

LESSON 6: October 28 - November 4

Vocabulary for our Wiki: Top Level of Google Site, sites.google.com, blank template, concatenate, ampersand, the SPLIT formula, SORT sheet, SORT range

Hello everyone (Barbara, Bob, Connor, Jo, Lisa, Terri and Wynnette)



Team 1 - Jo and Connor (FL and TX)

Team 2 - Lisa and Wynnette (TX and FL)

Team 3 - Bob and Barbara and Terri (TX and WA and TN)

Great to see the birth of your Google Sites. This week we are going to take the results of your survey and post items onto your google site.

Homework 6.1

The main instructional video at <http://youtu.be/51pvgK6maL4> that you can watch before or after the reading (or both) is 15 minutes.

However we are going to **redo** the steps of creating a Google Site from Lesson 4 and this time create a blank site. Repetition is good and it will increase your confidence with the Google Site environment.

This one will be for real and will be a portfolio for much of the work you have done in this course and work to come in the future. We will use one page for each sample in our class.

Reminder that once you are logged in to your Google account, you can go to sites.google.com to see the sites you have created or to create a new one.

The next site you create will have the name PORTFOLIO in it and it is very important that you **make the template blank**. As I said in Lesson 4, I wanted you to see the fancy templates that exist but it is crucial that we build a real google site from scratch so that each button and each pull down menu will be something we created and that we own.

Please use a name such as PortfolioBW or PortfolioJH or PortfolioWH if no one has used it before. If not, you can put a favorite number after your initials. No spaces please, so this makes it easy for me to jump from one to the next.

Got it? **Blank template!** Very, very important, I promise!

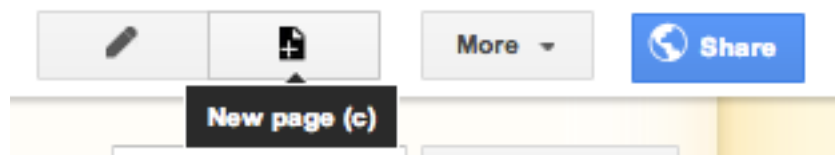
Select a template to use:



Blank template

But you **can** choose a color theme and as you will see below, you can change the color theme again at any time.

Next go to the + sign at the TOP RIGHT between the PENCIL and the word MORE and create a blank page for each of the following topics we have hit in our class so far. Always choose TOP LEVEL when it asks.



You will create a page for each topic, but always choose TOP LEVEL.



Create a page in Site: portfolioSB34

Name your page:

Google SS

Your page URL: /site/portfoliosb34/google-ss [change URL](#)

Select a template to use ([Learn more](#))

Web Page

Select a location:

- ☒ Put page at the top level
- ☐ Put page under **Home**

Create a page in Site: portfolioSB34

Name your page:

Sharing Tips

Your page URL: /site/portfoliosb34/sharing-tips [change URL](#)

Select a template to use ([Learn more](#))

Web Page

Select a location:

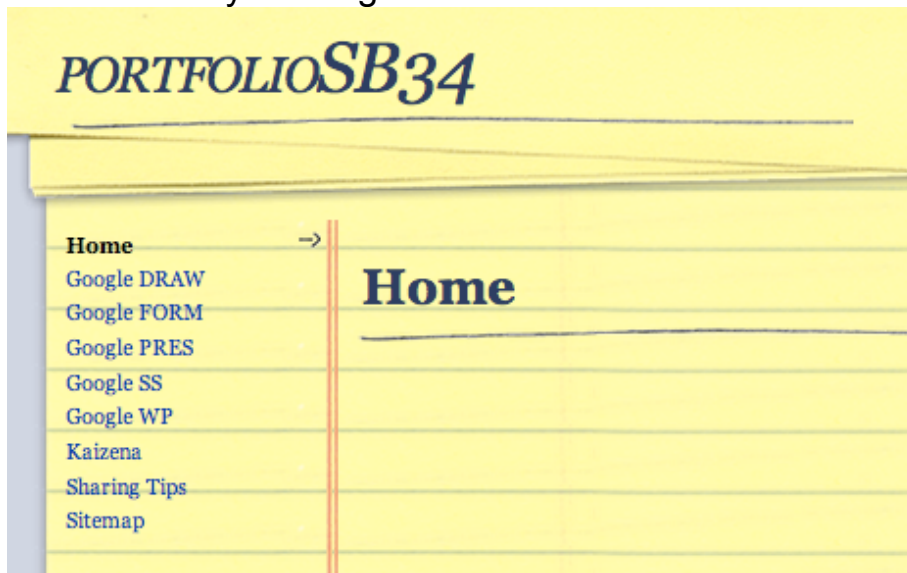
- ☒ Put page at the top level

or another

Here are 7 of the pages to create. Order is not important since they will flow into alphabetic order automatically. Make sure you keep choosing TOP LEVEL!

