Module 04 Lesson 05
Demo: Inserting Graphs into Google Docs
Transcript

At this point, you have learned how to work in a Google spreadsheet to calculate data, plot a graph of that data and save the graph as an image. This screen cast demonstrates how to insert your graph into a Google document and then download your Google document as a PDF formatted document.

It is important to be able to do this because the assessments, starting with Module 4, will all require you to work in Google documents, save them as PDFs and then turn them in via the ANGEL dropbox.

From Module 4, the assessments will be run through a Google document file as in the example here. As such, you will be required to insert a graph into a Google document file.

In an assessment document, there will be a question or a series of questions with a link to a data set where appropriate. Click on the data set, and it will open up a Google spreadsheet with the data.

Once a graph has been created (as done previously), click on the graph, and from the drop down menu choose "Save Image."

On a Mac it will save the image to the "Downloads" folder whereas on a PC it will save it to the "My Pictures" folder.

Once saved, return to the Google document assessment file. Highlight over the "insert graph here" - Choose "Insert" - Choose "Image" - Select "From this computer" - "Choose File." Once again, on a Mac it will save to the "Downloads" folder and on a PC it will save it to the My Pictures folder.

Choose image.png - insert, and the graph will appear in the Google document file.

Always remember to insert a figure legend below the graph.

Once done, choose "File" - "Download as - PDF."

Once again, on a Mac it will save to the "Downloads" folder and on a PC it will save it to the "My Pictures" folder.