

Spreadsheet Vocabulary.....using *Google Sheets*

Name _____

Period _____

Central Science (plyter.com/science) → [Google Page](#) → [Google Classroom](#)



To use Google Sheets on your own:
Sign in to Google. Look for Google Sheets.

Please /-X as you go. / = read X = done

__1) Google Classroom (classroom.google.com)

- __2) Check your period in Google Classroom!
Open the Spreadsheet Vocabulary Assignment.
- __3) E1: Your NAME + Period

NOTES:

- Hover on tool bar for help.
- Control-Z or ⌘ will undo!
- Cells are the boxes;
- Rows go across; ↓ columns go up and down.

__4) Add Headings in cells:

- __5) A4: #
- __6) B4: TERM:
- __7) C4: Explanation:
- __8) Increase width of column C by clicking between C and D and dragging →.
- __10) D4: Reference:
- __11) E4: Subject


__12) Add 5+ terms + Definition or Explanation:

- Use worksheets and Science Calendars.
- __13) Add an explanation or definition. See *TSD The Science Dictionary* on Central Science Homepage → References
- __14) Add your **reference**, which is where you got the definition or explanation. Type the web address.
- __15) Add the area of science or subject. (Chemistry).


__16) Format Cells to fit:

- Select (Click & drag to color the area) .
- Wrap Text. ↗

__17) Add Borders:

- Select all (click & drag) . → ↓ All Borders 
- Try different borders including colors.

__18) Bold Header Row:

- Select Header Row. Select text  tool for bold font.

__19) Alphabetize:

- Select (click & drag) from B4 to the far lower right of your data.
- This skips your # column.
- ↓ Data → Sort Range
- Data has Header Row
- 1..by term
Another.....
- 2. then subject

__20) Fit to page width:

- Adjust columns so they stay on the screen and are easy to read.
- Ask about printing.

__21) Continue to add terms from each Science Calendar:

Google:



Google:



Google: Classroom Drive Sheets Docs Slides

__22) Add a new column with the heading "Mastery"

- __23) Select and add borders for all of your terms (words).
- __24) Fill in for each term.
 - = No
 - / = Maybe
 - X = Yes

__25) Sort by the "Mastery" column:

- Try different sorts to get subjects together, terms in alphabetical order and to get the words you don't know together.

__26) Use a formula to have it count as you type new terms:

- Write the directions here:

Try more:

- a) Figure out a way to use you list to study.

- b) Add a column for Examples.