- Google WP
- Google SS
- Google PRES
- Google DRAW
- Google FORM
- Kaizena (not required)
- Sharing Tips (not required)

Here is what you will get

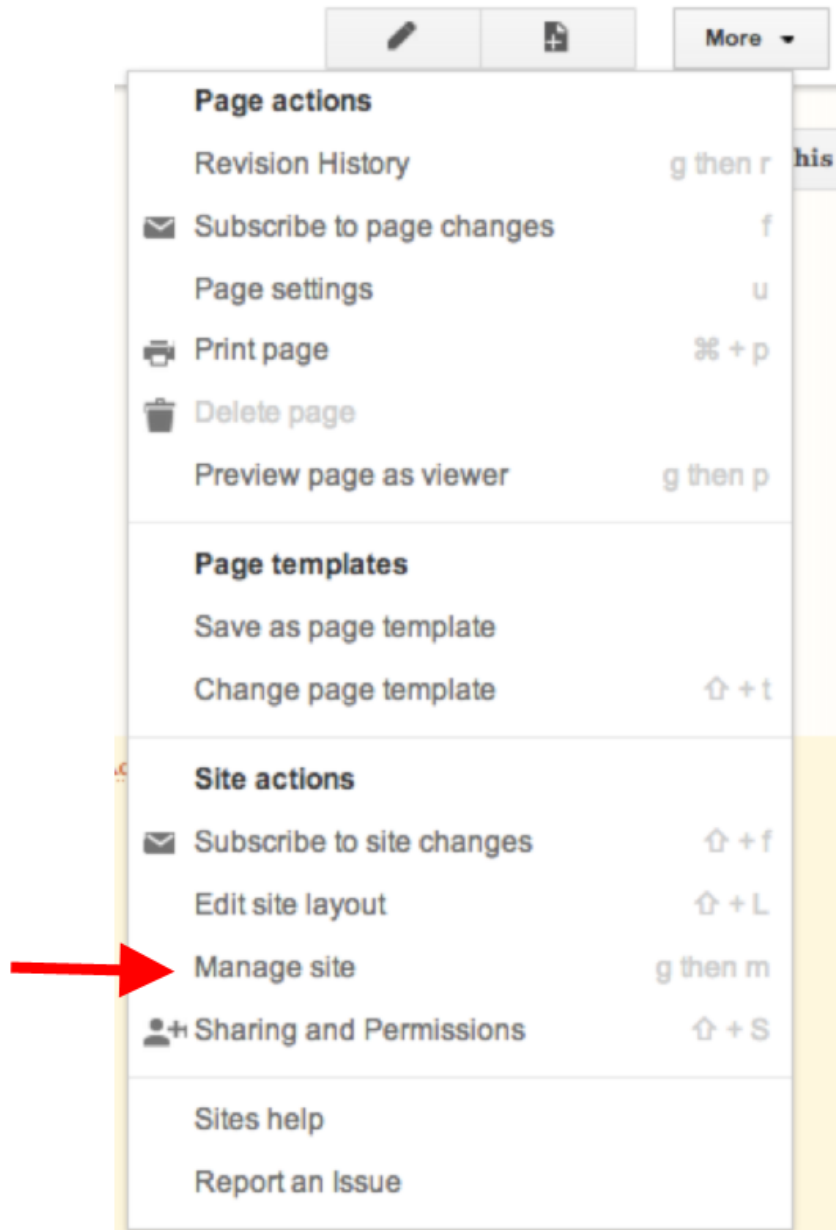


By the way, this Lesson 6 PDF seems long but there are a lot pictures!



