

# Use Charts in Google Sheets

GSP1061

## Google Cloud Self-Paced Labs

- On the Rise Bakery visualizes global sales/location data using Google Sheets native charting tools for operational insights.
- Develop pie charts (product sales share), column charts (location comparisons), line charts (monthly trends), combo charts (sales vs targets), and scatter charts (sales vs store size).
- **Chart Customization**
  - Use Chart Editor for colors, labels, axes, legends, gridlines matching bakery branding.
  - Add sparklines for inline mini-trends and progress bars for sales targets in tables.
- **Workspace Integration**
  - Embed charts in Google Docs/Slides, publish interactive web versions for stakeholders.
  - Perfect for multi-location bakery ops - no coding, instant collaboration across teams.



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End Lab 01:28:41 Time limit

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0/100 Lab instructions and tasks

GSP1061 Overview Objectives Setup and requirements Task 1. Create pie charts and column charts Task 2. Create scatter charts and combo charts Task 3. Create inline visualizations Task 4. Publish a spreadsheet Congratulations!

## Task 1. Create pie charts and column charts

In this task, you create and customize a chart that displays On the Rise Bakery locations.

### Upload a spreadsheet

1. In the left panel of the lab instructions, right-click **Open Google Drive**, and then click **Open link in incognito window** to sign into your lab student account.
2. In the upper-right corner of Google Drive, click the Settings icon (⚙), and then click **Settings** to open the settings page.
3. Check the box to **Convert uploads to Google Docs editor format**.
4. In the upper-left corner of the settings page, click the back arrow to return to the Google Drive homepage.
5. Click [On the Rise Bakery Sales and Locations](#) to download a spreadsheet.

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4. In the upper-left corner of the settings page, click the back arrow to return to the Google Drive homepage.

5. Click [On the Rise Bakery Sales and Locations](#) to download a spreadsheet.

6. In the left pane, click **New > File upload**.

7. Select the file on your computer named **On the Rise Bakery Sales and Locations.xlsx**.

When you see **Upload complete** in the lower-right, your file has uploaded successfully.

8. Double-click on the newly uploaded file to open it, and then exit out of the Google Drive tab.

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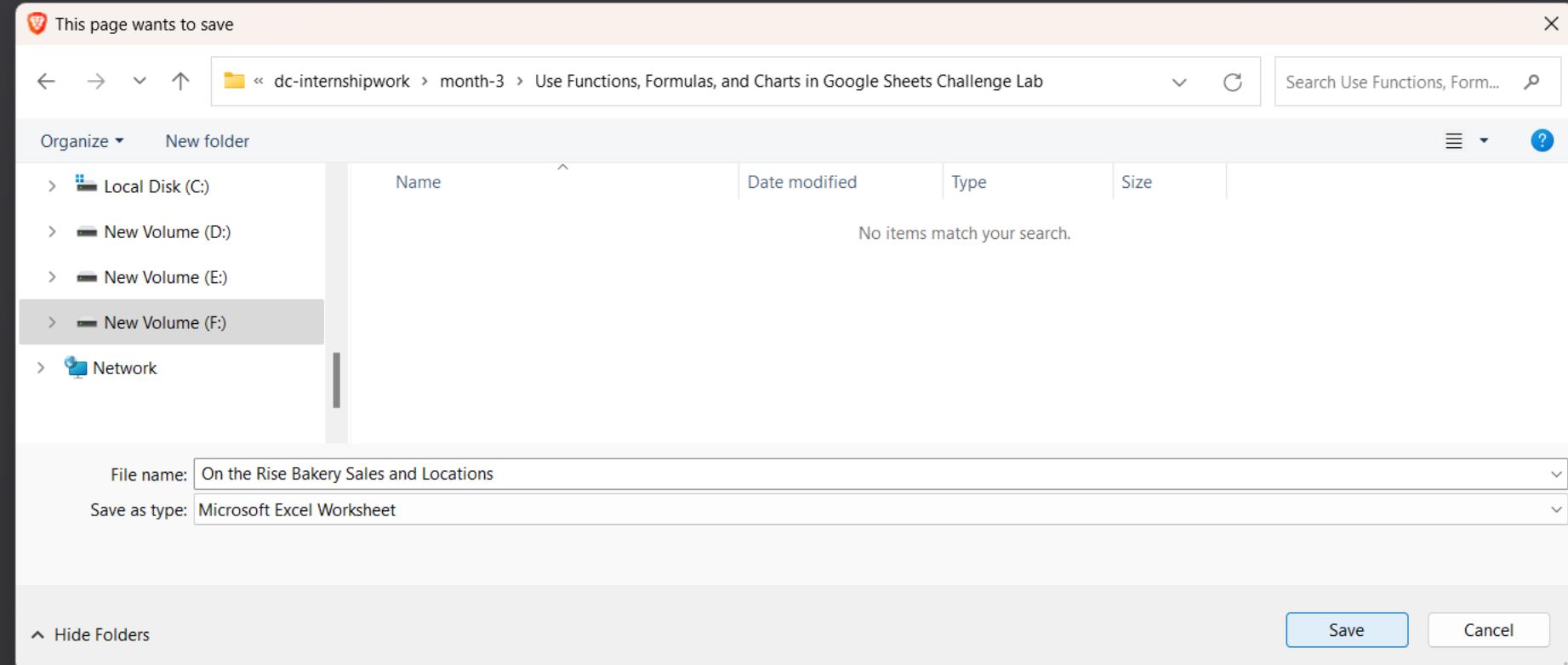
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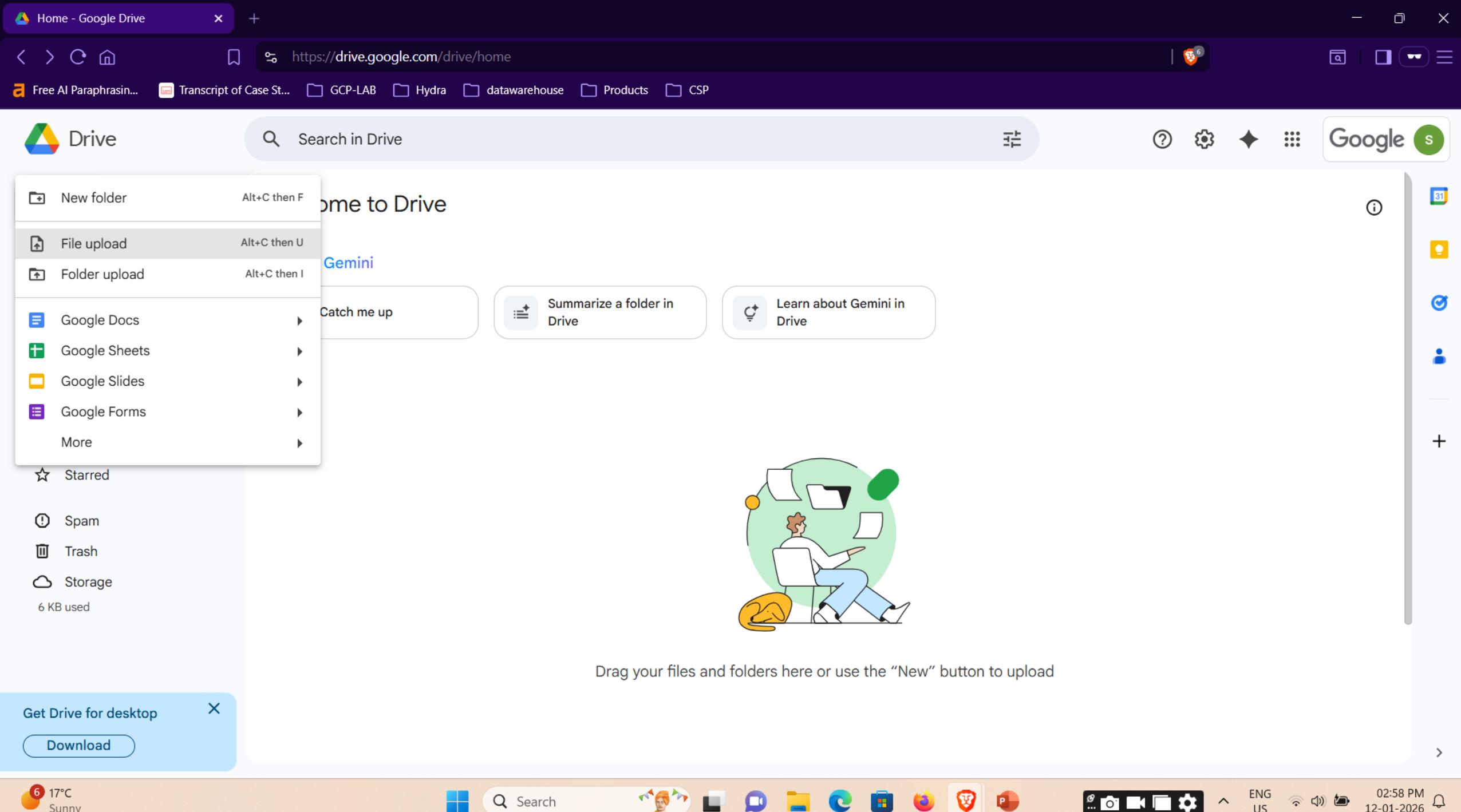
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Organize New folder

