

**LESSON 7: November 4 - 11** 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)



## But first let us begin with some necessary Nov 4th ketchup since our course ends the week of Nov 18-22

- ✓ Have you entered onto our WIKI at [tinyurl.com/sconlinegd](http://tinyurl.com/sconlinegd) a short description of the Columbus Day New World project or activity that you are planning? (this was due last week) As of Monday morning 11/4, just 2 out of 7 have written this description and I am feeling blue! I hope this changes in the next 33 hours.
- ✓ Have you filled out the GD Survey form of your 6 colleagues? If not, please do so since I would like to use the data in an upcoming assignment. *You don't have to get the questions right. I have filled out all the surveys and have gotten an F on many of them!*
  - Barbara: [tinyurl.com/barbarasurvey33](http://tinyurl.com/barbarasurvey33)
  - Connor: [tinyurl.com/booksurveyquiz](http://tinyurl.com/booksurveyquiz)
  - Lisa: [tinyurl.com/lisasurvey33](http://tinyurl.com/lisasurvey33)
  - Wynnette: [tinyurl.com/integersurvey33](http://tinyurl.com/integersurvey33)
  - Bob: [tinyurl.com/bobsurvey33](http://tinyurl.com/bobsurvey33)
  - Jo: [tinyurl.com/josurvey33](http://tinyurl.com/josurvey33)
  - Terri: [tinyurl.com/terrisurvey33](http://tinyurl.com/terrisurvey33)
- ✓ **HW 6.1** Do you have a brand new website that begins with Portfolio? Have you sent the URL to both me and your team partner(s) in an email. Feel free to include a sentence or two about what you liked or found frustrating about this assignment.
- ✓ Have you made any strides to connect with your partner regarding the HW due Nov 11th, next Monday? The assignment **HW 8.1** is to work with your partner(s) and jointly write a paragraph or two on our WIKI about one of the GD extras that you found intriguing.
- ✓ Are you aware that two weeks from today it will be Nov 18th **HW 9.1** (our last Monday together) and hopefully the Columbus Day New World project is done and you have shared in a paragraph or two on our WIKI on how it went.



This is a **GUILT FREE** course. As a teacher since 1973, I know how tough the juggling can be. Therefore many assignments from now on are **OPTIONAL** so you can rid of any guilt! And I will not feel guilty for giving you more assignments when I know that some of you are still catching up on old assignments. This new **OPTIONAL** approach is good for you & good for me. Hope you agree!



Since our course will be over in a few weeks, let us "fill in the holes" on certain topics of GD that I have not covered or have not emphasized.

This **OPTIONAL** 21 minute video at <http://youtu.be/0GhFObmU1Tg> will give you hopefully useful instruction on a number of these topics: tables, hyperlnks, images into tables, translating, tabs and table of contents. I urge you to watch it and possibly pause and try each skill out in a side GD window

The next 3 **OPTIONAL** videos will give you many more WP skills:

GD WP Tricks with Paint Format -- 3 min -- [http://youtu.be/7xaPdG4\\_WfE](http://youtu.be/7xaPdG4_WfE)

GD WP Tricks with Tabs & Margin Markers -- 7 min -- <http://youtu.be/VTMYH7ZZTvw>

Microsoft Word Tricks with Leader TABS -- although not part of this course, this related video will teach you about LEADER TABS something most people know nothing about! <http://youtu.be/0FskSxHticU> 11 minutes

