt.
	To add data to the end of existing content.

Unit 1 Create Project

This simulated Create Project allows the application and demonstration of new knowledge and skills.

1. Open Google Sheets and create a new spreadsheet.
2. Rename the worksheet to *Employee Directory*.
3. Customize the workspace by minimizing the menu and expanding the formula bar.
4. Use the toolbar to bold the text in cell A1.
5. In cell A1, enter "Employee Name".
6. In cell B1, enter "Department".
7. In cell C1, enter "Start Date".
8. Save the spreadsheet to your Google Drive and ensure it is available offline.
9. Use the Import function to bring in data from a CSV file named *departments.csv*.
10. Change the sheet color of the active worksheet to a light blue.
11. Freeze the first row of the worksheet.
12. Zoom the spreadsheet view to 125%.
13. Insert a new row above row 1.
14. Merge cells A1 through C1 and enter "Company Staff List".
15. Adjust the row height of row 1 to 40.
16. Adjust the column width of column A to 200.
17. Duplicate the current worksheet and rename the copy to *Staff 2025*.
18. Hide the original Employee Directory worksheet.
19. Insert a new column between columns B and C.
20. In the new column, enter "Job Title" in cell C1.
21. Delete column B (Department).
22. Show the hidden Employee Directory worksheet.
23. Use the Version History feature to name the current version *Post-Import Edits*.

Unit 1 Objective Assessment

- 1) You're working in Google Sheets and want to quickly navigate between rows, columns, and the formula bar. Which part of the interface helps you do this?
- a) Toolbar
 - b) **Sheets Window (correct)**
 - c) Zoom Control
 - d) Workspace Control

Explanation: The Sheets Window is the main working area where rows, columns, and cells are displayed, allowing navigation and interaction.

- 2) To rearrange the shortcut buttons at the top of your screen, which feature would you adjust?
- a) **Customize the Workspace (correct)**
 - b) Sheets Window
 - c) Toolbar
 - d) Zoom Control

Explanation: Customize the Workspace allows you to show, hide, or reorder toolbar elements and panes.

- 3) The Toolbar contains buttons for formatting, inserting charts, and applying functions.
- **True (correct)**
 - False

Explanation: The Toolbar provides quick access to commonly used commands like formatting and data tools.

- 4) Fill in the blank with the correct word.
To begin working in Sheets, you first need to **create (correct)** a spreadsheet.
- create
 - format
 - save
 - copy

Explanation: You need to create a spreadsheet before you can enter or edit any data.

- 5) You need to access a spreadsheet you worked on last week. What's the most direct action?
- a) **Open a Spreadsheet (correct)**
 - b) Create
 - c) Import Files
 - d) Save

Explanation: To access existing work, you open a spreadsheet from your drive or a shared location.

6) When working offline is enabled, you can access your spreadsheets without an internet connection.

- **True (correct)**
- False

Explanation: The Make Available Offline feature lets you work on files without internet access.

7) Which action would you use to bring in an Excel file to work with it in Google Sheets?

- a) Export as PDF
- b) Share a File
- c) **Import Files (correct)**
- d) Edit History

Explanation: Importing allows you to open and convert Excel files into editable Sheets documents.

8) Which feature allows you to view changes made to the entire spreadsheet over time?

- a) Edit History
- b) **Version History (correct)**
- c) Comment History
- d) Import Files

Explanation: Version History provides a timeline of all edits made to the spreadsheet.

9) Fill in the blank with the correct word.

To add space for more content in your spreadsheet, you might insert **cells (correct)**, rows, or columns.

- cells
- tabs
- menus
- tables

Explanation: Inserting cells, rows, or columns expands the space in your spreadsheet layout.

10) Deleting rows and columns will permanently remove the data they contain.

- **True (correct)**
- False

Explanation: When you delete rows or columns, their content is also removed from the spreadsheet.

11) What action allows you to temporarily remove a row or column from view without deleting it?

- a) Select
- b) Format
- c) **Hide (correct)**
- d) Merge

Explanation: Hiding lets you temporarily remove rows/columns from view while keeping the data intact.

12) Fill in the blank with the word.

To perform an action on an entire column, you must first **select (correct)** it.

- select
- delete
- hide

Explanation: Selecting the column activates it for formatting or editing.

13) A column appears too narrow. What should you do to make the content more visible?

- a) Adjust Zoom
- b) Customize Workspace
- c) **Resize Column Width (correct)**
- d) Freeze Titles

Explanation: Widening the column makes more content visible and improves readability.

14) Merging cells combines two or more cells into one larger cell.

- **True (correct)**
- False

Explanation: Merging is useful for headers and visual organization.

15) Fill in the blank with the correct word.

Column names are identified using **letters (correct)**.

- letters
- numbers
- names
- symbols

Explanation: Columns are labeled with letters (A, B, C...), while rows use numbers.

16) Which tool helps you track who made changes to a specific cell?

- a) Spell Check
- b) **Edit History (correct)**
- c) Version History
- d) Import Files

Explanation: Edit History allows you to view changes made to individual cells.

17) You can export a spreadsheet as a PDF for sharing or printing.

- **True (correct)**
- False

Explanation: Exporting as PDF creates a fixed layout version of the spreadsheet.

18) Fill in the blank with the correct word.

A teacher wants to share results with parents. They should prepare the spreadsheet for **distribution (correct)**.

- distribution
- editing
- commenting
- versioning

Explanation: Presentation Distribution involves preparing a clean, readable version for others.

19) Fill in the blank with the correct words.

To avoid printing extra data, you should define the **Print Area (correct)** before printing.

- Zoom Level
- Print Area
- Theme
- Worksheet

Explanation: Defining the print area ensures only relevant cells are printed.

20) Adjusting the Zoom level affects how the spreadsheet appears, but not the data itself.

- **True (correct)**
- False

Explanation: Zoom changes the display scale but does not affect content.

21) What feature keeps your header row visible as you scroll down the sheet?

- a) **Freeze Titles (correct)**
- b) Zoom
- c) Select Range
- d) Print Range

Explanation: Freezing titles keeps headers in place while scrolling.

22) Which action helps you color-code different sheets for straightforward navigation?

- a) Customize Sheets
- b) **Sheet Color (correct)**
- c) Rename Sheet
- d) Customize Workspace

Explanation: Applying color to sheet tabs helps organize your workbook visually.

