


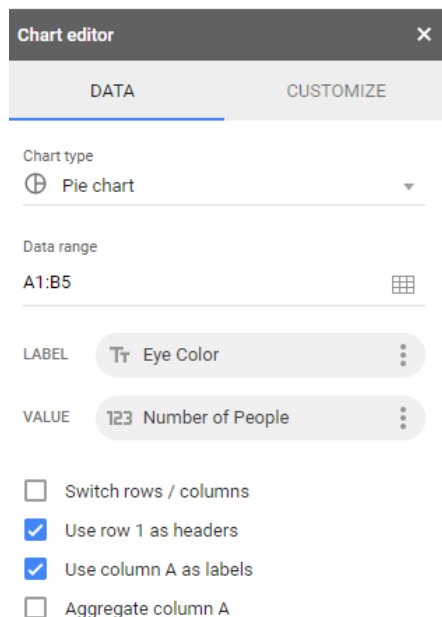


MAKE A CHART IN GOOGLE SHEETS

1. Open Sheets
2. Enter data in columns with headings at the top

	A	B
1	Eye Color	Number of People
2	Blue	30
3	Green	30
4	Brown	30
5	Other	10
6		

3. Highlight the data (including your headings)
4. Click the Chart Button on the toolbar 
5. Google will suggest the type of chart for the data you entered. You can change this under Chart Type in the Chart Editor.



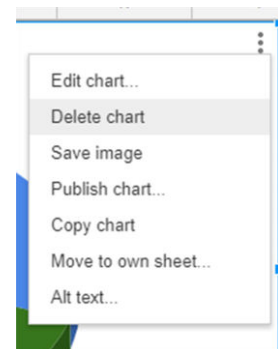
6. Click the Customize tab at the top of the Chart Editor to change type of chart (3D), colors, fonts, labels, etc.
7. Go to Series, choose series and change color.

Bonus E-Tip: Editing your Chart

If you close the **Chart Editor** window, simply **double click** the graph to open it back up.

To move the **chart** to it's own sheet or save the chart as a picture, click the 3 dots

1. Click on the graph one time
2. Click the **3 dots** in the top right for options.



To **select** a cell, click **once**

To **edit** a cell, click **twice**.

Video Directions:

<https://drive.google.com/file/d/1bX1EM2Dazvc67DhxWdJLKJmzMUX7Y-fs/view?usp=sharing>

Find more E-Tips at <https://goo.gl/qPn7bN>