Name	Date modified	Type	Size
On the Rise Bakery Sales and Locations	12-01-2026 02:57 PM	Microsoft Excel W...	19 KB
Use Charts in Google Sheets	12-01-2026 02:51 PM	Microsoft PowerPo...	32 KB
Use Functions, Formulas, and Charts in Google Sheets...	22-12-2025 03:16 PM	Microsoft PowerPo...	8,061 KB

File name: On the Rise Bakery Sales and Locations

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successfully.

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## Create a pie chart

- To select all the items in column E of the **Locations** sheet, click the gray column label.
- To create a chart, at the top, click **Insert > Chart**.  
You should see a pie chart appear on the screen.
- (Optional) Click the chart and drag the blue markers to resize it.

You can use pie charts to compare parts of a single data series to the whole. As a best practice, pie charts should include five or fewer categories. Don't use a pie chart to represent exact values because differences in angles and areas can be difficult to understand.

0/100

Lab instructions and tasks

GSP1061

Overview

Objectives

Setup and requirements

Task 1. Create pie charts and column charts

Task 2. Create scatter charts and combo charts

Task 3. Create inline visualizations

Task 4. Publish a spreadsheet

Congratulations!

End Lab 01:22:19 Time limit

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5	Bensonhurst, New York
6	Williamsburg, New York
7	Albany
8	Buffalo
9	Orlando
10	Savannah
11	Atlanta
12	Charleston
13	Wilmington
14	Raleigh
15	Richmond
16	Philadelphia
17	Pittsburgh
18	Boston
19	Seattle
20	Portland
21	San Francisco
22	San Diego
23	Carmel
24	Other

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- Columns
- Sheet Shift+F11
- Generate a table New
- Pre-built tables
- Timeline
- Chart
- Pivot table
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- Smart chips

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Locations

Sales - South America

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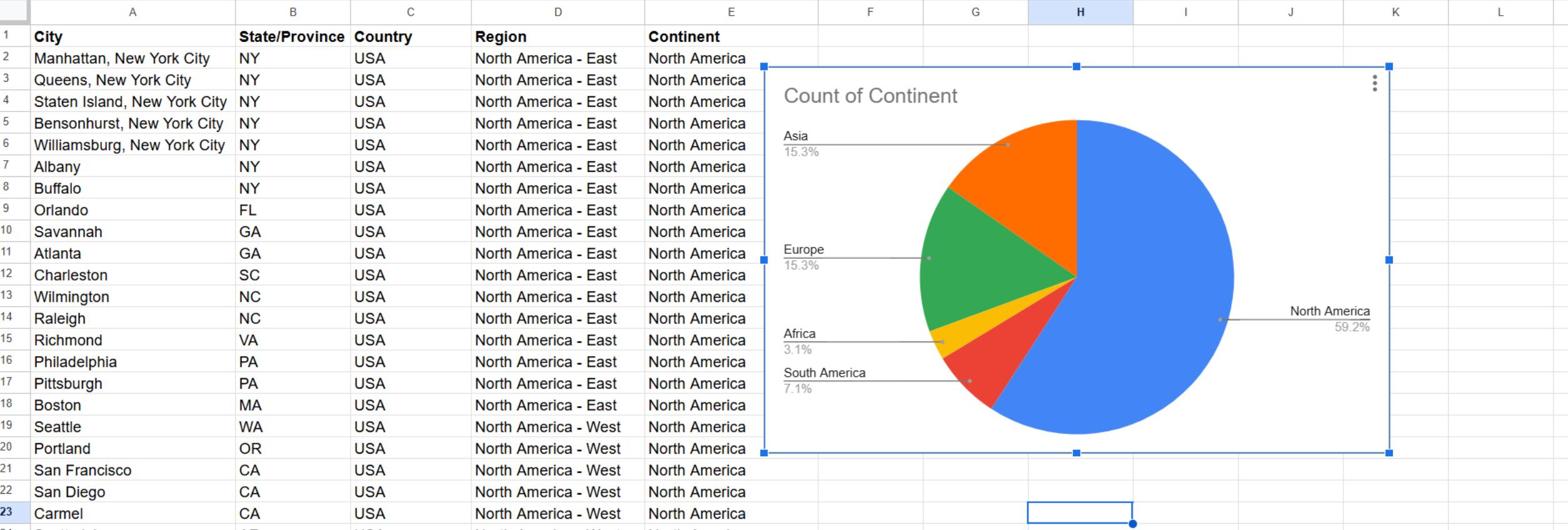
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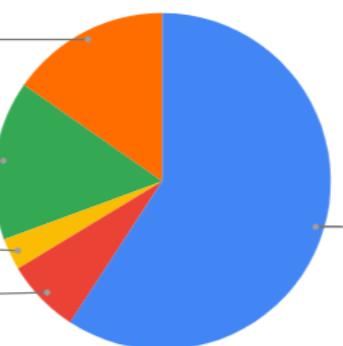
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3	Queens, New York City	NY	USA	North America - East	North America							
4	Staten Island, New York City	NY	USA	North America - East	North America							
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Create and customize a column chart

1. In the **Chart editor** pane, for **Chart type**, select **Column chart**.  
Google Sheets automatically suggests chart types based on the characteristics of the data, but you are not limited to using only the suggested options.

