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Earth's Water

Activity 6

Spreadsheets

Objectives

Each student will utilize the Google Docs spreadsheet application to create a gauge chart showing the distribution of Earth's water.

Benchmarks for Technology Standards

Students will know the characteristics, uses, and basic features of computer software programs, including:

- knowing the common features and uses of spreadsheets
- using spreadsheet software to update, add, and delete data, and to produce charts

Learning Objectives

At the end of this lesson, students will be able to:

1. know the various terms associated with spreadsheets, including rows, columns, and cells
2. enter data into a spreadsheet
3. adjust the width of a selected column
4. change the alignment of data within a cell
5. change the style of data within a cell
6. change the appearance of data to display as a percentage
7. create and format a gauge chart from data entered within a spreadsheet

Variations

This activity was written using the distribution of water on Earth, but any data that is in the form of a percentage out of 100 can be substituted to better fit your curriculum. Just make sure you enter your data in the form of a decimal if you plan to alter this activity. An example of a completed project is shown in Figure 6-1.

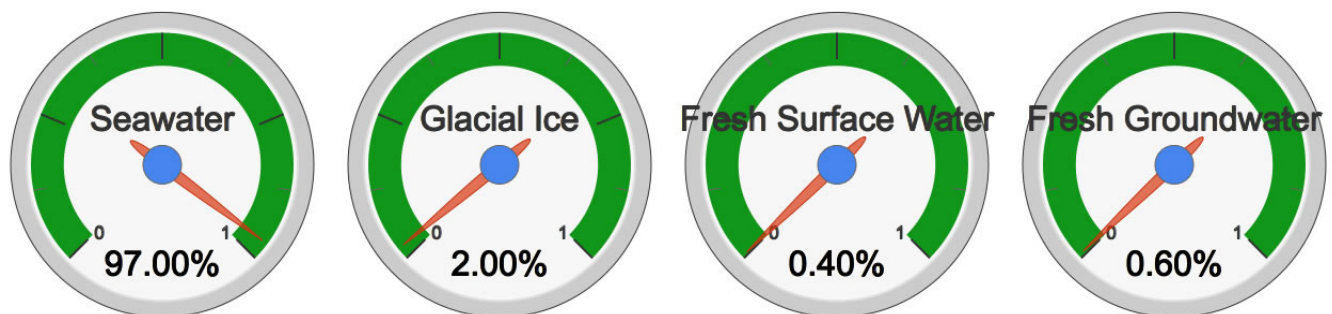


Figure 6-1

Earth's Water (cont.)

Activity 6

Procedure

1. Open a new spreadsheet document using Google Docs.
2. At the top of the document in the **Unsaved spreadsheet** box, type your last name and the title “Earth’s Water Gauge Chart.” Click **OK** in the **Save Spreadsheet** window.
3. Spreadsheets are made up of columns that are identified by letters (A, B, C, etc.) and rows that are identified by numbers (1, 2, 3, etc.).
4. The location within a spreadsheet where a column meets a row is called a *cell* and is identified by both a letter and number (Figure 6-2).

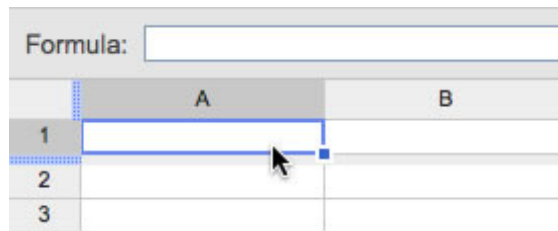


Figure 6-2

5. Click into cell **A1** and type the following label: “Earth’s Water.”
6. Next, hit the **Tab** key on your keyboard. This will move you over into cell **B1**. Now type “Percentage.”
7. Click and drag over cells **A1** and **B1** to highlight them. Use the **Align** button to center the labels in their cells and the **Bold** button (**B**) to make them bold (Figure 6-3).