Unit 1 Key Terms

Term	Definition
Access	To open or retrieve a document or file.
Append	To add data to the end of existing content.
Audit	To examine and verify data or records for accuracy.
Backup	A copy of data stored separately for safety and recovery purposes.
Browser	A software application used to access the internet.
Cell Reference	The combination of a column letter and a row number used to identify a specific cell.
Cloud Storage	Online repository services that allow you to save and access files over the internet.
Column	A vertical line of cells in a spreadsheet, labeled with letters.
Column Letter	The character at the top of each column that identifies it.
Column Width	The horizontal size of a column in a spreadsheet.
Confirmation Dialog Box	A pop-up window that asks you to verify an action.
Context	The background or surrounding information that helps make sense of the data.
Context Menu	A list that appears upon right-clicking, offering additional options and actions.
Customize	To modify something to suit a particular individual or task.
Delete	To remove a cell, row, or column from the spreadsheet.
Dialog Box	A small window that prompts the user to enter information or make a selection.
Display Settings	Options that control the appearance of the workspace, such as showing or hiding elements like gridlines and the formula bar.
Distribute	To share or deliver information to a group of people.
Document	A file that contains information, such as a spreadsheet.
Dropdown Menu	A list of options that appear when you select an icon or its down arrow.
Duplicate	To create an exact copy of something.
Edit History	A record of all changes made to a specific cell, including who made the changes and when.
File Tab	A menu at the top left corner that lets you open, save, and print documents.
File Type	The format of a file, such as .xls, .csv, or .txt.
Fit to Data	An option that automatically adjusts the row or column size to match the content within it.

Format	To change the appearance of text or cells, like making the text bold or changing a cell's color.
Formatting	The arrangement and style of text and data in a document.
Formula Bar	The area in Google Sheets where you can view and edit the formula or content of the selected cell.
Freeze	To keep specific rows or columns visible while scrolling through a spreadsheet.
Google Chrome	A web browser required for enabling offline access in Google Drive.
Google Drive	A file storage service that includes Google Docs, Sheets, and other apps.
Gridlines	The borders that define the boundaries of cells in a spreadsheet, helping to visually separate and organize data.
Header	A row or column that contains labels for the data in the spreadsheet.
Hide	To remove the whole worksheet or part of a worksheet (rows and columns) from view without deleting it.
Highlight	To mark a section of text or data with a distinct color.
Homepage	The main screen you can view when you first open a website or application.
Import	To bring data into a software application from another source.
Insert	To add new cells, rows, or columns to a spreadsheet.
Magnification	The action or process of enlarging or reducing the view of an object.
Merge	To combine multiple cells into one larger cell.
Minimize	To reduce something to the smallest possible size or amount.
Navigate	To move around within a spreadsheet to locate specific data.
Navigation	Moving around within the Google Sheets window to access different features.
Offline Mode	The ability to use a service without an internet connection.
Palette	A range of colors or options available for selection.
Permissions	Settings that determine what actions users can perform on a shared document.
Print	To produce a physical copy of a document from a computer.
Print Area	The specific range of cells selected to be printed.
Range	A group of selected cells in a spreadsheet.
Rename	To give something a new title.
Restore	To revert a document to a previous state.
Row	A horizontal line of cells in a spreadsheet, labeled with numbers.
Row Height	The vertical size of a row in a spreadsheet.
Row Number	The digit on the left side of each row that identifies it.

Scale	Adjusting the size of the content to fit on the printed page.
Scroll	To move up, down, or across a screen to view different parts of a document.
Search Bar	A tool that helps you browse and select files from your storage.
Select	To highlight a row, column, or cell to perform actions on it.
Share Button	An option to select that lets you distribute your document to others and set their permissions.
Sheet Tab	The labeled tag at the bottom of the Google Sheets window that represents each page in the document.
Shift	To move existing cells to make room for new ones.
Show	To make a hidden worksheet visible again.
Sign In	To enter your username and password to access your account.
Sort	To arrange data in a specific order, like alphabetically or by number.
Spreadsheet	A digital document where you can organize data in rows and columns.
Sync	To match data, ensuring that files are up-to-date across devices.
Timeline	A chronological list of events or changes.
Title	The name you give to your spreadsheet to identify it.
Toolbar	A set of icons and options at the top of the screen that allows you to perform different tasks.
Unmerge	To split a joined cell back into the original separate cells.
Version History	A feature that tracks and stores previous copies of a document.
Zoom	To change the magnification level of the spreadsheet view.

Unit 1: Unplugged Activities

Instructor Guide

Instructions

Below are a variety of offline activities to choose from to support learning in the unit. Choose activities to enhance learning in the classroom.

Activity 1: Word Search

With Words - Use this word search to reinforce the key terms in the unit. An answer key is provided.

With Clues - Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

Activity 2: Crossword Puzzle

Solve the crossword puzzle by reading clues and filling in the answers with key terms from the unit. A solution key is provided.

Activity 3: Build a Sheet Challenge

Learners will understand the purpose and layout of the Sheets interface by creating a paper-based model of the workspace and discussing key tools.

Activity 4: Spreadsheet Simulator

Learners will simulate the structure and function of a spreadsheet using classmates or paper tiles to physically act out row/column actions like inserting, deleting, hiding, resizing, merging, and naming.

Unit 1 Unplugged Activity

Activity 1: Word Search

With Words - Use this word search to reinforce the key terms from the unit. An answer key is provided.

With Clues - Use this word search to challenge learners to find key terms from the unit using clues. An answer key is provided.

Unit 1 Word Search with Words

Complete the following word search by finding and circling all the words in the box below the puzzle. Words can be in any direction.



ACCESS
APPEND
AUDIT
BACKUP
BROWSER
COLUMN
CONTEXT

CUSTOMIZE
DELETE
DISTRIBUTE
DOCUMENT
DUPLICATE
EXPORT
FORMATTING

FREEZE
GRIDLINES
HEADER
HIDE
HIGHLIGHT
HOMEPAGE
IMPORT

INSERT
MAGNIFICATION
MARGINS
MERGE
MINIMIZE
NAVIGATE

Unit 1 Word Search Solution Key



Unit 1 Word Search with Clues

Complete the following word search by finding and circling the words that fit the clues below. Words can be in any direction.



