

Computer 8 Google Docs Assignments 1-3

Assignment #1: Google Forms – Friends Survey

1. Log into your [rlfedu.org Google Docs](http://rlfedu.org) Account
2. Go to “Create New” Form
3. Title the new form “(Your Name’s) Friends Survey”
4. Write any explanation necessary in the box.
5. DO NOT check, let users edit this form but check the other two boxes (Require sign-in and Automatically collect results)
6. Type your first question in the box labeled “Sample Question #1) Select what kind of question you want (Multiple choice works the best for this assignment).
7. Type your second question in the box labeled “Sample Question #2
8. Type 3 more questions by pushing the ADD ITEM button in the upper left-hand corner of the document.
9. Save the form when you are done. Share the form. Type “Computer 8” in the box entitled “Add People” OR e-mail the form to “Computer 8”

Assignment #2: Google Spreadsheets – Friends Survey Results

1. Log into your [rlfedu.org Google Docs](http://rlfedu.org) Account
2. Go to “Create New” Spreadsheet
3. Click on the “Unsaved Spreadsheet” and type “(Your Name’s) Survey Results”
4. You will be creating a separate sheet for each survey question
5. On the first sheet, type the survey question in the A1 position
6. Type your response choices along the top, B1, C1, D1, E1, F1, etc
7. Type the results (how many people answered that response) under the labels
8. When you are done with question #1. Insert a chart displaying the responses
 - a. Select the Insert Chart icon on the top, right-hand side of the spreadsheet
 - b. Choose your chart type (you made need to bring your question to Row 2 to get the kind of chart you want
 - c. If your chart doesn’t paste under your results, move it by clicking on the chart, then pointing to the upper right side of the chart until you get a “hand” that allows you to drag the chart under your responses.
9. Make a separate sheet for each question by clicking the + button in the bottom left-hand corner of the spreadsheet, to the left of the word “Sheet 1”
10. Repeat steps 5-8 for questions 2-5.
11. Save the spreadsheet when you are done and Share it with me (Ivatthauer)

Assignment #3: Google Presentation – Friends Survey Results

1. Log into your rfedu.org [Google Docs](#) Account
2. Go to “Create New” Presentation
3. Click on the “Untitled Presentation” and type “Survey Results Presentation” in the “Click to add title” box. Type your name in the “Click to add Sub-title” box
4. You will be creating a new slide for each survey question
5. To make a new slide click on the + slide in the upper left hand corner next to the words Slide 1 of 1. When the new slide design box appears, select the layout you want for your second slide. Type the survey question at the top of the slide. Type your survey results, from top to bottom, under the question to show your results (only do your top 5 results)
6. Make a separate slide for the remaining 4 questions, following the steps in #5.
7. When you have finished all 5 questions, save your presentation.
8. You may add pictures to your presentation to make it more appealing
 - a. Select the Insert, image to select a picture from a file on your computer,
 - b. Copy and paste an appropriate picture from the Internet or from your computer
9. You can add a theme or background picture to your presentation by clicking on “Format”, Presentation Settings, Change Theme or Change Background
10. Save the presentation when you are done and Share it with me (Ivatthauer)

Google Docs Assignments 1-3 will be done in class Sept. 26th through October 6th, 2011