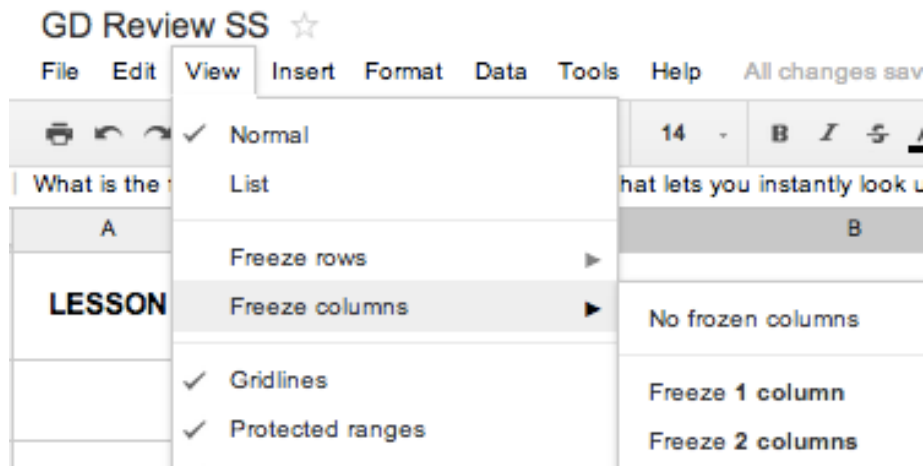
I have built a GD spreadsheet for you called GD Review SS that contains a few dozen questions. The main **REQUIRED** work of this week is to review this SS and see what your self-evaluation proficiency is on each topic. The columns to the right contain your first names in 7 columns with little baby triangles in each cell for your comment.

	A	B	C	D	E	F	G	H	I
1	LESSON	DESCRIPTION (for each item below use YOUR column on the right and the TRIANGLE to indicate GOT IT or NEED HELP or NOT SURE)	BARBARA	BOB	CONNOR	JO	LISA	TERRI	WYNNETTE
2	1	Name each of the modules of GD and state one interesting unique feature about each one?							
3	1	What are the steps for sharing a file in GD? What are 3 different privilege levels you can give each user?							
4	future	How can you share a GD file with a large number of users using a GROUP of EMAILS?							

I have frozen columns A and B so that those two columns don't move when you scroll horizontally. This feature is found under VIEW and is very useful. I have done the same with row 1.

Short video on Freezing Rows and Columns (2 min)

<http://youtu.be/rawyePeSmYc>

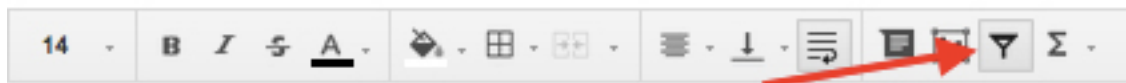


I will also use this SS to teach you and demonstrate more features skills. This SS is shared with each of you and is also called GD Review SS. But for convenience and redundancy, it is also at the [tinyurl.com/gdreview33](http://tinyurl.com/gdreview33) website.

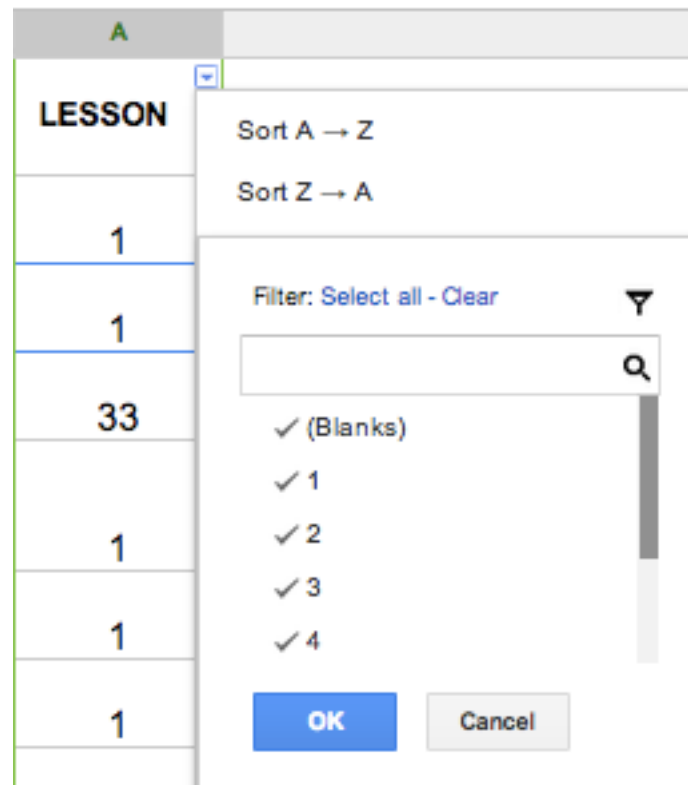
One first new thing involves FILTERS which lets you see "selected rows." If you highlight column A and then choose FILTER under DATA, you get a tiny baby triangle that appears in the LESSON cell at A1.