Unit 1 Word Search Clues

WORD	CLUE
	To open or retrieve a document or file.
	To add data to the end of existing content.
	To examine and verify data or records for accuracy.
	A copy of data stored separately for safety and recovery purposes.
	A software application used to access the internet.
	A vertical line of cells in a spreadsheet, labeled with letters.
	The background or surrounding information that helps make sense of the data.
	To modify something to suit a particular individual or task.
	To remove a cell, row, or column from the spreadsheet.
	To share or deliver information to a group of people.
	A file that contains information, such as a spreadsheet.
	To create an exact copy of something.
	To save data in a different format for use in another application or system.
	To change the appearance of text or cells, like making the text bold or changing a cell's color.
	The arrangement and style of text and data in a document.
	To keep specific rows or columns visible while scrolling through a spreadsheet.
	The borders that define the boundaries of cells in a spreadsheet, helping to visually separate and organize data.
	A row or column that contains labels for the data in the spreadsheet.
	To remove the whole worksheet or part of a worksheet (rows and columns) from view without deleting it.
	To mark a section of text or data with a distinct color.
	The main screen you can view when you first open a website or application.
	To bring data into a software application from another source.
	To add new cells, rows, or columns to a spreadsheet.
	The action or process of enlarging or reducing the view of an object.
	The blank spaces around the edges of a printed page.
	To combine multiple cells into one larger cell.
	To reduce something to the smallest possible size or amount.
	To move around within a spreadsheet to locate specific data.

Unit 1 Word Search with Clues Answer Key

WORD	CLUE
ACCESS	To open or retrieve a document or file.
APPEND	To add data to the end of existing content.
AUDIT	To examine and verify data or records for accuracy.
BACKUP	A copy of data stored separately for safety and recovery purposes.
BROWSER	A software application used to access the internet.
COLUMN	A vertical line of cells in a spreadsheet, labeled with letters.
CONTEXT	The background or surrounding information that helps make sense of the data.
CUSTOMIZE	To modify something to suit a particular individual or task.
DELETE	To remove a cell, row, or column from the spreadsheet.
DISTRIBUTE	To share or deliver information to a group of people.
DOCUMENT	A file that contains information, such as a spreadsheet.
DUPLICATE	To create an exact copy of something.
EXPORT	To save data in a different format for use in another application or system.
FORMAT	To change the appearance of text or cells, like making the text bold or changing a cell's color.
FORMATTING	The arrangement and style of text and data in a document.
FREEZE	To keep specific rows or columns visible while scrolling through a spreadsheet.
GRIDLINES	The borders that define the boundaries of cells in a spreadsheet, helping to visually separate and organize data.
HEADER	A row or column that contains labels for the data in the spreadsheet.
HIDE	To remove the whole worksheet or part of a worksheet (rows and columns) from view without deleting it.
HIGHLIGHT	To mark a section of text or data with a distinct color.
HOMEPAGE	The main screen you can view when you first open a website or application.
IMPORT	To bring data into a software application from another source.
INSERT	To add new cells, rows, or columns to a spreadsheet.
MAGNIFICATION	The action or process of enlarging or reducing the view of an object.
MARGINS	The blank spaces around the edges of a printed page.
MERGE	To combine multiple cells into one larger cell.
MINIMIZE	To reduce something to the smallest possible size or amount.
NAVIGATE	To move around within a spreadsheet to locate specific data.

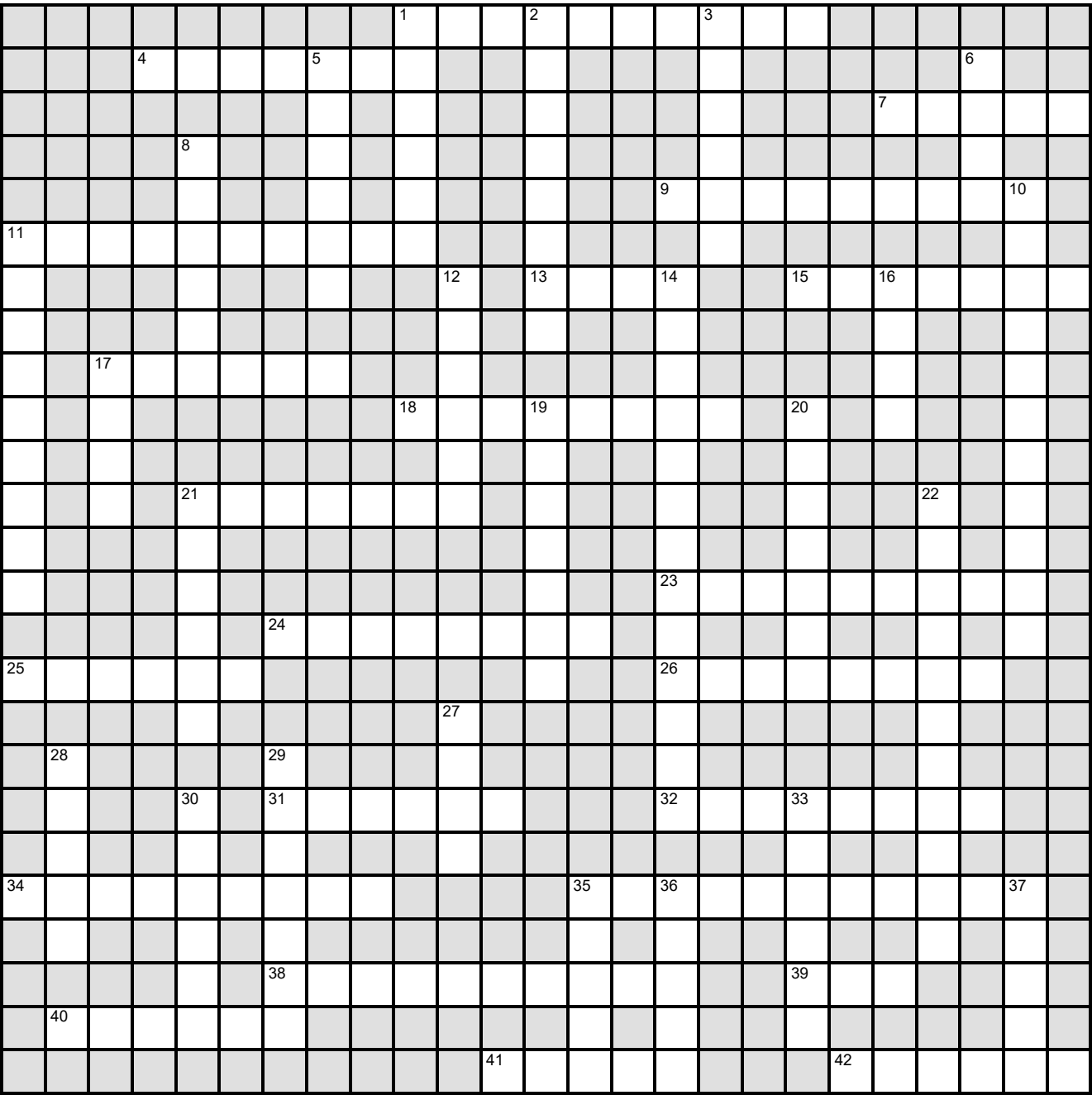
Unit 1 Unplugged Activity

Activity 2: Crossword Puzzle

Solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit. An answer key is provided.

