

LESSON 7: Nov 10 - Nov 17 ("we officially end 11/17")

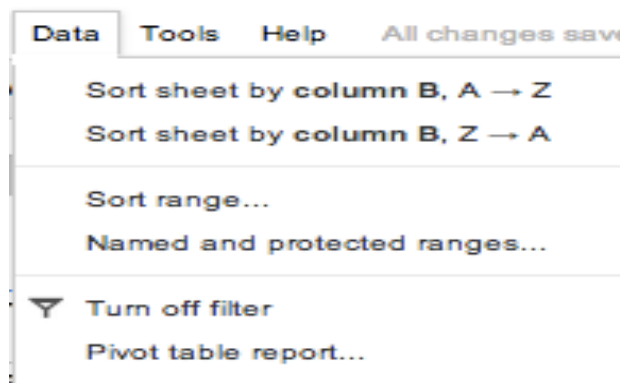
Hi everyone in the GD course! This is our final lesson and final week. I know many of you are "playing catchup" so I am going to feature one main required topic and everything else is optional **Yes, Monday 11/17 is the last day for any phone call or screenshare appointment.**

HW 7.1 Pivot Tables on a Google spreadsheet: amazing, wonderful and powerful!

A useful SS feature is called a PIVOT TABLE and is found under DATA where it says PIVOT TABLE REPORT. *This is a great ending to our course if you can make a pivot table and add it to your Portfolio website!*

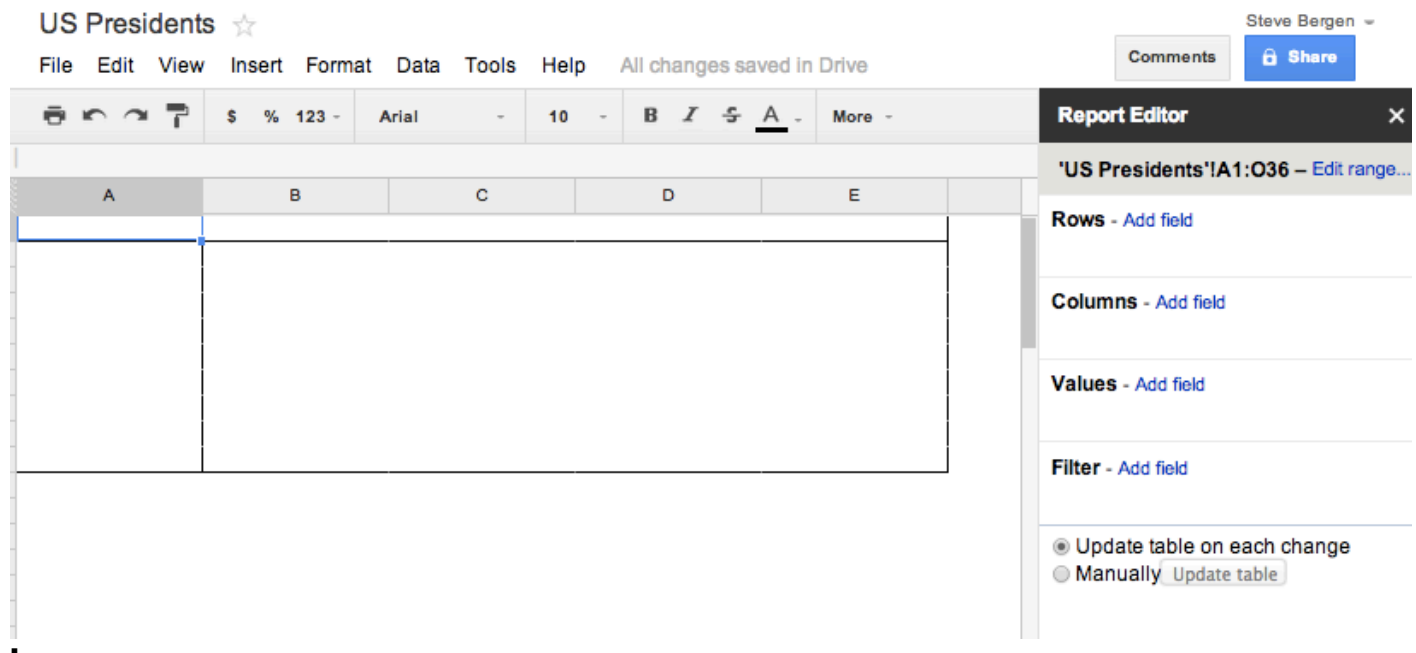
President	Years in office	Year first inaugurated	Age at inauguration	State elected from	# of electoral votes	# of popular votes	National total votes	Total electoral votes
George Washington	8	1789	57	Virginia	69	NA()	NA()	69
John Adams	4	1797	61	Massachusetts	132	NA()	NA()	139
Thomas Jefferson	8	1801	57	Virginia	73	NA()	NA()	137
James Madison	8	1809	57	Virginia	122	NA()	NA()	176
James Monroe	8	1817	58	Virginia	183	NA()	NA()	221
John Quincy Adams	4	1825	57	Massachusetts	84	NA()	NA()	261
Andrew Jackson	8	1829	61	Tennessee	178	642,553	1,148,018	261
Martin Van Buren	4	1837	54	New York	170	764,176	1,503,534	294
William Henry Harrison	0.8	1841	68	Ohio	234	1,275,390	2,411,808	294
James K. Polk	4	1845	49	Tennessee	170	1,339,494	2,703,659	275
Zachary Taylor	1	1849	64	Louisiana	163	1,361,393	2,879,184	290