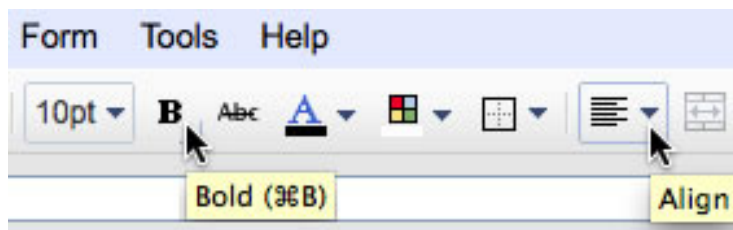


Figure 6-3

8. Next, click into cell **A2** and type “Seawater.” Now hit the **Enter** key on your keyboard. This will take you down to cell **A3**. Type “Glacial Ice.”
9. Hit the **Enter** key again and type “Fresh Surface Water” into cell **A4**.
10. Finally, in cell **A5**, type “Fresh Groundwater.”
11. Now you will have to widen column A so that “Fresh Surface Water” will fit on one line within the cell. To do this, take your cursor and bring it to the line between columns A and B at the top of the spreadsheet. Then click and drag to the right until the entire title fits on one line (Figure 6-4).

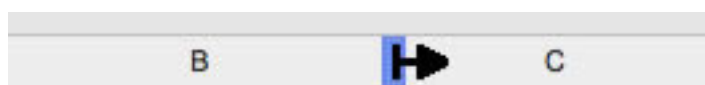


Figure 6-4

Earth's Water *(cont.)*

Activity 6

12. Now finish entering the rest of the data using the following information:

Earth's Water	Percentage
Seawater	0.97
Glacial Ice	0.02
Fresh Surface Water	0.004
Fresh Groundwater	0.006

13. Next, you are going to convert the numbers so they display as percentages. To do this, highlight the numbers by clicking and dragging over them.

14. Next, click the **Format as percent** button (Figure 6-5).

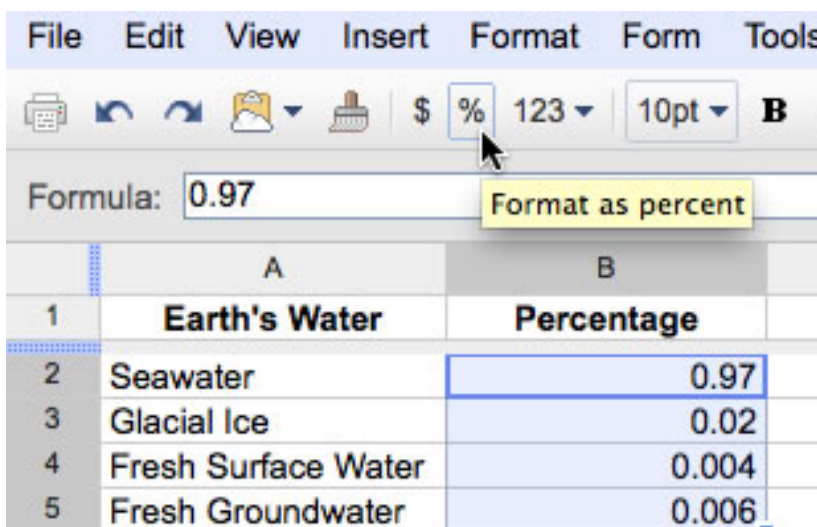


Figure 6-5

15. You can also change the format of numbers in a cell by clicking the **More formats** button (Figure 6-6).

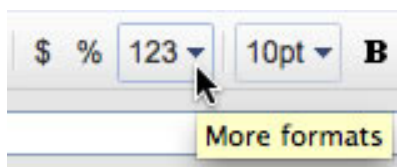


Figure 6-6

16. Next, click into cell A1, go to the **Insert** menu, and choose **Chart**, or click on the **Insert chart...** button (Figure 6-7).

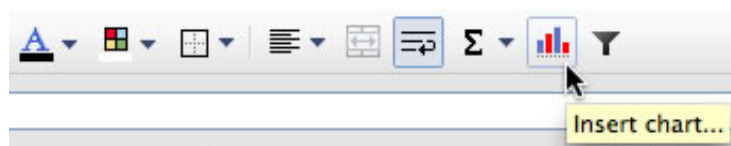


Figure 6-7