Unit 1 Crossword Puzzle

Use the clues to solve the crossword puzzle.



Unit 1 Crossword Clues

Across

- 1 The arrangement and style of text and data in a document. (10)
- 4 A set of icons and options at the top of the screen that allows you to perform different tasks. (7)
- 7 To move existing cells to make room for new ones. (5)
- 9 The borders that define the boundaries of cells in a spreadsheet, helping to visually separate and organize data. (9)
- 11 To share or deliver information to a group of people. (10)
- 13 To change the magnification level of the spreadsheet view. (4)
- 15 To revert a document to a previous state. (7)
- 17 To highlight a row, column, or cell to perform actions on it. (6)
- 18 A file that contains information, such as a spreadsheet. (8)
- 21 The background or surrounding information that helps make sense of the data. (7)
- 23 To modify something to suit a particular individual or task. (9)
- 24 The main screen you can view when you first open a website or application. (8)
- 25 To give something a new title. (6)
- 26 A chronological list of events or changes. (8)
- 31 To add data to the end of existing content. (6)
- 32 To move around within a spreadsheet to locate specific data. (8)
- 34 To mark a section of text or data with a distinct color. (9)
- 35 Settings that determine what actions users can perform on a shared document. (11)
- 38 Moving around within the Google Sheets window to access different features. (10)
- 39 A horizontal line of cells in a spreadsheet, labeled with numbers. (3)
- 40 To open or retrieve a document or file. (6)
- 41 The name you give to your spreadsheet to identify it. (5)
- 42 A row or column that contains labels for the data in the spreadsheet. (6)

Down

- 1 To keep specific rows or columns visible while scrolling through a spreadsheet. (6)
- 2 To reduce something to the smallest possible size or amount. (8)
- 3 To bring data into a software application from another source. (6)
- 5 A copy of data stored separately for safety and recovery purposes. (6)
- 6 To remove the whole worksheet or part of a worksheet (rows and columns) from view without deleting it. (4)
- 8 To move up, down, or across a screen to view different parts of a document. (7)
- 10 A digital document where you can organize data in rows and columns. (11)
- 11 To create an exact copy of something. (9)
- 12 To save data in a different format for use in another application or system. (6)
- 14 The action or process of enlarging or reducing the view of an object. (13)
- 16 To arrange data in a specific order, like alphabetically or by number. (4)
- 17 To make a hidden worksheet visible again. (4)
- 19 To split a joined cell back into the original separate cells. (7)
- 20 A range of colors or options available for selection. (7)
- 21 A vertical line of cells in a spreadsheet, labeled with letters. (6)
- 22 The direction in which a document is printed (portrait or landscape). (11)
- 27 To match data, ensuring that files are up-to-date across devices. (4)
- 28 To examine and verify data or records for accuracy. (5)
- 29 The blank spaces around the edges of a printed page. (7)
- 30 To remove a cell, row, or column from the spreadsheet. (6)
- 33 To add new cells, rows, or columns to a spreadsheet. (6)
- 35 To produce a physical copy of a document from a computer. (5)
- 36 A group of selected cells in a spreadsheet. (5)
- 37 Adjusting the size of the content to fit on the printed page. (5)

Unit 1 Crossword Puzzle Answer Key

										1	F	O	R	2	M	A	T	T	3	I	N	G										
			4	T	O	O	L	5	B	A	R					I				M							6	H				
									A		E					N				P						7	S	H	I	F	T	
				8	S				C		E					I				O									D			
					C				K		Z					M				9	G	R	I	D	L	I	N	E	10	S		
11	D	I	S	T	R	I	B	U	T	E						I				T										P		
	U					O			P			12	E		13	Z	O	O	14	M			15	R	E	16	S	T	O	R	E	
	P					L							X			E				A						O			E			
	L		17	S	E	L	E	C	T				P							G							R			A		
	I		H									18	D	O	C	19	U	M	E	N	T		20	P		T				D		
	C		O										R			N				I				A						S		
	A		W		21	C	O	N	T	E	X	T				M				F			L			22	O			H		
	T				O											E				I			E				R		E			
	E				L											R				23	C	U	S	T	O	M	I	Z	E			
					U		24	H	O	M	E	P	A	G	E		A					T			E					T		
25	R	E	N	A	M	E										E				26	T	I	M	E	L	I	N	E				
					N								27	S							I								T			
	28	A						29	M							Y					O							A				
		U			30	D		31	A	P	P	E	N	D						32	N	A	V	33	I	G	A	T	E			
		D			E			R																	N			I				
34	H	I	G	H	L	I	G	H	T							35	P	E	36	R	M	I	S	S	I	O	N	37	S			
		T			E			I									R				A			E				N		C		
					T		38	N	A	V	I	G	A	T	I	O	N			39	R	O	W							A		
	40	A	C	C	E	S	S										N			G				T						L		
															41	T	I	T	L	E						42	H	E	A	D	E	R

Across: 1 FORMATTING, 4 TOOLBAR, 7 SHIFT, 9 GRIDLINES, 11 DISTRIBUTE, 13 ZOOM, 15 RESTORE, 17 SELECT, 18 DOCUMENT, 21 CONTEXT, 23 CUSTOMIZE, 24 HOMEPAGE, 25 RENAME, 26 TIMELINE, 31 APPEND, 32 NAVIGATE, 34 HIGHLIGHT, 35 PERMISSIONS, 38 NAVIGATION, 39 ROW, 40 ACCESS, 41 TITLE, 42 HEADER

Down: 1 FREEZE, 2 MINIMIZE, 3 IMPORT, 5 BACKUP, 6 HIDE, 8 SCROLL, 10 SPREADSHEET, 11 DUPLICATE, 12 EXPORT, 14 MAGNIFICATION, 16 SORT, 17 SHOW, 19 UNMERGE, 20 PALETTE, 21 COLUMN, 22 ORIENTATION, 27 SYNC, 28 AUDIT, 29 MARGINS, 30 DELETE, 33 INSERT, 35 PRINT, 36 RANGE, 37 SCALE

Unit 1: Unplugged Activity

Activity 3: Build a Sheet Challenge

Objective: Learners will understand the purpose and layout of the Sheets interface by creating a paper-based model of the workspace and discussing key tools.