I have shared with you this file of US Presidents in SS form that you can use to practice making a Pivot Table, **the sixth choice under DATA**. You can also practice filters and many other features on this SS. Once again, the URL is <http://tinyurl.com/presidents33> but I have also shared it with your GD account.



Before you watch two videos about Pivot Tables, you may be asking "what is a pivot table?" so I will show you below

A **Pivot Table** is an analytical summary of your data. After making 1 or 2 choices, we get to this screen



The screenshot shows a Google Sheets interface for a spreadsheet titled 'US Presidents'. The menu bar includes File, Edit, View, Insert, Format, Data, Tools, and Help. The toolbar shows various formatting options like bold, italic, and text color. The spreadsheet grid is visible with columns A through E. On the right side, the 'Report Editor' sidebar is open, showing options to add fields to Rows, Columns, Values, and Filter. The 'Update table on each change' option is selected.

In video 1, you learn to ADD 1 ROW and then modify VALUES using the new function COUNTA to get a Pivot Table that looks like this

A	B
Arkansas	1
California	2
Georgia	1
Illinois	3
Indiana	1
Louisiana	1
Massachusetts	3
New Hampshire	1
New Jersey	1
New York	6
Ohio	6
Pennsylvania	1
Tennessee	2
Texas	2
Virginia	4
Grand Total	35



In video 2, you learn to add a different column so you can analyze categories more thoroughly. If you have never seen or made a pivot table, you will feel very powerful when you do! Look at this spreadsheet. It shows the ages at which Presidents were inaugurated and how many from each state. Column B shows 1 President inaugurated at age 43 from Massachusetts (JFK) while Column C shows 2 from inaugurated at age 46 -- one from Arkansas and one from Illinois. It does not show the names though. Do you know these two? Hint -- one from Arkansas and one from Illinois?

	A	B	C	D	E	F	G	H	I	J	K	L
1		43	46	47	48	49	51	52	54	55	56	57
2	Arkansas		1									
3	California								1			
4	Georgia							1				
5	Illinois		1	1				1				
6	Indiana									1		
7	Louisiana											
8	Massachusetts	1										1
9	New Hampshire				1							
10	New Jersey										1	
11	New York			1			1		1	1	1	
12	Ohio					1	1		2	1		
13	Pennsylvania											
14	Tennessee					1						
15	Texas								1			
16	Virginia											3
17	Grand Total	1	2	2	1	2	2	2	5	3	2	4
18												

Pivot Table Video #1 <http://youtu.be/-PFwZmvg6xk> (6 min)

Pivot Table Video #2 <http://youtu.be/mKMzFnfDRlg> (4 min)

Required HW 7.1 Load up the US Presidents Spreadsheet and see if you can make the same pivot table as I did in the video -- showing how many Presidents from each state with inauguration ages across the top. Make a new WORKSHEET TAB with your name. Take a screen snapshot and add to your website.

That's it folks!

