



Technology Applications Virtual Learning

Master Field Trip List

April 27, 2020



8th Grade Technology Applications

Lesson: April 27, 2020

Objective/Learning Target:

I can use google sheets to create and modify a field trip list.

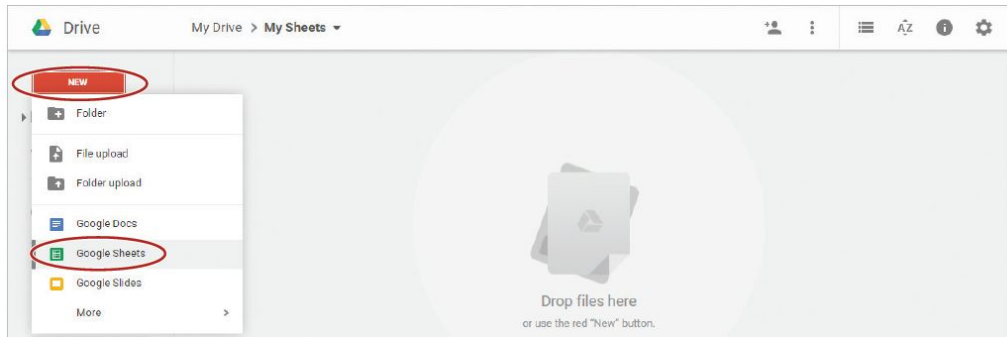


Getting Started:

The Middleton High School Student Council is planning for the upcoming school year. To increase student involvement, they decide to offer monthly field trips to a variety of destinations in the area. Your job as the student council vice-president is to organize the field trip information in a spreadsheet so the trips can be approved by the school principal.

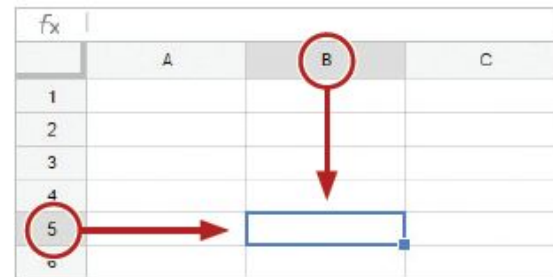
Practice:

1. Sign into Google Drive
2. To create a new spreadsheet, open your My sheets folder, click the **NEW** button and Select **Google Sheets**.



Practice:

3. A spreadsheet is made up of cells, organized by columns and rows. Columns are identified by letters, and rows are identified by numbers. The intersection of a row and a column is the cell's address. For example, this is cell B5.



Practice:

4. With cell A1 selected, type the text [Master Field Trip List] and hit Enter.

Note: Throughout these lessons, you will be required to type text that is shown in brackets. Do not type the brackets.

5. Continue to enter the data exactly as shown on the next slide

f_x	A	B	C	D
1	Master Field Trip List			
2				
3	Event	Location		
4	Apple Picking	Anderson's Apple Orchard		
5	Corn Maze	Roy Carpenter's Farm		
6	19th Century Textiles	Old Sturbridge Village		
7	A Christmas Carol	Agnes Johnson Performing Arts Center		
8	Recycling Exhibit	Boston Museum of Science		
9	Vanderbilt Mansion Tour	Newport, RI		
10	Taste of Italy	Federal Hill		
11	Amusement Park	Six Flags New England		
12	Whale Watch	Narragansett Bay Pier		
13				
14				
15				
16				
17				

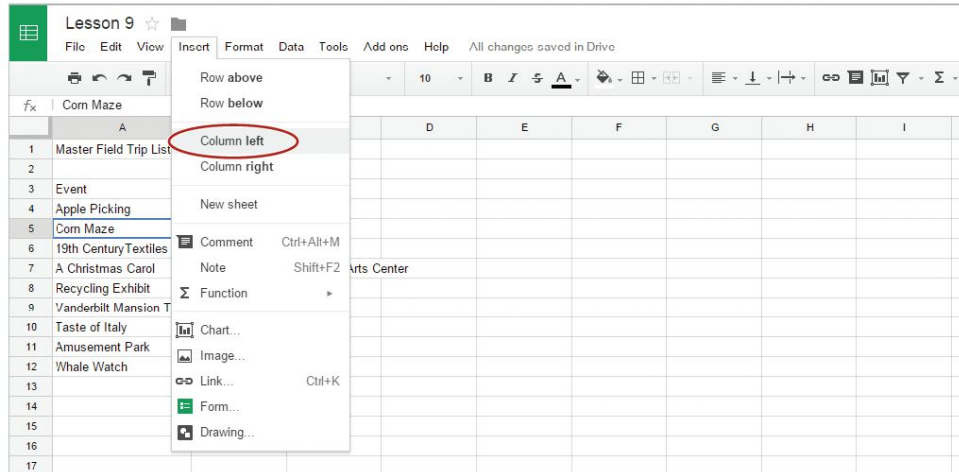
Practice:

6. **Resize a Column.** To automatically make a column as wide as the longest line of data it contains, do the following:
 - a. Position your cursor between column headings A and B. When your cursor becomes a double sided arrow and the dividing line turns blue, double-click.



Practice:

7. Insert a Column. To insert a column to the left of column A, click any cell in column A, then from the Insert menu, select Column left.



Note: The new column you inserted becomes column A.

Practice:

8. In column A, enter the data exactly as shown below.

	A	B	C	D	
1		Master Field Trip List			
2					
3	Month	Event	Location		
4	September	Apple Picking	Anderson's Apple Orchard		
5	October	Corn Maze	Roy Carpenter's Farm		
6		19th Century Textiles	Old Sturbridge Village		

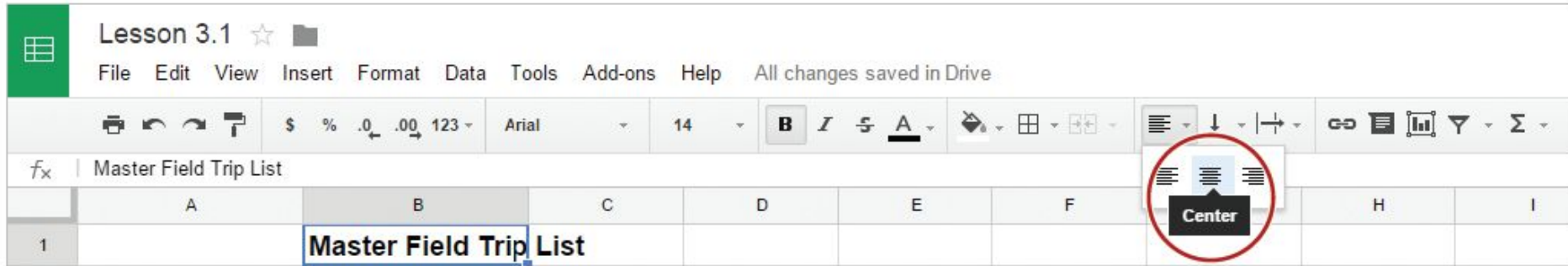
Practice:

- Use Auto Fill. To continue a series or pattern from a range of cells into neighboring cells in any direction, select cells A4 and A5, then click and drag the Auto Fill handle down to select cells A6-A12.

	A	B	C	D	
1		Master Field Trip List			
2					
3	Month	Event	Location		
4	September	Apple Picking	Anderson's Apple Orchard		
5	October	Corn Maze	Roy Carpenter's Farm		
6		19th Century Textiles	Old Sturbridge Village		

Practice:

11. **Center Align Data.** To center the data within a cell, select cell B1, then from the Horizontal Align drop-down menu, select Center.



The screenshot shows a Google Sheets interface for a document titled "Lesson 3.1". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various icons for undo, redo, print, and alignment. The "Horizontal Align" menu is open, and the "Center" option is highlighted with a red circle. The spreadsheet below shows a table with columns A through I and rows 1 through 2. Cell B1 is selected and contains the text "Master Field Trip List".

	A	B	C	D	E	F	G	H	I
1		Master Field Trip List							
2									

12. **Resize Column B** so that all data in cell B1 fits within the cell.
 - a. Hint: Double-click between column headings B and C.



Self-Assessment:

Create a rubric that could be used to assess this assignment.

Use the rubric to check to see if you completed everything.



Additional Practice:

Add dates to the list for each of the field trips.