Materials Needed:

- Blank paper
- Pencils and markers
- Index cards

Instructions:

- Prepare 8–10 index cards. Label each with a fake document title like: - Report Draft - Field Trip Plan - Student Roster - Lesson Outline - Club Flyer
- On your paper, draw a basic version of what you think a Google Sheets window appears like. Try to include:
 - A toolbar at the top
 - A grid of rows and columns
 - Menus like File, Edit, View
 - A tab at the bottom for the sheet name
- Label at least five different parts of your drawing that you think are important. Use arrows to point to:
 - Where you would select to bold text
 - Where you might go to change the sheet name
 - Where you might adjust zoom or gridlines
 - Anywhere else you think is useful
- Now, imagine your spreadsheet is for something you care about (e.g., a class schedule, a game leaderboard, or a hobby tracker).
On your drawing, circle or highlight:
 - What you would customize in your workspace
 - What you'd use most often on the toolbar
- Pair up or share with your group:
 - What do your toolbars and layouts have in common?
 - What did someone include that you didn't think of?
- Teacher Prompt (optional):
 - If you had to find the bold button with your eyes closed, where would your hand go?
 - If I asked you to zoom in, what would you do, and where would you select first?

Unit 1: Unplugged Activity

Activity 4: Spreadsheet Simulator

Objective: Learners will simulate the structure and function of a spreadsheet using classmates or paper tiles to physically act out row/column actions like inserting, deleting, hiding, resizing, merging, and naming.

Materials Needed:

- Paper tiles
- Chairs or floor markers for standing in a grid (optional)
- Pencils and markers

Instructions:

- Label a 5x5 grid using paper tiles or sticky notes with row numbers (1–5) and column letters (A–E). You can place them on the floor, wall, or a desk/table.
- Each tile represents a cell. Write in a word or number (e.g., “Math,” “Lunch,” “45”) to simulate spreadsheet content.
- Call out or draw cards with challenges like:
 - Insert a new row between Row 2 and 3
 - Delete Column B
 - Merge cells A1 and B1
 - Resize Row 4 to be twice as tall
 - Hide Column D
 - Select all of Row 5
 - Identify the name of the first column
- Have one learner or team play Spreadsheet Controller and call out tasks. Others must complete them accurately on the physical grid.
- Modifications (Paper Version)
- Instead of standing in a grid, give learners a worksheet of a blank 5x5 grid. They will:
 - Draw a line to represent hiding columns
 - Cross out deleted rows
 - Shade merged cells
 - Arrow new rows or columns being inserted
 - Label headers to identify row/column names
- Reflection Questions:
 - What was tricky about merging or resizing?
 - Why is it helpful to know how to hide or unhide data?
 - Which tasks changed how the spreadsheet looked without changing the data?

Blank Grid (5x5)

	A	B	C	D	E
1					
2					
3					
4					
5					

Google Sheets Unit 6 Key Terms

Term	Definition
Absolute Cell Reference	A cell reference that remains constant, regardless of where the formula is copied or moved.
Access	To open or retrieve a document or file.
Accuracy	The quality of being correct or precise.
Adjacent	Next to or adjoining something else, like cells in a spreadsheet.
Adjust	To change or modify something to fit new conditions.
Aggregated	Combined or summarized data from multiple data points into a total or average, often used to provide an overview or summary.
Alphabetically	In order according to the letters of the alphabet.
Analyze	To examine data in detail to understand it better.
AND Function	A process that checks multiple conditions and returns TRUE if all conditions are met.
AND Logic	A condition where all criteria must be met.
Angle	The degree of rotation applied to the text.
Annotation	A note or comment added to provide explanation or emphasis.
Append	To add data to the end of existing content.
Apps Script	A scripting language for light-weight application development in the G Suite platform.
Area Chart	A graph that displays quantitative data, with the space below the line filled in.
Arguments	The inputs required by a function to perform its calculation.
Array	A range of cells in a spreadsheet that can be used in calculations.
Ascending Order	A sorting sequence that arranges data from smallest to largest (A-Z, 0-9).
Audit	To examine and verify data or records for accuracy.
Autocomplete	A feature that suggests function names and cell references as you type.
AutoFill	A feature that automatically enters data into cells based on a pattern or series.
Automation	The use of technology to perform tasks with minimal human intervention.
AVERAGE	A summarization method that calculates the mean of the numbers in a specified range.
Average	The sum of a set of numbers divided by the number of numbers.
Axis	The horizontal or vertical line on a chart that displays the scale of the data.

Axis Labels	Text that describes the categories or values along the horizontal and vertical axes of the chart.
Backup	A copy of data stored separately for safety and recovery purposes.
Bin Size	The range of values grouped together in a histogram bar.
Bold	A font style that makes text thicker and darker to stand out.
Border	A line that surrounds a cell or group of cells in a spreadsheet.
Browser	A software application used to access the internet.
Calculate	To find a result using mathematical methods.
Capitalization	The use of uppercase and lowercase letters in writing.
Case-Sensitive	A feature that distinguishes between uppercase and lowercase letters.
Categories	The different groups or variables being compared in the radar chart.
Category	A classification or grouping of similar items.
Cell	A single box in a spreadsheet where you can enter data.
Cell Reference	The identification of a cell or a range of cells in a spreadsheet, such as A1 or January (A1:A12).
Center	To place text or data in the middle of a cell or range of cells.
Central Tendency	A measure that represents the center or typical value of a dataset.
Character	A single letter, number, or symbol in text.
Chart	A graphical representation of data.
Chart Editor	A sidebar tool in Google Sheets for creating and customizing graphical data representations.
Chart Title	The main heading that describes the content of the graph.
Circular Reference	A situation where a formula refers back to its own cell, causing an infinite loop.
Cloud Storage	Online repository services that allow you to save and access files over the internet.
Color Scale	A gradient of hues applied to a range of cells based on their values.
Column	A vertical line of cells in a spreadsheet, labeled with letters.
Column Chart	A graph that displays data using vertical bars to represent different categories.
Column Letter	The character at the top of each column that identifies it.
Column Width	The horizontal space allocated for displaying the contents of a cell.
Column-Locked Reference	A reference where the column is fixed and the row is relative.

