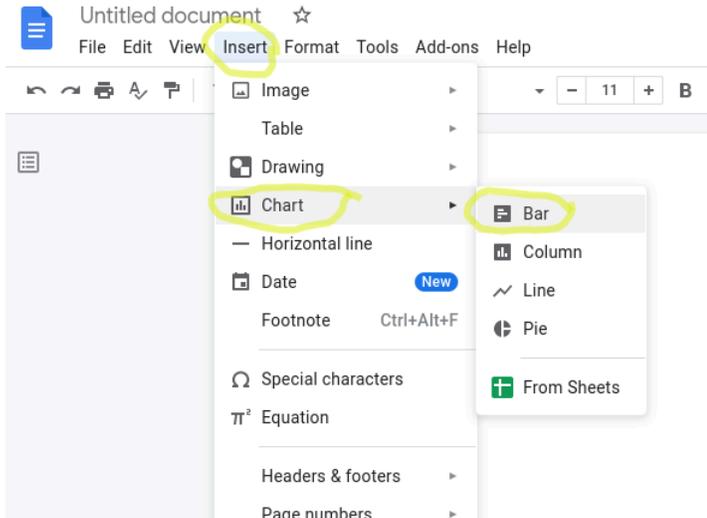


How to Make a Graph in Google Docs

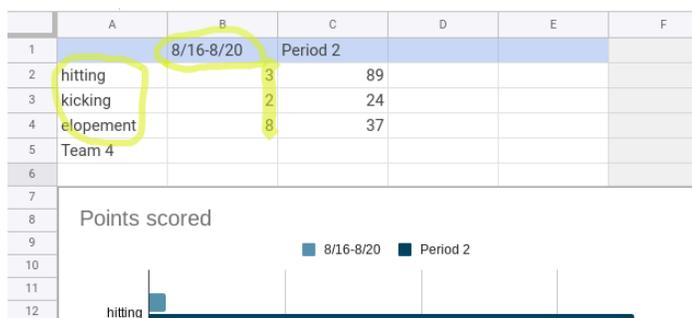
1. Open a document and go to “Insert”- “Chart”- “bar graph” or other style you want.



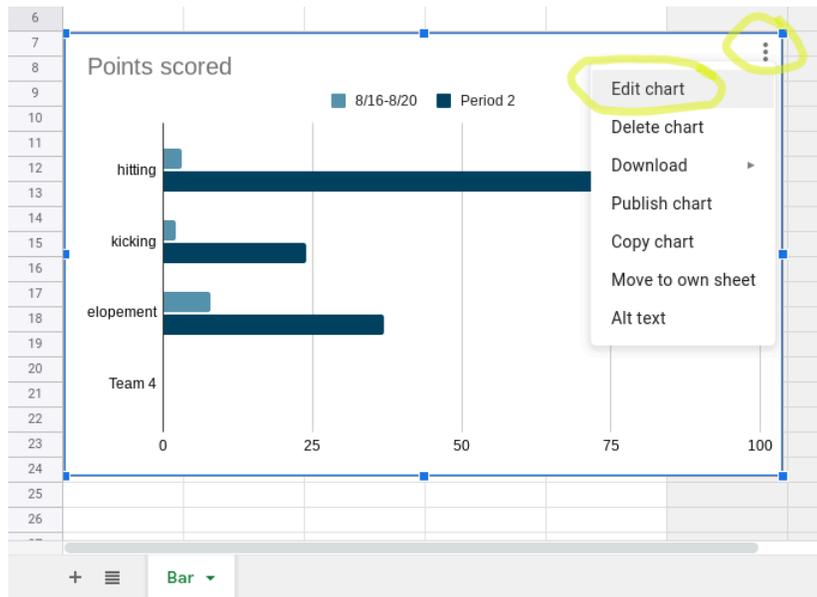
2. To edit the chart and add your information to it, first click on the graph to make the blue box pop up around it. Then click on paperclip looking symbol, followed by “open source”



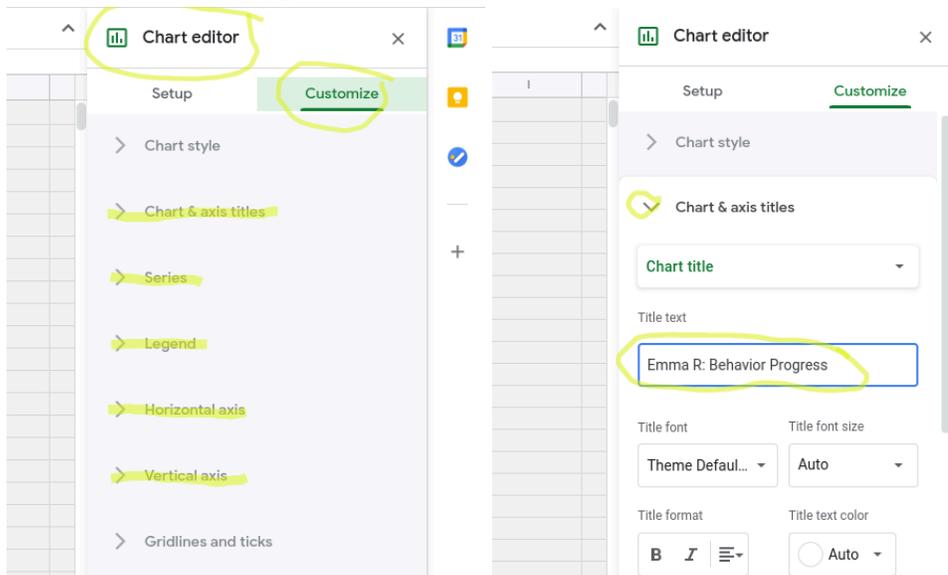
3. That will take you to an attached excel spreadsheet. Change the data labels and values to reflect your student’s data.



- To add titles and specific labels to your graph, click on the graph image within excel to make the blue box appear around it. Then click on the 3 dots in the upper right hand corner. Finally select “edit chart”.



- Use the “Chart Editor” that pops up on the right side of your screen. Click on the “customize” tab to access and edit specific features of the chart/graph such as adding a title, adding data labels, or adding axis labels.



6. When you are finished, click back to your google doc tab. Select “Update” in the top right corner of the graph. That will refresh your image to reflect the changes you made within excel.

