**Google Sheets**

**How to calculate averages in sheets**

1. Highlight the row you want averaged.

2. Click on the Function key on the upper right hand side of your bar.

3. Choose AVERAGE

4. Hit Enter key

5. Right click on the newly calculated average and copy (box should be blue and blinking)

6. Highlight what you want averaged and hit paste. The averages should all be calculated☺

**How to Sort in Sheets**

1. Click on column (drop down arrow) that you want to sort.

**How to create charts in Sheets**

1. Highlight your sheet

2. Go to Insert-choose Chart

3. Sheet will automatically create a chart. To get a second chart highlight your sheet again. Click on the down arrow to get a different chart.

 

4. To move your chart, click on it and move it where you want. You can also make it smaller by clicking on a corner and pulling down.

**How to insert Chart from Sheets into a Document**

1. Go to Document

2 Click insert Chart-choose Sheets (at very bottom) Click on the chart you want to insert.