2. To change the appearance of the chart, click the **Customize** tab.

3. Expand the **Chart & axis titles** section, and then change the chart title to **Locations by Continent**.

4. Expand the **Series** section, and then, next to **Format data point**, click **Add**.

5. In the **Select data point** dialog, for **Data point**, select **Continent: South America**, and then click **OK**.

6. Change the color of this data point to purple.

7. In the **Chart editor** pane, scroll down, and then expand the **Gridlines and ticks** section.

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Password: ugPmJhKaSgY3

3. Expand the **Chart & axis titles** section, and then change the chart title to **Locations by Continent**

4. Expand the **Series** section, and then, next to **Format data point**, click **Add**.

5. In the **Select data point** dialog, for **Data point**, select **Continent: South America**, and then click **OK**.

6. Change the color of this data point to purple.

7. In the **Chart editor** pane, scroll down, and then expand the **Gridlines and ticks** section.

8. Select **Vertical axis** in the first dropdown, and then select the **Minor gridlines** checkbox.

9. Exit out of the **Chart editor**.

Note: The available options for the **Chart editor** vary based on the type of chart that you're editing. A pie chart, for example, has options to edit a **Pie slice**, while a

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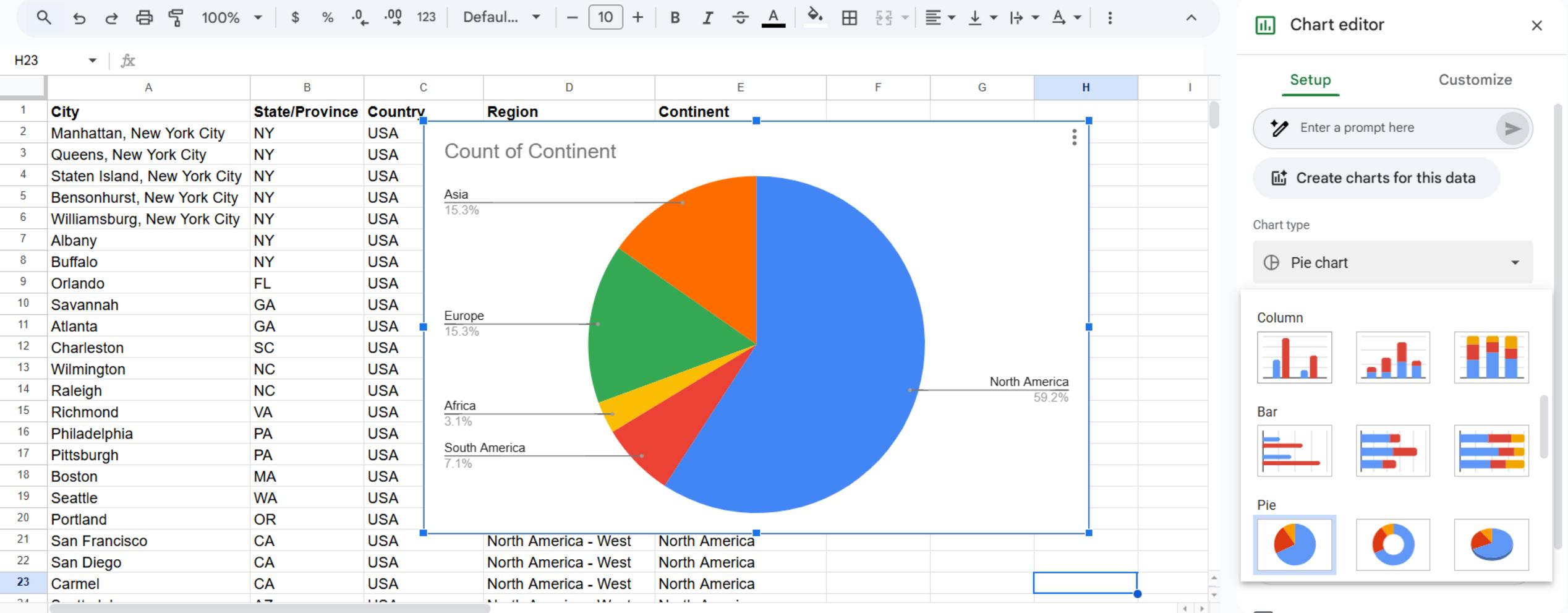
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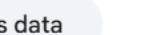