Comparison	The act of examining two or more items to note similarities and differences.
Complex Conditional Formatting	Applying multiple formatting rules based on different criteria to a range of cells.
Component	A part of a larger whole.
Condition	The specific requirement that must be met for the formatting to be applied.
Condition (filter)	A rule that data must meet to be included in the filtered results.
Conditional Calculation	A computation that only includes data meeting certain criteria.
Conditional Expression	A statement that evaluates to either TRUE or FALSE and can be used to filter data.
Conditional Formatting	A feature that automatically applies formatting to cells based on their content.
Confirmation Dialog Box	A pop-up window that asks you to verify an action.
Consistency	The uniform appearance and style across a spreadsheet.
Consistent	Always behaving or appearing the same way.
Consolidate	To combine multiple pieces into one.
Context	The background or surrounding information that helps make sense of the data.
Context Menu	A list that appears upon right-clicking, offering additional options and actions.
Copy	To duplicate data from one location to another.
Count	To determine the number of items.
COUNT	A function that determines the number of cells containing numbers in a specified range.
COUNTIF Function	A formula that totals the number of cells in a range that meet a specific criterion.
Criteria	Specific conditions or values used to filter data.
Criteria Range	A range that defines the conditions used for filtering data.
Criterion	The condition that must be met for a cell to be counted.
Cumulative	Accumulating or progressively increasing through successive additions.
Currency	The system of money in general use in a particular country.
Current Date	The present date, automatically updated.
Custom Error Message	A note displayed when invalid data is entered.

Custom Formula	A user-defined expression used to specify conditions for conditional formatting.
Customize	To modify or adjust something to fit personal preferences or needs.
Customized	Tailored to specific needs or requirements.
Data	Information that is collected and used for analysis.
Data Analysis	The process of examining data to discover useful information.
Data Integrity	The accuracy and consistency of data over its life cycle.
Data Labels	Descriptions that display the value of each information point directly on the chart.
Data Point	An individual value or piece of information within a dataset.
Data Range	The group of cells that contains the information displayed in the chart.
Data Retrieval	The process of obtaining information from a database or dataset.
Data Series	A set of related information points plotted on a chart.
Data Validation	The process of ensuring data is accurate and meets certain criteria.
Database	A structured range of cells that includes headers and information.
Dataset	A collection of related information organized in rows and columns.
Date	A specific day, month, and year.
Day	The numeric day of the month.
DCOUNTA	A function that totals the number of non-empty cells in a database that meet specified criteria.
Debug	To find and fix errors in a program or formula.
Decimal	A number that includes a fraction represented by digits to the right of the decimal point.
Decimal Places	The number of digit positions to the right of the point in a number.
Decrease Decimal Places	An option to display fewer digits after the point in a number.
Delete	To remove a cell, row, or column from the spreadsheet.
Delimiter	A character used to separate items in a list.
Descending Order	A sorting sequence that arranges data from largest to smallest (Z-A, 9-0).
Detailed Data	The underlying information that contributes to summarized or aggregated values in a pivot table.
Dialog Box	A small window that prompts the user to enter information or make a selection.
Dictionary	A collection of words recognized by the Spell check tool.

Difference	The result of a subtraction operation.
Display Settings	Options that control the appearance of the workspace, such as showing or hiding elements like gridlines and the formula bar.
Distribute	To share or deliver information to a group of people.
Dividend	The number that is to be divided.
Division	A mathematical operation where one number is divided by another.
Divisor	The number by which another number is divided.
Document	A file that contains information, such as a spreadsheet.
Dollar Sign (\$)	A symbol used in absolute references to lock the column and/or row.
Donut Chart	A pie graph with a hole in the middle, making the graph a ring shape.
Drag	To select and hold the mouse button while moving the object to a new location.
Drawing	A visual representation created using shapes, lines, text, and images.
Drill Down	To explore detailed data that makes up a summary value in a pivot table.
Dropdown Menu	A list of options that appears when you select certain icons or their down arrows.
DSUM	A function that sums values in a database that meet specified criteria.
Duplicate	To create an exact copy of something.
Duplicates	Values that appear more than once in a dataset.
Duration	The length of time something lasts.
Dynamic	Capable of changing or being adjusted based on input or conditions.
Edit	To make changes to the existing text or data in a cell.
Edit History	A record of all changes made to a specific cell, including who made the changes and when.
Editable	Allowing users to make changes to the content.
Efficiency	The ability to perform tasks quickly and correctly.
Elaborate Filters	Complex criteria used to refine data extraction.
Entries	Individual items or values in a dataset.
Error	A message indicating a problem with a formula or data.
Error Checking	Identifying and handling errors in data or formulas.
Error Message	An indication that something is wrong with the formula or data.
Exact Match	A condition where the lookup value must exactly match a value in the lookup range.

Exponential Input	A way to represent numbers using a base and an exponent, typically in scientific notation.
Export	To save data in a different format for use in another application or system.
Extract	To retrieve specific data from a larger set.
Field	A specific category or column in a dataset or pivot table that contains a particular type of information that can be used to organize and summarize data.
File Tab	A menu at the top left corner that lets you open, save, and print documents.
File Type	The format of a file, such as .xls, .csv, or .txt.
Fill Color	The background shade of a cell in a spreadsheet.
Fill Handle	A small square at the bottom-right corner of a selected cell used to copy data or continue a series.
Filter	A tool that allows you to display only the data that meets specific criteria.
FILTER	A function that extracts data that meets specified criteria.
Filter Criteria	Conditions used to filter data in a function.
Filter View	A feature that allows you to create and save multiple refined or altered displays of your data without changing the original dataset.
Filtered List	A subset of data that meets specified criteria.
Filters	Criteria used to include or exclude data from the pivot table.
Find	To locate specific text or values in a spreadsheet.
Fit to Data	An option that automatically adjusts the row or column size to match the content within it.
Flatten	To convert multiple rows or columns into a single column.
Font Color	The shade of the text in a spreadsheet.
Font Size	The height and width of the text characters in a spreadsheet, usually measured in points.
Format	To change the appearance or layout of data in a spreadsheet.
Format Painter	A tool used to copy and apply formatting from one cell or range to another.
Formatting	The appearance of the data in a cell, including font, color, and cell borders.
Formula	A mathematical expression used to perform calculations on data in a spreadsheet.
Formula Bar	The area in Google Sheets where you can view and edit the formula or content of the selected cell.
Formula Conditional Formatting	Applying formatting rules based on custom formulas.

