




Google Docs Spreadsheet

<p>Go to http://www.google.com</p> <p>Use your username and password generated by district to Sign in to the website. If you don't have one, you'll need to create one.</p>																																																																																																			
<p>Once logged in to the Google domain, select Documents under the Menu bar.</p>																																																																																																			
<p>Locate the Left Task Pane, click Create then trace down to Spreadsheet.</p>																																																																																																			
<p>In the upper left-hand corner of the spreadsheet click on "Untitled spreadsheet" and name the document.</p>																																																																																																			
<p>Enter the information based on what you are creating. For example, you might create a spreadsheet planning a trip. Once the information is entered, minimal formatting is available.</p>	<table border="1" data-bbox="844 1239 1396 1428"> <thead> <tr> <th>1</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Trip Budget</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>People</td> <td>Room</td> <td>Board</td> <td>Gas</td> <td>Total</td> <td></td> </tr> <tr> <td>4</td> <td>List first person</td> <td>100 x 4</td> <td>50 x 4</td> <td>100 x 3.69</td> <td></td> <td>969</td> </tr> <tr> <td>5</td> <td>List next person</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>13</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	1	A	B	C	D	E	F	2	Trip Budget						3	People	Room	Board	Gas	Total		4	List first person	100 x 4	50 x 4	100 x 3.69		969	5	List next person						6							7							8							9							10							11							12							13							14						
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<p>Once the spreadsheet is complete, click File/Share in the upper left-hand corner.</p>																																																																																																			
<p>When the Sharing settings window opens, under "Who can access" click Change at the far right of Private.</p>																																																																																																			

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<p>Choose a Visibility option: Public on the web, Anyone with the link or Private. The Edit access option is also available. If you choose to allow anyone to edit the spreadsheet, place a check mark in the box then click Save.</p>	<p>Sharing settings</p> <p>Visibility options:</p> <ul style="list-style-type: none"> <input type="radio"/>  Public on the web Anyone on the Internet can find and access. No sign-in required. <input type="radio"/>  Anyone with the link Anyone who has the link can access. No sign-in required. <input checked="" type="radio"/>  Private Only people explicitly granted permission can access. Sign-in required.
<p>The Link to share will then be highlighted to copy/paste into an email or type in the email addresses at the bottom to send to those who will be collaborating together to complete the spreadsheet project. An option to send a message is also available.</p>	<p>Link to share</p> <p>https://docs.google.com/spreadsheet/ccc?key=0Anyy2Lf6DRDfdG9oS</p> <p>Share link via: Google+ Gmail Facebook Twitter</p>