Lesson 6: Software Proficiency

Transcript

Welcome to the *Statistics and Risk Management Technology Application* section for **Software Proficiency**. In this lesson we will discuss integrating **Google Docs Spreadsheet** into the classroom. This lesson will extend our understanding of Google Docs. In this video, we will look at the Spreadsheet feature of Google Docs. In a previous lesson, we discussed how to obtain a Google account. If you need assistance with this, review the material from the Technology Application video from the Confidence Intervals unit.

You'll notice as web browsers become more advanced, more interactive things can be achieved within the web browser itself rather than a standalone software program.

To begin, we will login to Google Docs by typing in www.google.com, selecting **More**, and finally scrolling down to the **Even more** section. Select Google docs from the **Communicate, show & share** section.

Now that we are in Google Docs, let's create a new spreadsheet. To do this, select Create new. In the drop down menu, select Spreadsheet. Notice that we can change the title by selecting the current title. In the window begin typing the title you'd like. Finally, select OK. Now that we have a spreadsheet document open, we see that it resembles Microsoft Excel.

Google Docs is known for its collaboration features. Students can easily share their spreadsheets and work on a project together. To do this, select the text: "Private to only me". In the new window, you will see the option to add people. You can enter in the email address of the person you would like to share the document with. Another way to share the document is to select Change next to Private – Only the people listed below can access. There are two options besides Private. You could allow anyone to view on the open web or allow anyone with the link. After making a selection, you'll see an option appear asking if you'd like to allow anyone to edit without signing up. When you have made your selection, select Save.

I'm going to open up a new tab to show you the features available for collaboration. First, I will copy the URL from the address bar, start a new tab, and then paste the URL into the new address bar. You'll see on the right hand side that someone is viewing the document. I can expand this section and will be able to chat in the window. Now I'll go back to the original tab and see the window appeared as well. Any time someone else selects the link; all collaborators will have a way to discuss the document.

As mentioned before, Google Docs Spreadsheet is designed a lot like Microsoft Excel. You have your standard File, Edit, View, Insert, Format, Data, Tools, and Help. Below this menu is a print icon, a go back and go forward button, paste from clipboard, font size and colors and the ability to build graphs based on the Excel data. Students have the ability to save their work for use off-line and could actually send

the work to Microsoft Excel. To do this, select File and Download As. Finally, select Excel. There are several other ways the information could be downloaded as well. Such as an HTML web page or an Adobe PDF document. The great thing about Google Docs is I am no longer restricted to the computer that I started the work. I can log out, go to a different work station, and pick up right where I left off.

Now that you know about this resource, think of ways it can aid in your teaching.