## Chart editor

## Setup

Enter a prompt here

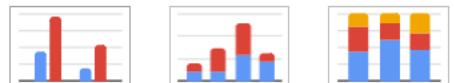
Create charts for this data



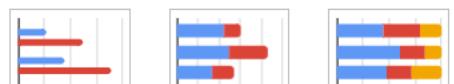
## Chart type

## Pie chart

## Column



## Bar



## Pie

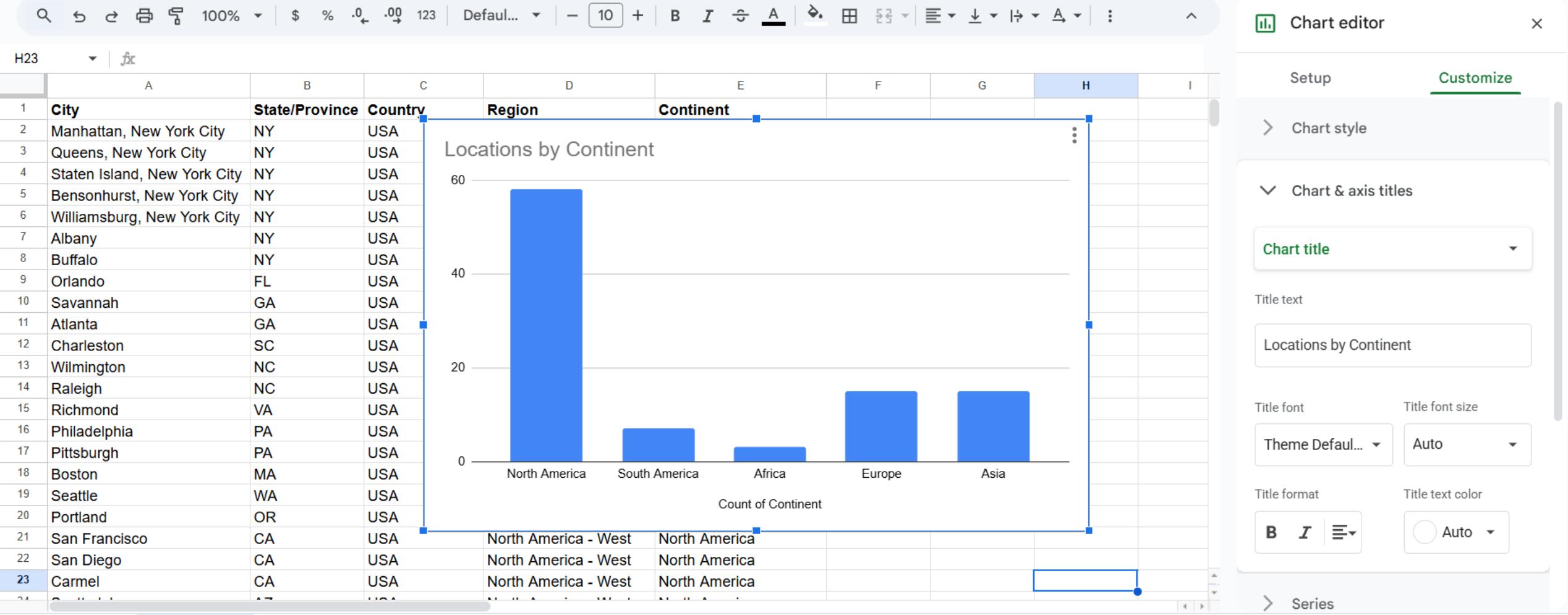


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## Chart editor

Setup

Customize

Chart style

Chart &amp; axis titles

Chart title

Title text

Locations by Continent

Title font

Title font size

Theme Default...

Auto

Title format

Title text color

**I**

Auto

Series

## On the Rise Bakery Sales and Locations

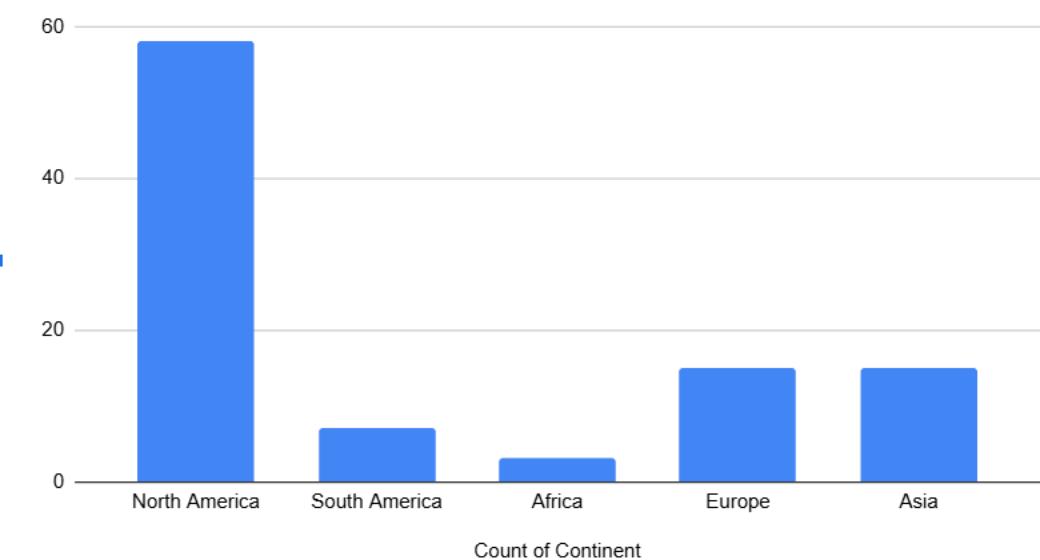
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3	Queens, New York City	NY	USA						
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22	San Diego	CA	USA	North America - West	North America				
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24									

Locations by Continent



## Chart editor

## Setup

## Customize

Fill color

Fill opacity

Line color

Line opacity

Line dash type

Line thickness

Axis

Left axis

Format data point

Add

 Error bars Data labels Trendline

+ ⚙️ Locations ▾ Sales - South America ▾

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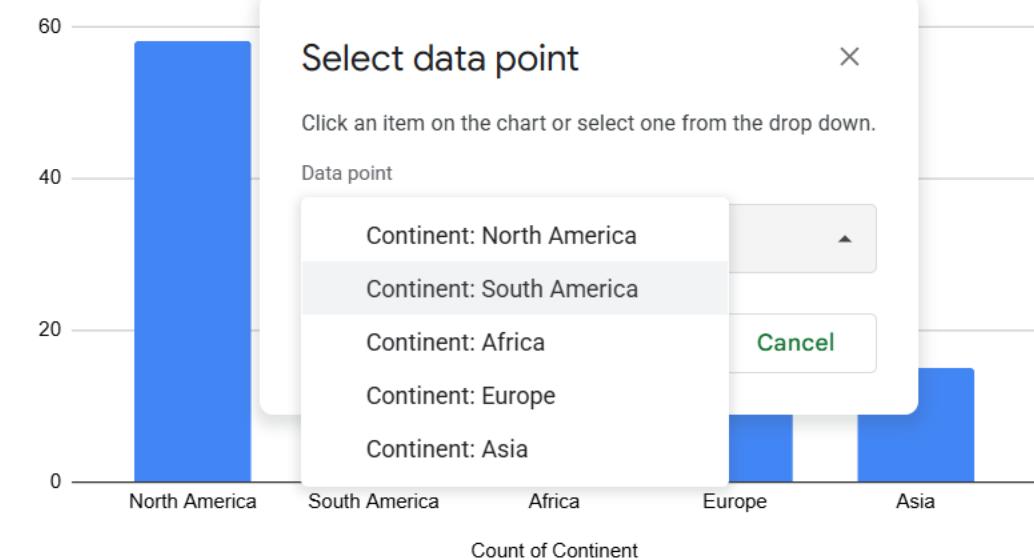
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Locations by Continent



## Select data point

Click an item on the chart or select one from the drop down.