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Now let us learn to change the THEME that is very different from the TEMPLATE which we are hereby FORBIDDEN TO USE. We go to the MORE button and look at the 4th from the bottom choice where it says MANAGE SITE.



Once you choose MANAGE SITE (4th from bottom) you will see a complicated screen but at the bottom left you will see THEMES, COLORS and FONTS.

Manage Site **SAVE** **Cancel**

< portfolioSB34

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

General

Sharing and Permissions

Web Address

Themes, Colors, and Fonts

Site name

portfolioSB34 ☒ Show site name at top of pages

Site description - what is the purpose of this site


Mature content

☐ This site contains mature content only suitable for adults.

Landing page - This is the default landing page that users will see when they visit your site

Home [Change](#)

Site storage

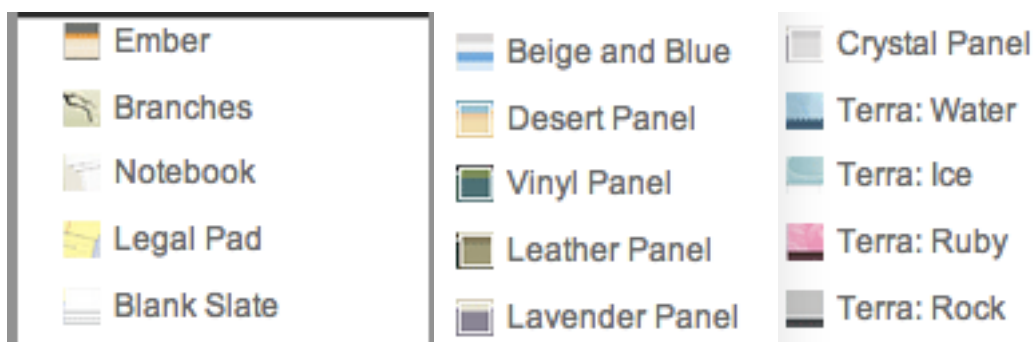


When you choose the BOTTOM CHOICE that begins with THEMES, you get

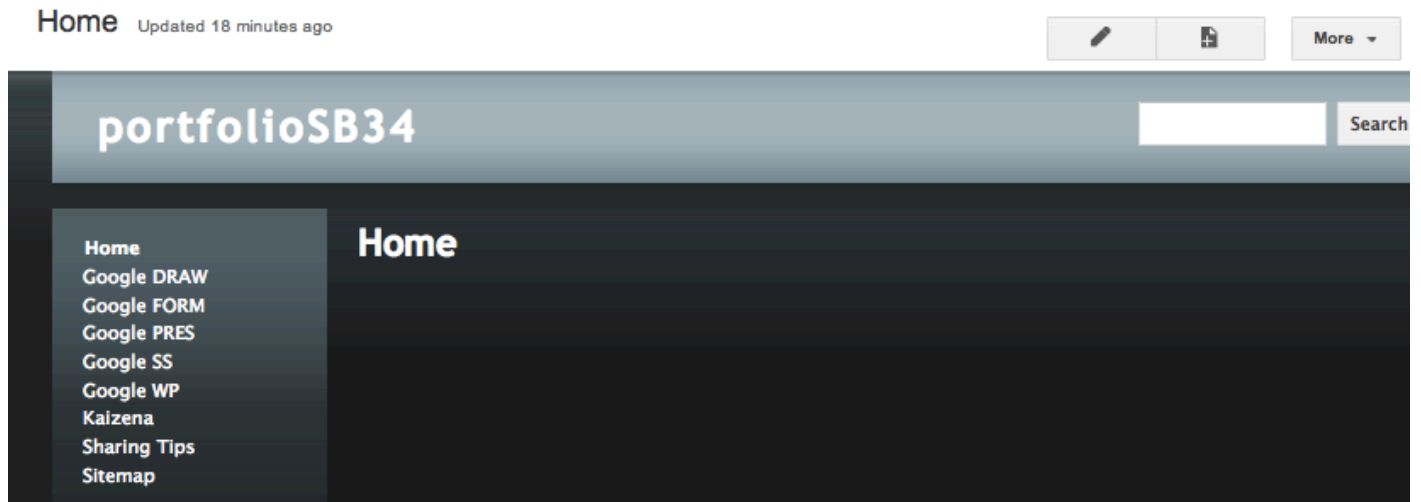
Base theme: The base theme allows you to start with an existing theme and make customizations.