	A	B
1	LESSON	DESCRIPTION

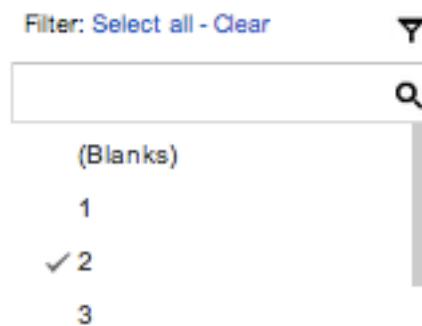
This same feature called FILTERS is also located as an ICON on the toolbar.



Once you turn FILTERS on, you can click on that tiny baby triangle and you will get this set of sub-choices.



Now you can SORT if you want but more importantly, you can click the CHECK off on the categories 1,2,3,4 or via SELECT ALL then CLEAR and you can then put the CHECK on just the category you want, e.g. "2" -- the SELCT ALL choice gets you back to seeing ALL the data.



This gives you just the questions from Lesson 2.

Here is a 3 minute teaching video lesson on FILTERS  
<http://youtu.be/6KgKy5qPrZ4>



LESSON	DESCRIPTION
2	What is the preferred technique of sharing a large group of files with several contacts?
2	Demonstrate how to use the "magic spot fill down technique" and explain why some times we highlight one cell and other times we highlight two cells?
2	How do you make numbers look like currency?
2	What formula do we use to calculate percent increase? For example if you have a number in cell E3 and you want to type into E4 a formula to calculate 9% increase, what exactly would you type?
2	What are the names for the two ways text in a WP document can interact with a graphic, e.g. the graphic is called _____ or _____. Demonstrate an example of each in a GD WP document.

**OPTIONAL** Load up this GD Spreadsheet called GD Review SS and see if you can isolate just the LESSON 3 questions by using the filter.

Then load up the US Presidents Spreadsheet and see if you can isolate just the Presidents from one state such as New York or Texas or Florida.

You should find both of these spreadsheets on your list of SHARED GD files. But just in case, I have made shortcuts to both of them.

GD Review SS: [tinyurl.com/gdreview33](http://tinyurl.com/gdreview33)

US Presidents SS: [tinyurl.com/presidents33](http://tinyurl.com/presidents33)

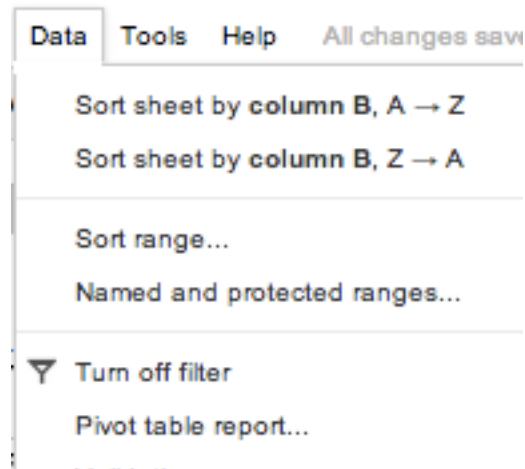
**Another useful SS feature is called PIVOT TABLE** and is found under DATA where it says PIVOT TABLE REPORT.

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()	NA()	69
John Adams	4	1797	61	Massachusetts	132 NA()	NA()	NA()	139
Thomas Jefferson	8	1801	57	Virginia	73 NA()	NA()	NA()	137
James Madison	8	1809	57	Virginia	122 NA()	NA()	NA()	176
James Monroe	8	1817	58	Virginia	183 NA()	NA()	NA()	221
John Quincy Adams	4	1825	57	Massachusetts	84 NA()	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 a 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 on this SS. Once again, the URL is [tinyurl.com/presidents33](http://tinyurl.com/presidents33) but I have also shared it with you!