Data point

Continent: North America

Continent: South America

Continent: Africa

Continent: Europe

Continent: Asia



Cancel

## Chart editor

## Setup

## Customize

Fill color

Fill opacity

Line color

Line opacity

Line dash type

Line thickness

## Axis

Left axis

## Format data point

Add

 Error bars Data labels Trendline

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Locations

Sales - South America

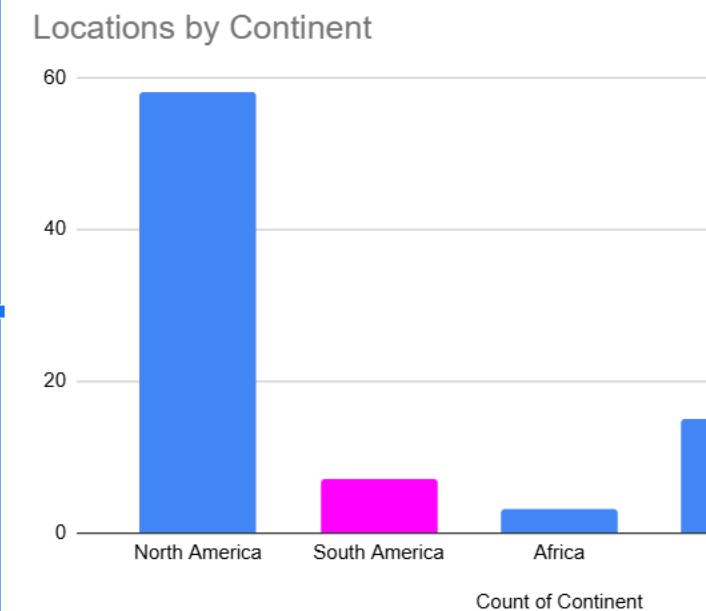
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Chart editor
Setup Customize
Fill color Fill opacity
Auto 100%
Line color Line opacity
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Line dash type Line thickness
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Left axis
Add
Format data point
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21	San Francisco	CA	USA	North America - West	North America				
22	San Diego	CA	USA	North America - West	North America				
23	Carmel	CA	USA	North America - West	North America				
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## On the Rise Bakery Sales and Locations



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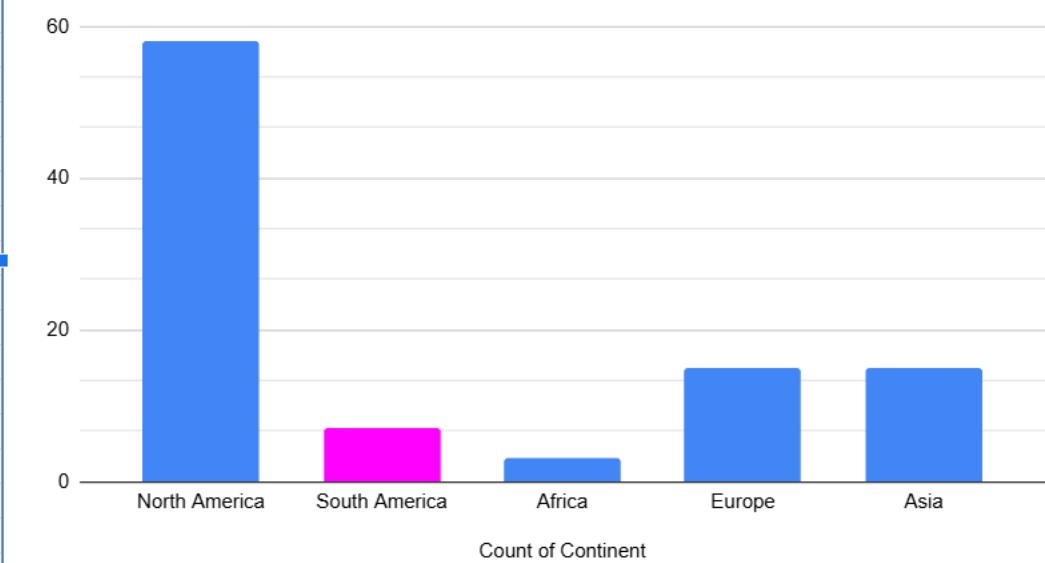
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15	Richmond	VA	USA						
16	Philadelphia	PA	USA						
17	Pittsburgh	PA	USA						
18	Boston	MA	USA						
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20	Portland	OR	USA						
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22	San Diego	CA	USA	North America - West	North America				
23	Carmel	CA	USA	North America - West	North America				
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Locations by Continent



## Chart editor

Setup

Customize

## Gridlines and ticks

## Vertical axis

Major spacing type Major step

Step Step value

Minor spacing type Minor count

Count 2

 Major gridlines

Gridline color

Auto

 Minor gridlines

Gridline color



Locations

Sales - South America



Search



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Contents

Use Charts in Google Sheets

Lab setup instructions and requirements

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End Lab 01:09:30 Time limit

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25/100

Lab instructions and tasks

GSP1061

Overview

Objectives

Setup and requirements

Task 1. Create pie charts and column charts

Task 2. Create scatter charts and combo charts

Task 3. Create inline visualizations

Task 4. Publish a spreadsheet

Congratulations!

## Task 2. Create scatter charts and combo charts

In this task, you create a combo chart and a scatter chart for On the Rise Bakery sales data from its South American locations.

### Change a line chart to a combo chart

1. In the lower-left of your spreadsheet, click the sheet labeled **Sales - South America**.
2. Select cells A1:M3, and then at the top, click **Insert > Chart**.  
A line chart should appear. Line charts are used to look at data over a time period.
3. In the **Chart editor** pane, for **Chart type**, select **Combo chart**.

< Previous Next >

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Change a line chart to a combo chart

1. In the lower-left of your spreadsheet, click the sheet labeled **Sales - South America.**

2. Select cells A1:M3, and then at the top, click **Insert > Chart.**

A line chart should appear. Line charts are used to look at data over a time period.

3. In the **Chart editor** pane, for **Chart type**, select **Combo chart**.

Chart editor pane showing 'Combo chart' selected under 'Chart type'.

Dashboard Catalog Paths

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Contents Use Charts in Google Sheets

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GSP1061 Overview Objectives Setup and requirements Task 1. Create pie charts and column charts Task 2. Create scatter charts and combo charts Task 3. Create inline visualizations Task 4. Publish a spreadsheet Congratulations!

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# On the Rise Bakery Sales and Locations



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Search, Print, Find, 100%, Default, Font Size, Bold, Italic, Underline, Alignment, Cell Style, Column Width, Row Height, Insert, Delete, Filter, Sum, Sort, etc.