Be well everyone and hope you stay in touch. Teaching you and getting to know all of you has been fun. I wish you the best of success with your computer usage and your careers. Even though our 30 minute phone sessions/teaching sessions end this Monday 11/17, if I can help you at some point in the next 33 years by email or a 10-15 minute phone call, I would be glad to! Be well, everyone! Steve

p.s. in a week or so, I will send you an optional end of course survey along with an optional procedure for a certificate for PD hours



Steve

OPTIONAL ITEMS BELOW

(hopefully you will peruse in the future when you have time)



First optional topic<http://www.educatorstechnology.com/2014/09/10-excellent-google-drive-templates-for.html>

10 EXCELLENT GOOGLE DRIVE TEMPLATES FOR TEACHERS

September 8, 2014

The [template gallery](#) that Google Drive offers to users is one of the best places I often have recourse to to look for ready made templates to use in my work. The gallery features a wide variety of templates pertaining to different topics from templates on albums and flipbooks to templates for resumes and cover letters. You can refine your search either by type or category. You can for instance conduct a search for only Spreadsheets or Presentations templates by clicking on "Spreadsheets" or "Presentations". You can also sort these templates by frequency of usage. And if it happens that you have made your own template on Google Drive and you want to share it with other users, you can submit it using the "submit a template" button on the top right hand side.

Next optional topic<http://www.edudemic.com/a-look-at-googles-massive-library-of-free-lesson-plans/>

A Look At Google's Massive Library Of Free Lesson Plans

By Jeff Dunn on November 1, 2012 Tweet 377 Like 622 +1 260 Share 9

Did you know that Google offers a [sortable library of lesson plans](#) that are free to download and use? It's part of the company's big push into education (seems to be quite the trend these days) and involves thousands of free lesson plans just waiting for you to try out.



Next optional topic

The next **OPTIONAL** item is a neat command that allows you to display VERTICAL TEXT on a GD spreadsheet.

If you look at the formula, it is definitely complicated but easily usable via copy/paste and you need to do is change the cell that it works on. I have tried to read up and make sense of the formulas like ARRAYFORMULA and ROW and INDIRECT but I really cannot make sense of them. So this will be a formula I use like a parakeet without understanding.

So I typed the words in row 33 and then used this special formula in D1 and the copied it to the right with the magic corner pulling across.

`=ArrayFormula(concatenate(mid(D33,row(indirect("z1:z"&len(D33))),1)&char(10)))`

I have a sample at <http://tinyurl.com/vertical33>

	A	B	C	D	E	F	G
1	The text for the vertical headings is stored in row 33			L A R R Y B I R D	D A V I D O R T I Z	T O M B R A D Y	b i l l r u s s e l l
33				LARRY BIRD	DAVID ORTIZ	TOM BRADY	bill russell
34							
35	The formula in each cell -- D1 or E1 or F1 or G1 looks like this:		Formula is <code>=ArrayFormula(concatenate(mid(D33,row(indirect("z1:z"&len(D33))),1)&char(10)))</code>				
36							
37			Note that char(10) is the ASCII code for carriage return				

By the way, I predict that in 2015, there will be a new GD feature for vertical text so that this wild formula will not be necessary.



Next **optional** topic

The next **OPTIONAL** item is the command =TRANSPOSE() which lets you do in GD what Excel does via menu selection -- flip data in terms of rows and columns to be the other way. This can be helpful in terms of survey forms.

For example, you could take a portion of the US Presidents GD spreadsheet

	A	B	C	D	E	
1	President	Years in office	Year first inaugurated	Age at inauguration	State elected from	# c
2	BLANK LINE FOR ANALYSIS					
3	George Washington	8	1789	57	Virginia	
4	John Adams	4	1797	61	Massachusetts	
5	Thomas Jefferson	8	1801	57	Virginia	
6	James Madison	8	1809	57	Virginia	
7	James Monroe	8	1817	58	Virginia	
8	John Quincy Adams	4	1825	57	Massachusetts	
9	Andrew Jackson	8	1829	61	Tennessee	

and could type onto a new worksheet the formula

=transpose('US Presidents'!A3:E7)

to get

	A	B	C	D	E	
1	George Washington	John Adams	Thomas Jefferson	James Madison	James Monroe	
2	8	4	8	8	8	
3	1789	1797	1801	1809	1817	
4	57	61	57	57	58	
5	Virginia	Massachusetts	Virginia	Virginia	Virginia	
6						
7						
8						



The next **OPTIONAL** item involves a mini-lesson on making instructional videos for others. Most of the videos for our course have been made using QUICKTIME on a Mac but there is a popular web application at <http://www.screencast-o-matic.com/>