Freeze	To keep specific rows or columns visible while scrolling through a spreadsheet.
Frequency	The number of data points that fall within a specific range.
Function	A predefined formula that simplifies complex calculations, such as SUM or AVERAGE.
Function Code	A numerical key that specifies the type of calculation to perform in the SUBTOTAL function.
FV (Future Value)	The value of an investment at the end of a specified period.
Google Chrome	A web browser required for enabling offline access in Google Drive.
Google Drive	A file storage service that includes Google Docs, Sheets, and other apps.
Gradient	A gradual blend between two or more colors.
Graphic	An image or chart inserted into a spreadsheet.
Gridlines	The borders that define the boundaries of cells in a spreadsheet, helping to visually separate and organize data.
Group	To combine similar items into a single category.
Handles	Small squares that appear around a selected object, used to resize or move the object.
Header (Table)	The top row of a table that labels the columns.
Header	A row or column that contains labels for the data in the spreadsheet.
Header Row	The top line of a table that labels the columns.
Hide	To remove the whole worksheet or part of a worksheet (rows and columns) from view without deleting it.
Highlight	To mark a section of text or data with a distinct color.
Histogram	A chart that illustrates the distribution of numerical data by displaying the frequency of data points within specific ranges.
Holiday	A day set aside by custom or by law on which normal activities, especially business or work, are suspended.
Homepage	The main screen you can view when you first open a website or application.
Horizontal Align	The position of text or data across the width of a cell.
Hour	A unit of time equal to 60 minutes.
HYPERLINK	A function that creates a selectable link to a specified URL or cell reference.
Identifier	A unique symbol or name used to identify something.
IF Function	A formula that performs a logical test and returns one value for a TRUE result and another for a FALSE result.
Ignore	To disregard a spelling error and move to the next one.
Import	To bring data into a software application from another source.

Increase Decimal Places	An option to display more digits after the point in a number.
Index Number	A number that represents the position of a column in a range.
INDIRECT	A function that returns a cell or range reference specified by a text string.
Input	To enter data into a cell in a spreadsheet.
Insert	To add new cells, rows, or columns to a spreadsheet.
Instance	An occurrence of the specified text or value in the spreadsheet.
Integer	A whole number without a fractional component.
Integrity	The accuracy and consistency of data over its life cycle.
Interactive	Allowing user input to dynamically change the displayed information.
Interactivity	The quality of allowing interaction or engagement with the content.
Interest Rate	The percentage charged on a loan or earned on an investment.
Italic	A font style that slants text to the right for emphasis.
Label	A text entry used to identify data in a spreadsheet.
LARGE Function	A function that returns the largest value in a data set.
Legend	An area of a chart that explains the symbols and colors used.
Line Style	The appearance of the lines connecting data points (e.g., solid, dashed).
Link Label	The text displayed in the cell that acts as the selectable link.
Logical Function	A function that returns either TRUE or FALSE based on a condition.
Logical Test	A comparison that evaluates TRUE or FALSE.
Lookup Value	The value you are searching for in the data.
Lowercase	Small letters (e.g., a, b, c).
Macro	A recorded set of actions that can be replayed to automate tasks.
Magnification	The action or process of enlarging or reducing the view of an object.
Margins	The blank spaces around the edges of a printed page.
Match	A condition where two items are exactly the same.
MAX Function	A formula that returns the highest value in a specified range of cells.
Maximum	The largest value in a set of numbers.
Maxpoint	The highest value in the selected range.
Mean	The sum of a set of numbers divided by the count of numbers in the set.
Merge	To combine multiple cells into one larger cell.
Midpoint	A value between the minimum and maximum.

MIN Function	A formula that returns the lowest value in a specified range of cells.
Minimize	To reduce something to the smallest possible size or amount.
Minimum	The smallest value in a set of numbers.
Minpoint	The lowest value in the selected range.
Minute	A unit of time equal to 60 seconds.
Mixed FILTER	A function that combines multiple conditions using both AND and OR logic.
Mixed Reference	A reference that locks either the column or row, but not both.
Month	The numeric representation of the month.
Multiple Conditions	More than one criterion used to filter data.
Multiplication	A mathematical operation where one number is multiplied by another.
Multiply	To increase a number by another number.
Named Range	A descriptive title assigned to a specific group of cells.
Navigate	To move around within a spreadsheet to locate specific data.
Navigation	Moving around within the Google Sheets window to access different features.
Nearest	The closest value according to a specified criterion.
Nested IF Function	An IF formula embedded within another IF formula to evaluate multiple conditions.
Non-Continuous Range	Multiple areas that are not adjacent to each other.
Notation	A system of symbols used to represent numbers, positions, or elements.
Numerical	Related to numbers.
Numerically	In order according to numbers.
Offline Mode	The ability to use a service without an internet connection.
OR FILTER	A function that extracts data meeting at least one of multiple conditions.
OR Logic	A condition where at least one of the criteria must be met.
Order	The sequence in which rules are applied, which can affect the final formatting.
Organized	Arranged in a systematic way.
Orientation	The direction in which a document is printed (portrait or landscape).
Palette	A range of colors or options available for selection.
Paste	To insert copied data into a new location.
Paste Formats Only	An option to apply only the formatting of copied cells without altering the data or formulas.