Here are two videos about Pivot Tables, but you may be asking "what is a pivot table?" so I will show you on the next page

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

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

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

US Presidents ☆

File Edit View Insert Format Data Tools Help All changes saved in Drive

Comments Steve Bergen Share

Report Editor

'US Presidents'!A1:O36 – Edit range...

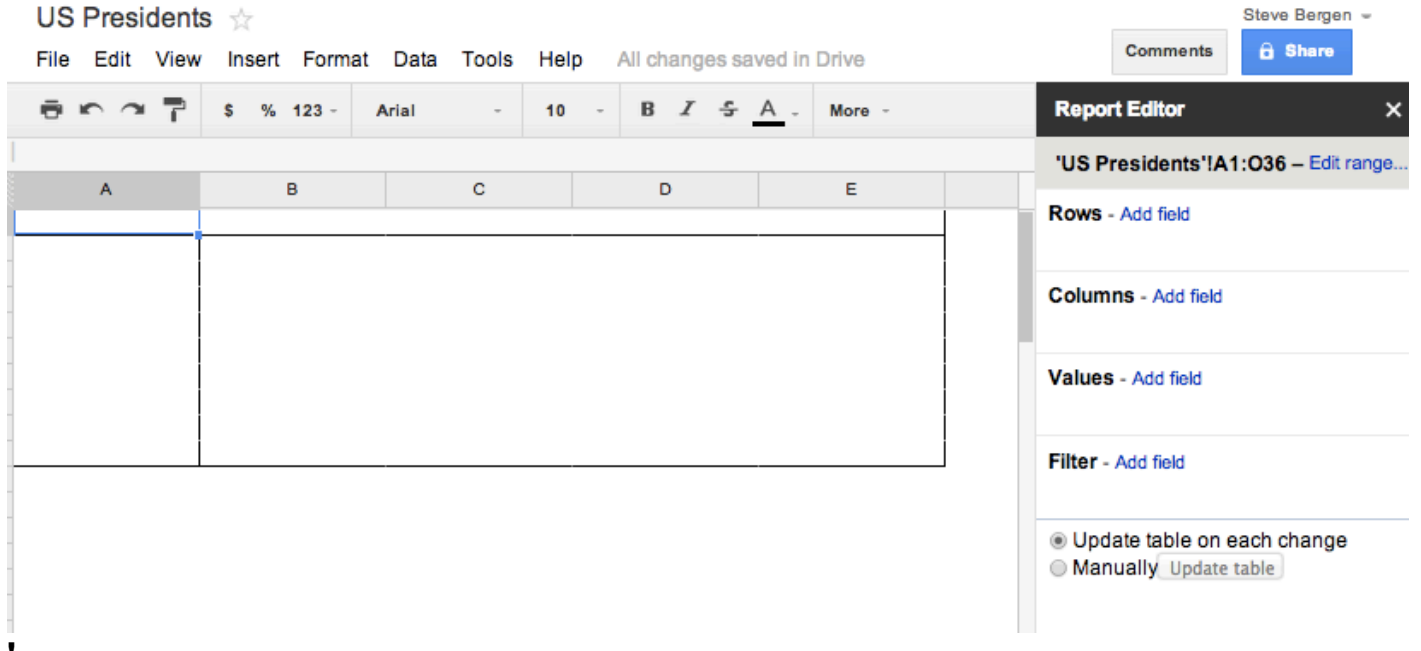
Rows - Add field

Columns - Add field

Values - Add field

Filter - Add field

Update table on each change  
 Manually Update table



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
<b>Grand Total</b>	<b>35</b>

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!



**Homework Summary for Lesson 7**

Assignment 6A: Read this handout **REQUIRED**

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

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

Assignment 6D: **optional** A few new things to contribute/modify to our WIKI this week located at the [tinyurl.com/sconlinegd](http://tinyurl.com/sconlinegd) webpage.

Paint Format

Tabs and Margin Markers

Leader Tabs

Translating

Table of Contents

Hyperlinks

Frozen Rows and Columns

Filters

Pivot Table

**OPTIONAL** assignments and videos are listed on the various pages of this PDF

**COMING SOON OVER MULTIPLE WEEKS** **REQUIRED**

**HW due Oct 28th** 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! This is not **OPTIONAL** ;-)

Steve



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