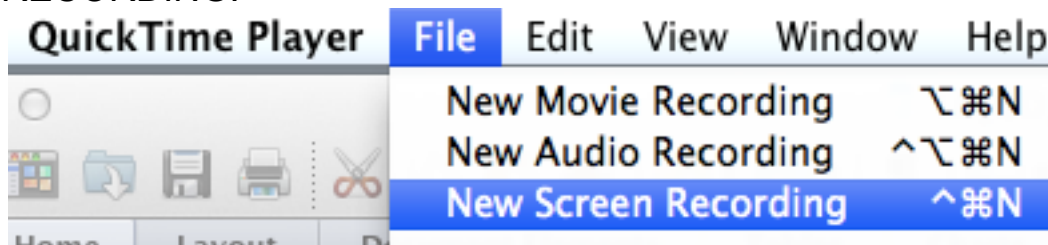


<http://www.screencast-o-matic.com/>

Both of these applications -- along with many other products -- allow you to record what you are doing on your screen while you narrate with your voice.

My 5 minute Quicktime video at <http://youtu.be/36MoLsHmbUk>

When I launch Quicktime on a Mac, I pull down the menu under FILE called NEW SCREEN RECORDING.



Then I can choose the size of the screen to record (full or partial). I then narrate with my voice as I operate the activity on the screen. At the end, I choose stop and save the file onto my computer.

To post onto GD, I then drag the file to my GD account and specify with SHARING who has access.

To post onto YouTube, I go to my gmail, then to youtube.com (which is owned by google so it automatically opens my account once on gmail). I now click the UPLOAD button at the top of the screen and drag the video from my computer into YouTube. You can choose on of three flavors for your video

Select files to upload

Or drag and drop video files

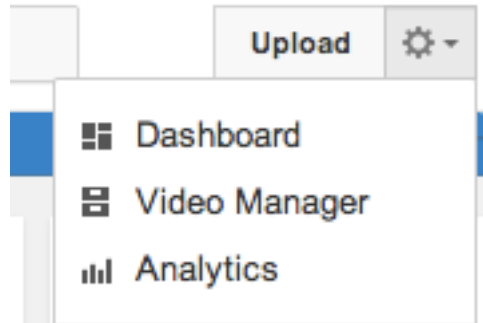


where PRIVATE means you specify the exact emails of who can see it. I am a big fan of UNLISTED which means only those with the link can see it. After you post a



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few videos to YouTube, you can always go back to alter specs by clicking on the GEAR icon adjacent to UPLOAD and then choosing the VIDEO MANAGER.



Each video on YouTube or GD will have a fairly ugly URL so you can of course use TINYURL.COM to create a shorter name.

If you use a PC, most of this information applies to ScreenCast-O-Matic but they have a nice tutorial and video on their website.

Here are two videos (with permission) from a teacher named Terri from TN who took two online classes with me (GD and Scratch) and was intrigued by screencasting. I helped her out and she now is using this approach with her students and faculty.

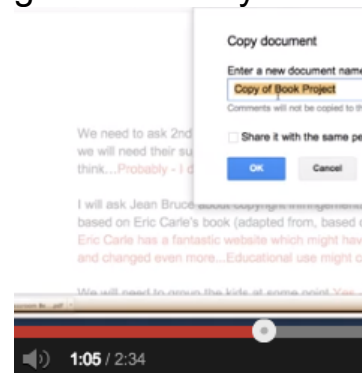
<http://tinyurl.com/terri1GD>

<http://tinyurl.com/terri2GD>

HOW TO make a QR code using qrcode-monkey (6 min)



HOW TO make a copy of a shared gdrive file for yourself (2.5 minutes)





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The next **OPTIONAL** item an interesting compilation (you know most everything from our course) about GD features at <http://tinyurl.com/paperless33>

The Paperless Classroom with Google Docs

The author writes " Google Docs provides many ways to go paperless through sharing and collaboration options. There is not just one single right way to use Google Docs for a paperless classroom. Rather there are many tools and features that can be used on their own or in combination to meet your varying needs. This guide will cover many of the most common ways that Google Docs can help teachers and students move away from paper and into a digital-only environment."

The Paperless Classroom with Google Docs

by - Eric Curts

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But of course, there are many reasons we will never go paperless, summarized in this funny YouTube video at <http://tinyurl.com/funny33f> that will hopefully make you laugh!

