Module 04 Lesson 01
Using Google Spreadsheets for Calculations
Transcript

For the remainder of the course you will be using Google Spreadsheets for many of your calculations. If you are familiar with Excel then you will have no trouble with Google Spreadsheets.

Step 1: How to save a unique file for your work
For any link throughout this course that opens up into a Google Spreadsheet the first thing that you should always do is:

1. Click on "File">"Make a copy"
2. At the end of the file name type in "_completenamenospaces" (your complete name with no spaces)
3. Click "OK" and this will save a unique file for you to do your work

Step 2: How to calculate mean

1. In a cell below your list of measurements, type in "=AVERAGE ("
2. Drag your mouse and highlight over the entire data range
3. Type in ")"
4. Click "ENTER" on your keyboard and the mean value will appear

Step 3: How to calculate standard deviation

1. Type in "=STDEV ("
2. Drag your mouse and highlight over the entire data range
3. Type in ")"
4. Click "ENTER" on your keyboard and the standard deviation will appear

For more help, visit the **Docs Help for Google Spreadsheets**.