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1		January	February	March	April	May	June	July	August	September	October	November	December		
2	Expected	\$221,717	\$202,846	\$242,750	\$182,183	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$215,949	\$208,955		
3	Actual	\$201,561	\$203,049	\$200,620	\$202,426	\$200,023	\$190,879	\$202,191	\$196,503	\$199,875	\$205,072	\$199,953	\$202,869		
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+ Locations Sales - South America

## On the Rise Bakery Sales and Locations

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Share



A1:M3

	A	Jan	Feb	March	April	F	G	H	I	J	K	L	M	N	O
1	Expected					May	June	July	August	September	October	November	December		
2	Actual					\$182,183	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$215,949	\$208,955	
3						\$202,426	\$200,023	\$190,879	\$202,191	\$196,503	\$199,875	\$205,072	\$199,953	\$202,869	
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+ ⚙️ Locations ▾ Sales - South America ▾

Sum: \$4,902,283 ▾



# On the Rise Bakery Sales and Locations

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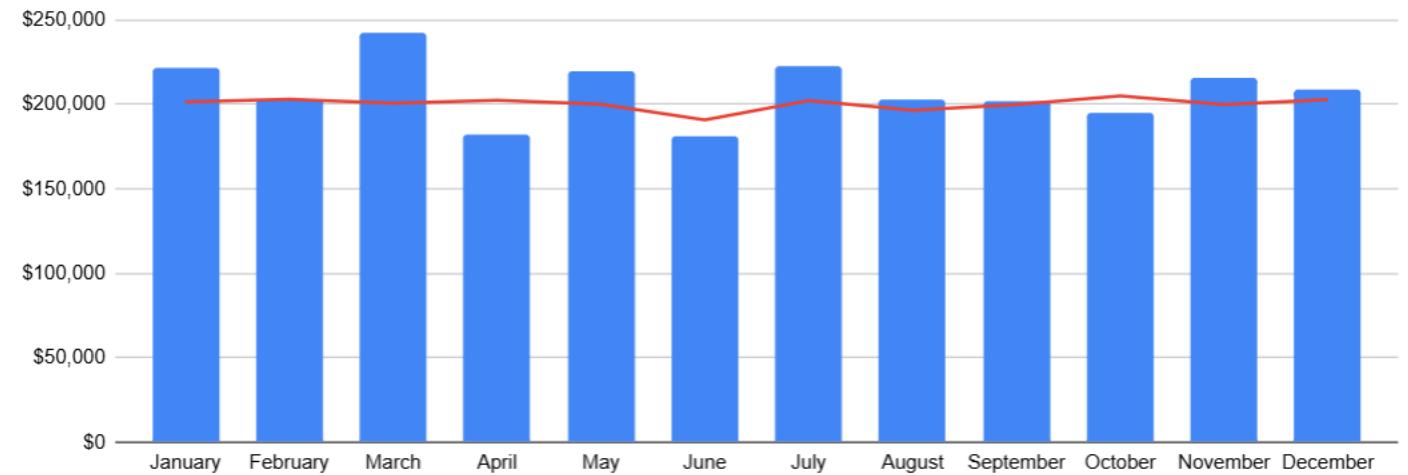
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		January	February	March	April	May	June	July	August	September	October	November	December		
2	Expected	\$221,717	\$202,846	\$242,750	\$182,183	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$215,949	\$208,955		
3	Actual	\$201,561	\$203,049	\$200,620	\$202,426	\$200,023	\$190,879	\$202,191	\$196,503	\$199,875	\$205,072	\$199,953	\$202,869		

Expected and Actual

Expected Actual



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Use Charts in Google Sheets

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25/100

GSP1061 Overview Objectives Setup and requirements Task 1. Create pie charts and column charts Task 2. Create scatter charts and combo charts Task 3. Create inline visualizations Task 4. Publish a spreadsheet Congratulations!

25/100

Use a combo chart when you want to represent different data series using lines and bars.

Create a scatter chart

1. Select cells A1:M3, and then at the top, click **Insert > Chart**.  
A second copy of the chart should appear on top of the existing chart.
2. Move the charts so they are both visible.
3. In the **Chart Editor** pane, for **Chart type**, select **Scatter chart**.

Scatter charts show numeric coordinates along the horizontal (X) and vertical (Y) axes. Use a scatter chart when you want to find out how much one variable is affected by another.

Previous Next

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## On the Rise Bakery Sales and Locations

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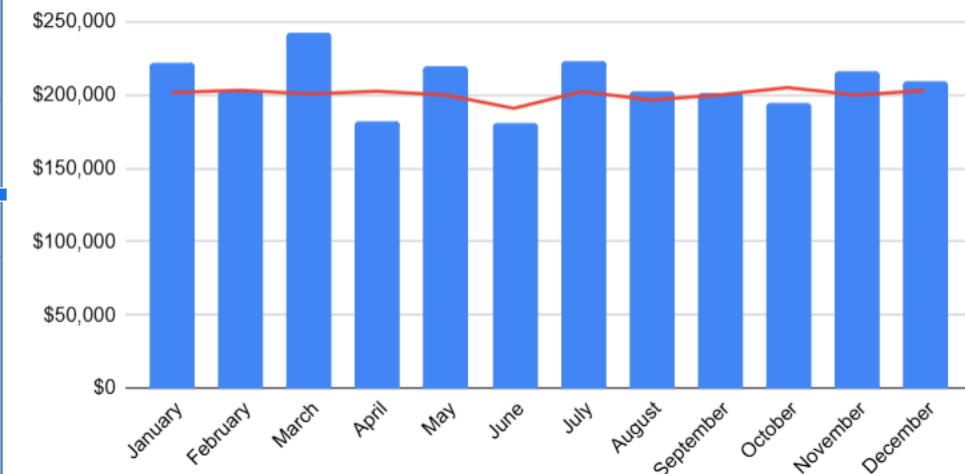


A1:M3

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2	\$221,717	\$202,846	\$242,750	\$182,183	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$194,818	\$194,818
3	Actual	\$201,561	\$201,561	\$201,561	\$201,561	\$201,561	\$201,561	\$201,561	\$196,503	\$199,875	\$205,072	\$205,072
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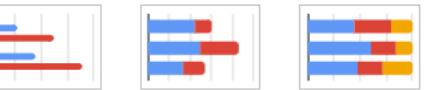
## Chart editor

## Setup

## Chart type

Combo chart

## Bar



## Pie



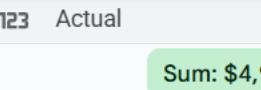
## Scatter



## Map



## Other



Actual

Sum: \$4,902,283

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Locations

Sales - South America

123 Actual

# On the Rise Bakery Sales and Locations

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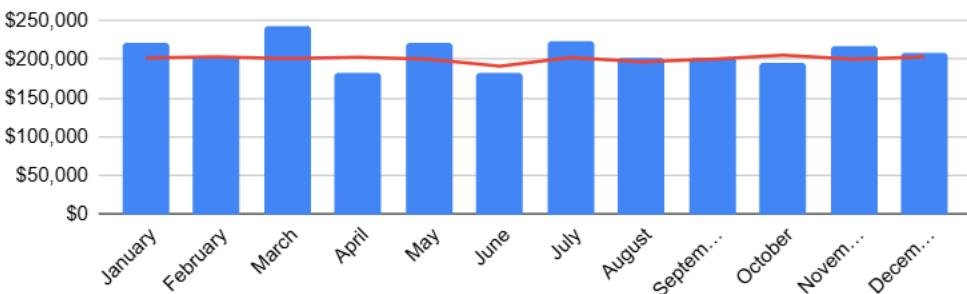