Paste Special	A feature that allows you to insert copied data in various ways, such as inserting its values only or formatting only.
Pattern	A repeated or regular arrangement.
PDF (Portable Document Format)	A file format used to present documents consistently across different devices.
Percentage	A way of expressing a number as a fraction of 100 using a symbol.
Periodic Payment	Regular payments made over time, such as monthly loan payments.
Permissions	Settings that determine who can view or edit parts of a Google Sheet.
Pie Chart	A circular graph divided into slices to illustrate numerical proportions.
Pivot Table	A tool that summarizes and analyzes data by grouping and organizing it into a dynamic chart.
Pivot Table Columns	A category that represents unique values from specified data, creating columns in the chart.
Pivot Table Rows	A category that represents unique values from specified data, creating rows in the chart.
Position	The location of a character within a text string.
Presentation	The way in which data is displayed and formatted in a chart.
Print	To produce a physical copy of a document from a computer.
Print Area	The specific range of cells selected to be printed.
Product	The result of multiplying numbers together.
Program Permissions	The authorization granted to a program or script to access certain data or features.
Proportionally	Adjusting the size while maintaining the same width-to-height ratio.
Protect	To restrict editing access to certain parts of a spreadsheet.
Protect Range	A feature that restricts access to specific ranges or entire sheets, preventing unauthorized viewing or editing.
PV (Present Value)	The current value of a sum of money to be received in the future.
Quantity	The amount or number of something.
Query	A request to retrieve specific data from a table.
Quotient	The result of a division operation.
Radar Chart	A graph that displays multivariate data in a circular format, allowing for comparison across multiple categories.
RAND	A function that generates a random decimal number between 0 and 1.
Random Number	A number generated without a predictable pattern, often used in simulations.

Range	A group of selected cells in a spreadsheet.
Rank	The position of a value relative to others in a list.
Readability	The ease with which text can be viewed and understood.
Reference	A specific mention of data from another workbook used in calculations or display.
Regular Expressions	Advanced search patterns used for complex text searches.
Relative Cell Reference	A cell reference that adjusts based on the position of the formula.
Relative Position	The location of a value in relation to other values in a list.
Relative Reference	A cell reference that changes relative to the position of the cell in which it is used.
Rename	To give something a new title.
Reorient	To change the direction or arrangement of data.
Replace	To substitute specific text or values with new ones.
Replay	To perform a sequence of actions again.
Resize	To change the dimensions of a graphic or object.
Restore	To revert a document to a previous state.
Return Value	The result produced by a function.
Rounding	The process of reducing the number of digits in a number while keeping its value close to the original.
Row	A horizontal line of cells in a spreadsheet, labeled with numbers.
Row Height	The vertical size of a row in a spreadsheet.
Row Number	The digit on the left side of each row that identifies it.
Row-Locked Reference	A reference where the row is fixed and the column is relative.
Rule	A specific condition and formatting style applied to a range of cells.
Scale	Adjusting the size of the content to fit on the printed page.
Script	A set of instructions executed by a computer program.
Script Editor	The interface where you can view and edit the code behind a macro.
Scroll	To move up, down, or across a screen to view different parts of a document.
Search Bar	A tool that helps you browse and select files from your storage.
Security	The measures taken to protect data from unauthorized access or alterations.
Select	To highlight a row, column, or cell to perform actions on it.

Semi-Absolute Reference	A cell reference that locks either the column or row but not both.
Sequential	Arranged in a series or order.
Share Button	An option to select that lets you distribute your document to others and set their permissions.
Sheet	An individual page within a Google Sheets document.
Sheet Tab	The labeled tag at the bottom of the Google Sheets window that represents each page in the document.
Shift	To move existing cells to make room for new ones.
Show	To make a hidden worksheet visible again.
Show Formulas	A feature that displays the formulas used in cells instead of the resulting values.
Sidebar	A vertical panel that appears on the side of the screen, providing additional options and settings.
Sign In	To enter your username and password to access your account.
Slice	A segment of a pie chart representing a category's proportion of the whole.
Sort	To arrange data in a specific order, like alphabetically or by number.
Sparkline	A small, basic chart that fits within a single cell to display data trends.
Sparkline Options	Additional parameters that customize the appearance and behavior of the sparkline.
Spell Check	A tool that identifies and corrects spelling errors in a document.
Spreadsheet	A digital document where you can organize data in rows and columns.
SQL	A programming language used to manage and manipulate databases.
Standardize	To make something consistent or uniform.
String	A sequence of characters or text.
Subset	A portion of a larger set of data.
Substring	A part of a string of characters.
SUBTOTAL	A function that performs calculations on a filtered list or range of data.
Subtraction	A mathematical operation where one number is taken away from another.
Suggestion	A proposed correction for a spelling error.
SUM Function	A formula that adds all the numbers in a specified range of cells.
SUMIF Function	A formula that adds numbers in a range based on specific criteria.
Summarize	To present the main points or key details of data in a concise form.
Symbol	A character or sign used to represent something, such as a dollar sign or Euro sign.

Sync	To match data, ensuring that files are up-to-date across devices.
Syntax	The structure of a formula, including the function name and arguments.
Table	An arrangement of data in rows and columns.
Text	Written or printed words.
Text Rotation	The angle at which data is displayed within a cell.
Text String (String)	The data in a spreadsheet, comprised of letters (words), symbols (e.g., the dash or the number sign), numbers or special characters.
Text Wrapping	A feature that makes text fit within the cell by adjusting the cell height.
Threshold	A value or limit that must be met or exceeded.
Time Value	A representation of time, including hours, minutes, and seconds.
Timeline	A chronological list of events or changes.
Timestamp	A specific point in time, represented in hours, minutes, and seconds.
Title	The name you give to your spreadsheet to identify it.
Toolbar	A set of icons and options at the top of the screen that allows you to perform different tasks.
Tooltip	A small, informational box that appears when you hover over or interact with certain elements.
Top Values	The highest data points in a range of data.
Total	The final amount obtained by adding numbers together.
TRANSPOSE	A function that switches the rows and columns of a selected range of cells.
Truncate	To shorten by cutting off.
Underline	A font style that adds a line beneath the text.
Unified	Made into a single unit.
UNIQUE	A function that extracts unique values from a range, removing any duplicates.
Unit of Measurement	A standard quantity used to specify the amount of something (e.g., days, months, years).
Unmerge	To split a joined cell back into the original separate cells.
Uppercase	Capital letters (e.g., A, B, C).
URL	The web address of a resource on the internet.
Value	A number or data point in a cell.
Values	The actual numbers or text in a cell, without any formulas or formatting.
Version History	A feature that tracks and stores previous copies of a document.
Visible	Able to be viewed.

Weekday	A day of the week.
Weighted Average	An average that takes into account the relative importance of each value.
Whole Number	A number without fractions or decimals.
Workbook	A file containing multiple sheets in Google Sheets.
Workday	A day typically considered as a working day, excluding weekends and holidays.
Year	The numeric representation of the year.
Zoom	To change the magnification level of the spreadsheet view.