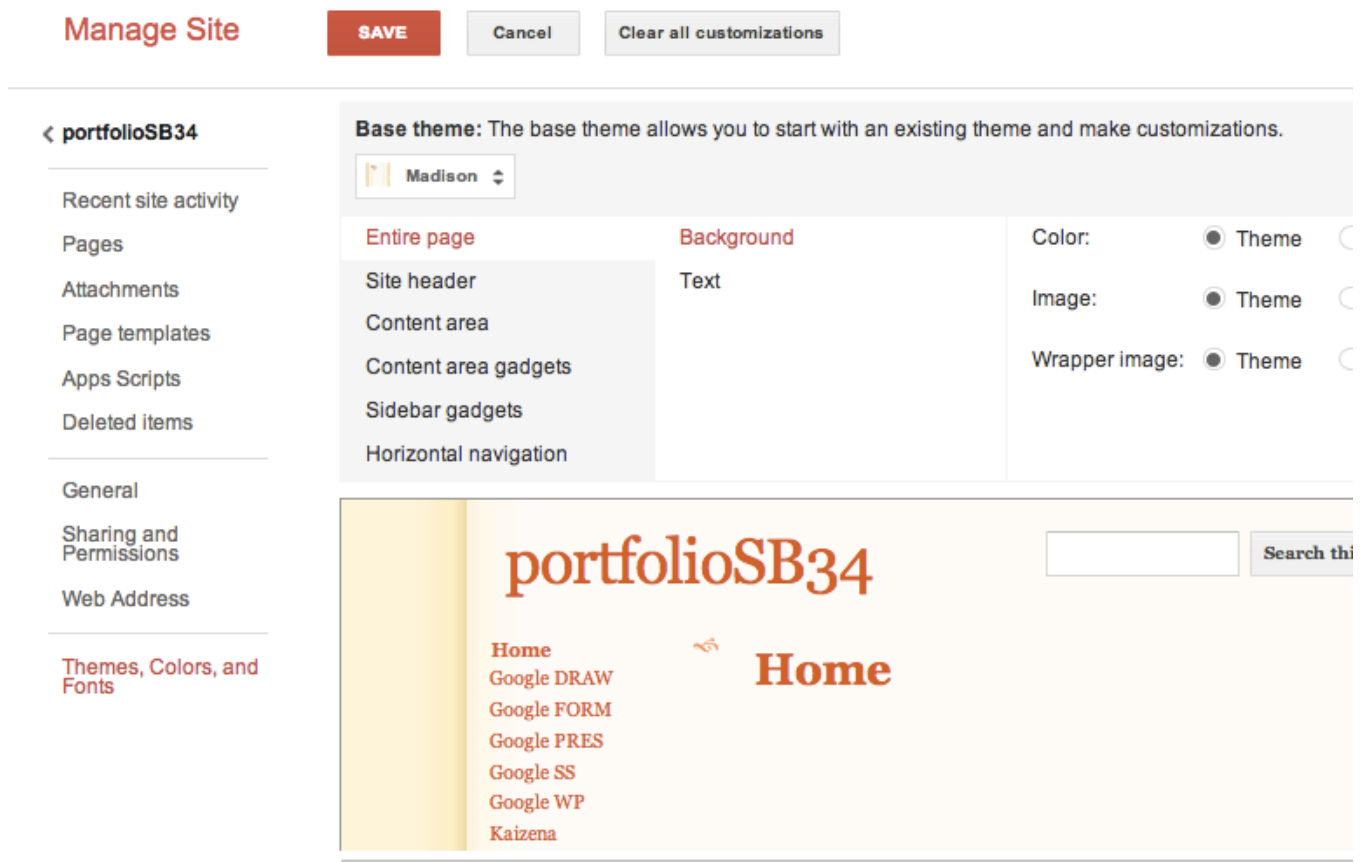
and you can use the triangles to choose any of these visually different colorful themes



and now your website has been changed to



or perhaps this one





Hope you are successful. The video should help as well. Now comes the hard part!

For each of the 7 items on your PORTFOLIO website, I want a sample.
Yikes! That sounds complicated and time consuming.