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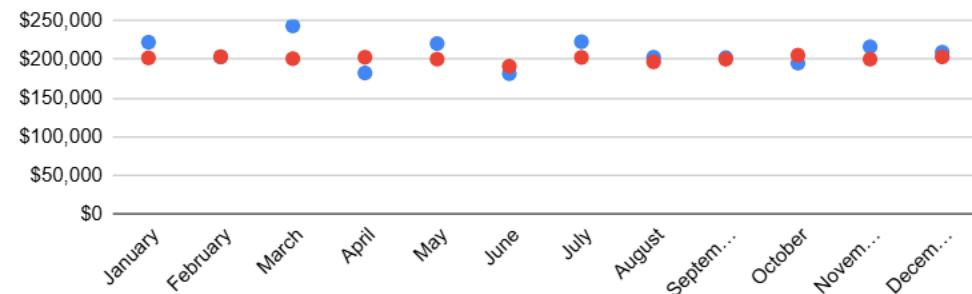
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1		January	February	March	April	May	June	July	August	September	October	November	December		
2	Expected	\$221,717	\$202,846	\$242,750	\$182,183	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$215,949	\$208,955		
3	Actual	\$201,561	\$203,049	\$200,620	\$202,426	\$200,023	\$190,879	\$202,191	\$196,503	\$199,875	\$205,072	\$199,953	\$202,869		
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Locations
Sales - South America

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Use Charts in Google Sheets

Task 3. Create inline visualizations

In this task, you create sparklines and progress bars for On the Rise Bakery to help staff quickly review data.

Add a sparkline to a sheet

Sparklines are miniature charts contained within a single cell.

1. Right-click the gray label for column B and select **Insert 1 column left**.  
A new, empty column is added.
2. To create a sparkline, in cell B2, type or paste **=SPARKLINE(C2:N2)**

The only required argument for the sparkline function is data, which can be provided as a range of cells, as shown in this exercise. You can also provide data without specifying a range by using an array. For example, **=SPARKLINE({500,100,200,400,300})**.

Learn more about [using arrays in Google Sheets](#).

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Search

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## On the Rise Bakery Sales and Locations

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+ Insert 1 column left

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Hide column

Resize column

Expected

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\$250,000

\$200,000

\$150,000

\$100,000

\$50,000

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Create a filter

Sort sheet A to Z

Sort sheet Z to A

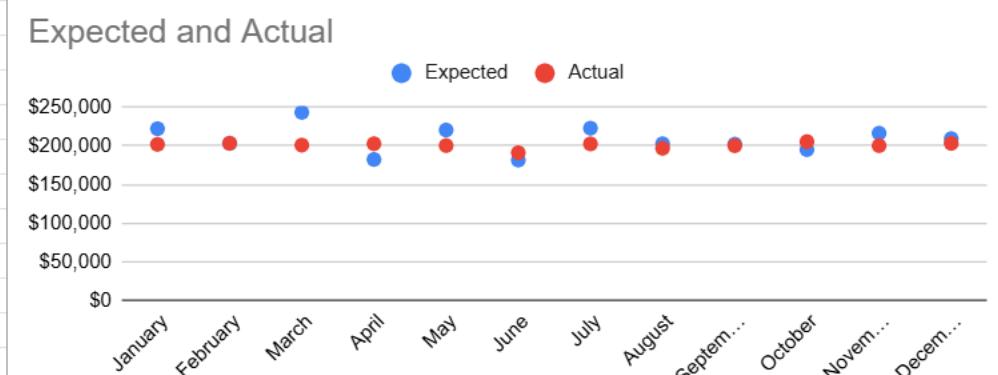
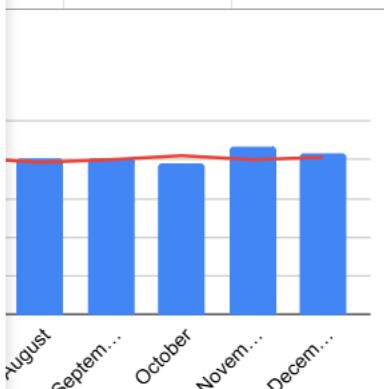
Conditional formatting

Data validation

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	F	G	H	I	J	K	L	M	N	O
	May	June	July	August	September	October	November	December		
1,83	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$215,949	\$208,955		
426	\$200,023	\$190,879	\$202,191	\$196,503	\$199,875	\$205,072	\$199,953	\$202,869		



Sum: \$423,278



Search



 On the Rise Bakery Sales and Locations

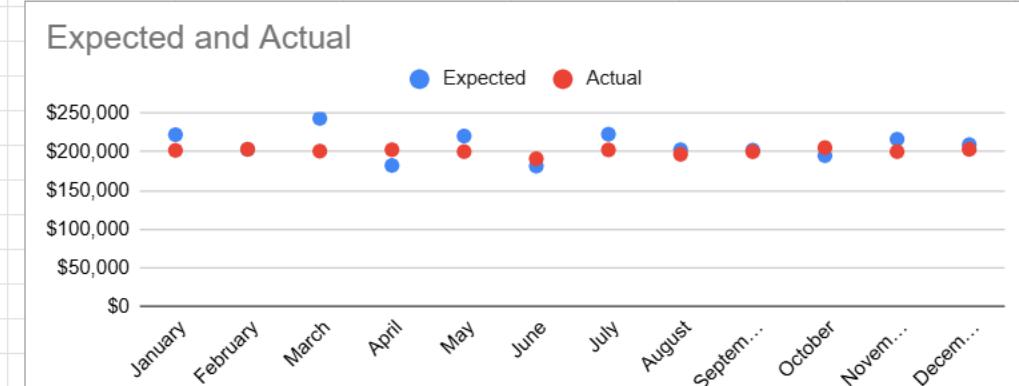
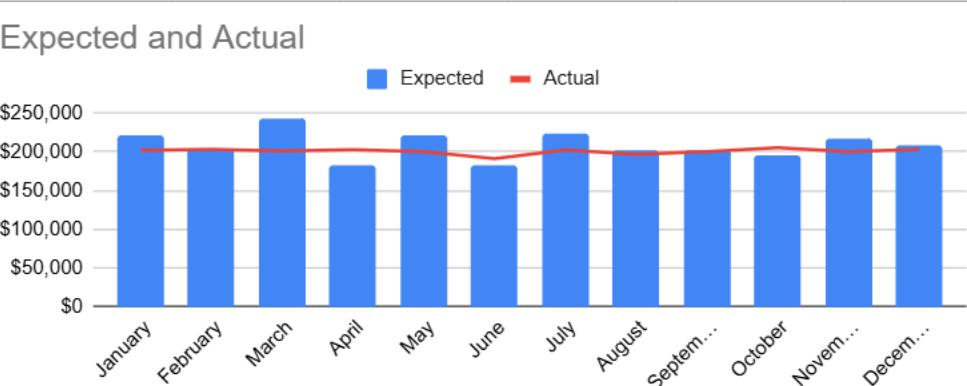
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3

B2 ▾ | fx =SPARKLINE(C2:N2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	C
1			January	February	March	April	May	June	July	August	September	October	November	December	
2	Expected		\$221,717	\$202,846	\$242,750	\$182,183	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$215,949	\$208,955	
3	Actual		\$201,561	\$203,049	\$200,620	\$202,426	\$200,023	\$190,879	\$202,191	\$196,503	\$199,875	\$205,072	\$199,953	\$202,869	



Sales - South America

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Use Charts in Google Sheets

Add a progress bar to a sheet

On the Rise Bakery wants to track progress toward the annual sales goal of \$2,400,000 after the first quarter of the year (January-March). You can create a progress bar by using the sparkline function with optional settings.