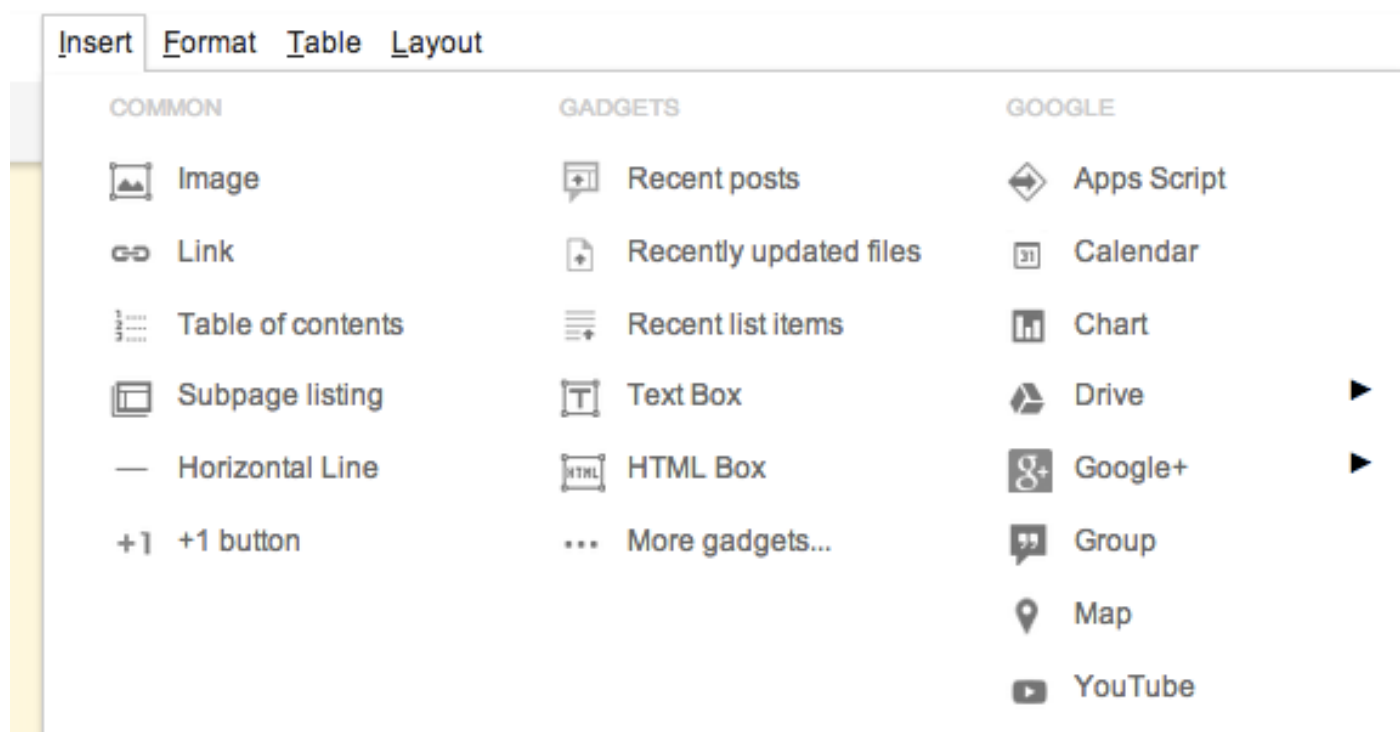
Fortunately GD to the rescue. Each time you

step 1: go to the PENCIL to EDIT

step 2: choose INSERT

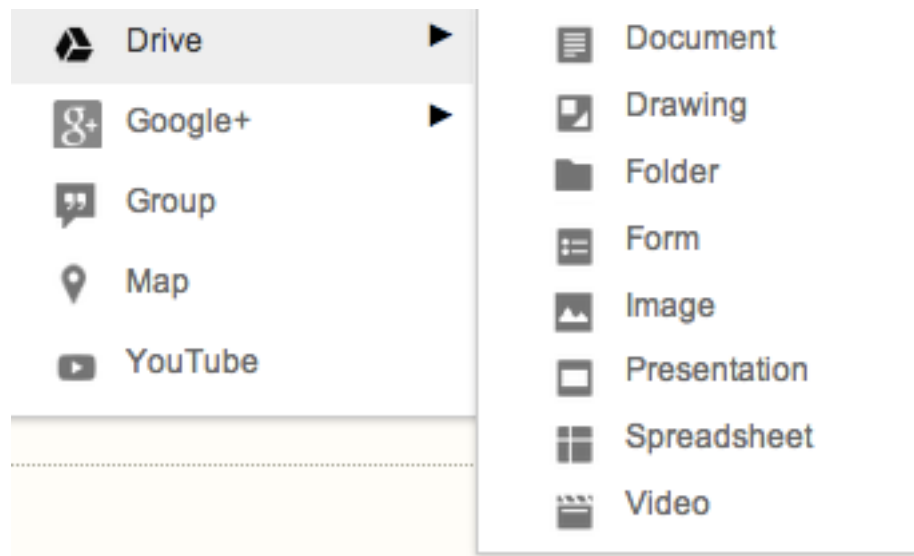
step 3: navigate to DRIVE on the right hand side, directly below Chart

Google DRAW



When you click on DRIVE and the TRIANGLE to its right, you will be in heaven!

Why? Because now you can choose what module of GD to use and you can select a sample of that type. Serious -- this is really wonderful!



Got it? I hope so, but if not, I look forward to giving you custom help when we connect this week.

In terms of KAIZENA and SHARING TIPS, you will have to be creative either typing some info on those two pages or making a screen snapshot.

If you don't know how to make a screen snapshot, you can find my tips at summercore.com/tips or I will help you one on one.

Reminder that your **HW 6.1** is done when

- ** you have a brand new website that begins with Portfolio
- ** you have most of the 7 pages for the 7 designated topics areas
- ** you have a sample for most of the 7

Once done, please send the URL to both me and your team partner(s).

Feel free to include a sentence or two about what you liked or found frustrating about this assignment.

Homework 6.2 MERGING CELLS in GD Spreadsheet

Merging Cells Video (created for someone else but useful for you)

<http://www.youtube.com/watch?v=Uv-VBLYUiFE>

5 minutes

Next Spreadsheet Skill

Let us learn to use the & command, a powerful and useful spreadsheet command.

Let us say we have first names in one column of a spreadsheet and last names in another column. The command called & pronounced "ampersand" is sometimes called the CONCATENATE OPERATOR which is a fancy way of saying JOIN two items. Look at this example where I have used the ampersand to join first name and last name.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=A3&B3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	
8			

After pushing return/enter and using the magic trick to fill down, I get

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	AliceJones
4	Bill	Smith	BillSmith
5	Carol	Tompkins	CarolTompkins
6	David	Howard	DavidHoward
7	Ellie	Miller	EllieMiller

which is not really satisfactory since it is missing the space. So now I will concatenate with 3 things including the " " space character.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=A3&" "&B3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	

Or we can concatenate to achieve last name comma first name.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=B3&", "&A3
4	Bill	Smith	
5	Carol	Tompkins	
6	David	Howard	
7	Ellie	Miller	

We get this as a result.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie

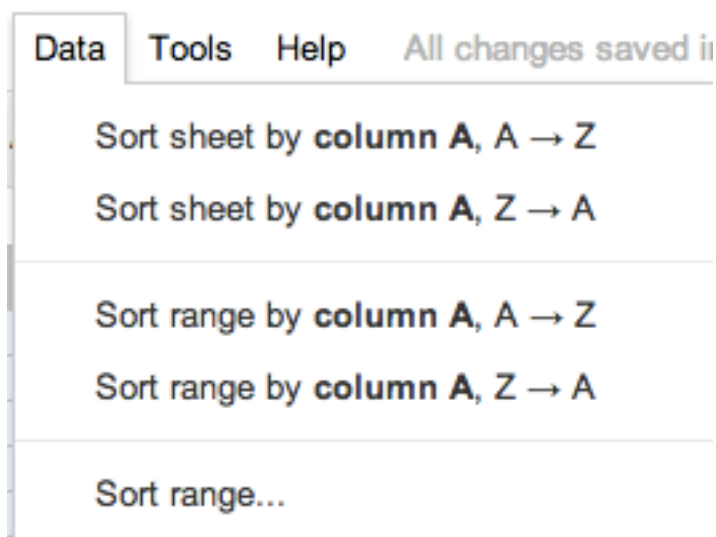


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By the way, just recently in Sept 2013, Google added *View All Formulas* onto Google Spreadsheet. It is the eighth choice down under the VIEW menu and results in your seeing all the formulas at once on your spreadsheet. I love having this feature and said in Summercore 2013 in July that "I hope that one day Google Drive will add the feature to *View All Formulas*. My wish has come true! Use it! It is very helpful.

	A	B	C
1	Lesson 5	Concatenate	
2			
3	Alice	Jones	=B3&", "&A3
4	Bill	Smith	=B4&", "&A4
5	Carol	Tompkins	=B5&", "&A5
6	David	Howard	=B6&", "&A6
7	Ellie	Miller	=B7&", "&A7

Since we have alphabetical info on the spreadsheet, let us take advantage of this to talk about SORTING which you will find under the DATA menu. If you choose SELECT ALL via Command A (Mac) or Control A (PC) or by clicking the tiny rectangle at the top left of the spreadsheet and look under the DATA menu you will see



It would be a mistake to choose any of the top 4 choices, but feel free to do so and then you can undo. What is needed is choosing SORT RANGE (the fifth option) since it allows you to specify that your "Data has header row."

Sort range from A1 to T100

☒ Data has header row

sort by

Lesson 5

☒ A → Z☐ Z → A

Alternatively, we can put in headers for the three columns

	A	B	C
1	Lesson 5	Concatenate	
2	FIRST	LAST	JOINING
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie

and then highlight just rows 3 to 7 before going to the DATA menu.

	A	B	C
1	Lesson 5	Concatenate	
2	FIRST	LAST	JOINING
3	Alice	Jones	Jones, Alice
4	Bill	Smith	Smith, Bill
5	Carol	Tompkins	Tompkins, Carol
6	David	Howard	Howard, David
7	Ellie	Miller	Miller, Ellie



Since we have highlighted just rows 3 to 7 (done by clicking and dragging from 3 to 7 in the left column) we do not want to check DATA HAS HEADER ROW when we sort since we did not include the column headings when selected.

Sort range from A3 to T7

☐ Data has header row

sort by

Column B

☒ A → Z

☐ Z → A

Got it? You choose that checkbox on or off depending on what you selected.

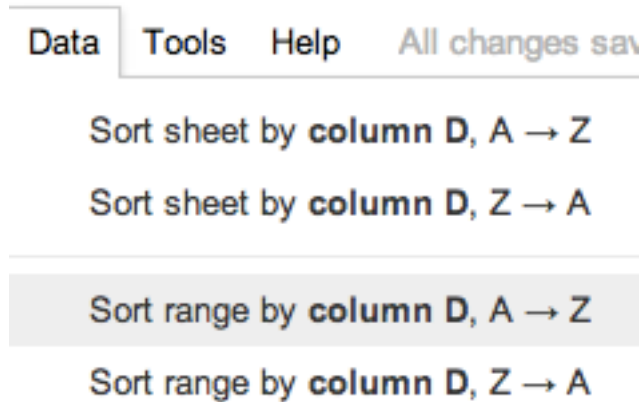
And then there is sometimes the need to alphabetize a PORTION of your spreadsheet without affecting the other data in those rows. Consider this example where we need to sort the VOCAB WORDS in column D without messing up columns A to C.

	A	B	C	D
1	Lesson 5	Concatenate		
2	FIRST	LAST	JOINING	VOCAB WORDS
3	Alice	Jones	Jones, Alice	header
4	Bill	Smith	Smith, Bill	join
5	Carol	Tompkins	Tompkins, Carol	concatenate
6	David	Howard	Howard, David	ampersand
7	Ellie	Miller	Miller, Ellie	view all formulas



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So we highlight just cells D3 to D7 and then go to the DATA MENU and choose the SORT RANGE feature (third one down).



This results in

	A	B	C	D
1	Lesson 5	Concatenate		
2	FIRST	LAST	JOINING	VOCAB WORDS
3	Alice	Jones	Jones, Alice	ampersand
4	Bill	Smith	Smith, Bill	concatenate
5	Carol	Tompkins	Tompkins, Carol	header
6	David	Howard	Howard, David	join
7	Ellie	Miller	Miller, Ellie	view all formulas

Finally, I want to highlight one the use of the =SPLIT formula in Google Spreadsheet to do what Excel users call Text to Columns. Consider this spreadsheet with full names and the desire to make the data be separate columns.

	A	B	
1	Alice Jones		
2	Bill Smith		
3	Carol Tompkins		
4	David Howard		
5	Ellie Miller		

The command =SPLIT put into B1 is very easy to do!



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	A	B
1	Alice Jones	=SPLIT(A1," ")
2	Bill Smith	
3	Carol Tompkins	
4	David Howard	
5	Ellie Miller	

The formula has two parameters separated by a comma. So in B1, we are saying that we want to SPLIT the cell A1 by the SPACE character. This results in

	A	B	C
1	Alice Jones	Alice	Jones
2	Bill Smith		
3	Carol Tompkins		
4	David Howard		
5	Ellie Miller		

after we push return/enter and then we just use the magic fill down trick on B1.

For one more example, let us say we had

	A	B
1	Jones, Alice	
2	Smith, Bill	
3	Tompkins, Carol	
4	Howard, David	
5	Miller, Ellie	

and we wanted to "unjoin" or "separate" the first and last names.

Can you guess the formula? It is on the top of the next page

	A	B
1	Jones, Alice	=split(A1, ",")
2	Smith, Bill	
3	Tompkins, Carol	
4	Howard, David	
5	Miller, Ellie	

Hope you follow all this and don't think it too esoteric and specialized.

So the second assignment -- **HW 6.2** -- is to perform the assigned tasks in the SHARED DOCUMENT that I have given each of you titled HW 6.2 Shared Spreadsheet

The NAME of this SHARED spreadsheet is **HW 6.2 GD EXER SPLIT AMPERAND** -- I have also shared it with each of you and made it into a tiny URL for you -- tinyurl.com/HW6dot2

Finally, **HW 6.3** -- is to take the RESULTS of your SURVEY from the colleagues who filled out the data and put this into a spreadsheet that you share with me. I am going to frame an assignment for you in Lesson 7 based on the data I see in your surveys. So via copy and paste into a new spreadsheet, please share with me a SS in the form of HW 6.3 SURVEY from ??? to STEVE.

Gentle reminder re Lesson 5 (last week)

HW 5.2 -- is to create a WP document in which you write with errors in the style of a weak sixth grader. Share this document with both me and your team partner(s). Each of us will leave voice comments on the document.

So **HW 5.2** has two aspects to it. Each of the 7 of you needs to write a paragraph and SHARE it with your partner(s) and me.

Homework Summary for Lesson 6

Assignment 6A: Read this handout

Assignment 6B: Watch the videos mentioned above highlighted in yellow and double-posted onto summercore.com/videos for redundancy and convenience.

Assignment 6C: Schedule a 30 minute phone call or skype with me (optional)

Assignment 6D: A few new things to contribute/modify to our WIKI this week located at the tinyurl.com/sconlinegd webpage.

HW 6.1 ** you create a brand new website that begins with Portfolio (blank template)

** you have 7 pages for the 7 designated topics areas

** you have a sample for each of the 7

Once done, please send the URL to both me and your team partner(s).

Feel free to include a sentence or two about what you liked or found frustrating about this assignment.

HW 6.2 -- is to perform the assigned tasks in the SHARED DOCUMENT that I have given each of you titled HW 6.2 Shared Spreadsheet

The NAME of this SHARED spreadsheet is **HW 6.2 GD EXER SPLIT AMPERAND**

-- I have also shared it with each of you and made it into a tiny URL for you --

tinyurl.com/HW6dot2

HW 6.3 -- is to take the RESULTS of your SURVEY from the colleagues who filled out the data and put them (via copy and paste) into a spreadsheet that you share with me.

LONG RANGE OVER MULTIPLE WEEKS

HW due Oct 28th (today) Enter onto our WIKI a short description of the Columbus Day New World project or activity that you are planning.

HW 8.1 due Nov 11th The assignment is to work with your partner(s) and jointly write a paragraph or two on our WIKI about one of the featured projects that you found intriguing

HW 9.1 due Nov 18th The Columbus Day New World project is done and you have shared in a paragraph or two on our WIKI how it went.

Have a good week!



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