1. In cell B3, type or paste =SPARKLINE(SUM(C3:E3)/2400000,{"charttype", "bar"; "max", 1; "min", 0; "color1", "blue"})

The first argument uses first quarter sales divided by the annual sales goal. The width of the colored bar represents how much of the annual goal has been achieved.

The sparkline function has an optional parameter that lets you specify many attributes, including: chart types, minimum and maximum values, and colors using an array.

2. Change the formula in cell B3 to use green instead of blue for the progress bar.

Each option in the array is described using comma-delimited pairs. The first word is the name of the option, for example, "charttype". The second attribute is the value that option is set to, for example, "bar". Different options defined in the array are delimited by semicolons.

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 On the Rise Bakery Sales and Locations

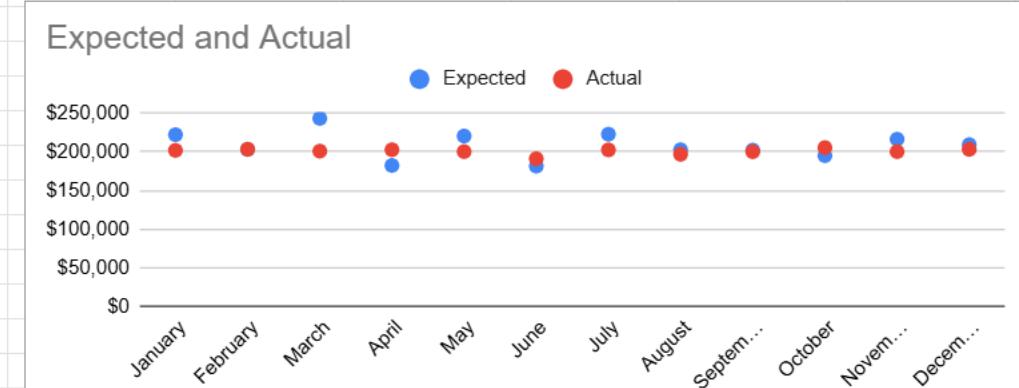
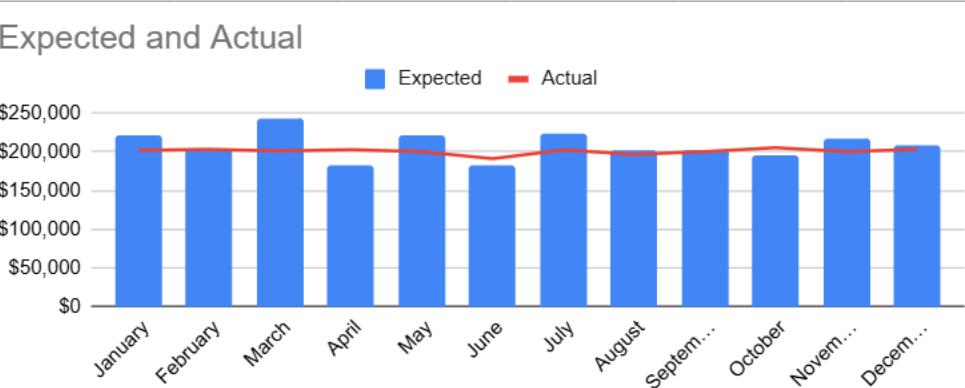
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 Share

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B3 ▾ =SPARKLINE(SUM(C3:E3)/2400000, {"charttype": "bar", "max": 1, "min": 0, "color1": "blue"})

	A	+ Add new function	Ctrl + Alt + N	⋮	×	E	F	G	H	I	J	K	L	M	N	C
1			January	February	March	April	May	June	July	August	September	October	November	December		
2	Expected		\$221,717	\$202,846	\$242,750	\$182,183	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$215,949	\$208,955		
3	Actual	=SPARKLINE(SUM(C3:E3)/2400000, {"charttype", "bar"; "max", 1; "min", 0; "color1", "blue"})						\$202.191	\$196.503	\$199.875	\$205.072	\$199.953	\$202.869			



Sales - South America

# On the Rise Bakery Sales and Locations

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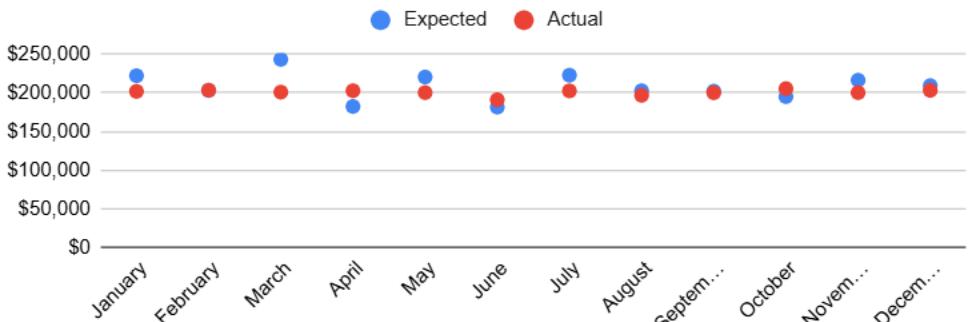

B3 =SPARKLINE(SUM(C3:E3)/2400000, {"charttype", "bar"; "max", 1; "min", 0; "color1", "green"})

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			January	February	March	April	May	June	July	August	September	October	November	December	
2	Expected		\$221,717	\$202,846	\$242,750	\$182,183	\$220,025	\$181,335	\$222,410	\$202,398	\$201,874	\$194,818	\$215,949	\$208,955	
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Expected and Actual



Expected and Actual



Locations

Sales - South America



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Contents Use Charts in Google Sheets

## Task 4. Publish a spreadsheet

In this task, you publish a spreadsheet as a unique web page with its own URL and link a chart to Google Slides.

### Publish a spreadsheet to the web

- At the top, click File > Share > Publish to web.
- In the **Publish to the web** dialog, click the dropdown next to the **Entire document**, select a chart from the list, and then click **Publish**.
- Click **OK** if the **Are you sure you want to publish this selection?** alert appears.
- To view the published sheet, copy the link and paste it into your web browser.

The publishing option lets you share a copy of your file as a distinct, lightweight web page. You can control whether or not your web page is automatically republished when changes are made. You can also limit access to a particular domain.

**Warning:** In this lab, your web page is restricted to the lab domain by default, so the

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65/100

Lab instructions and tasks

GSP1061 Overview Objectives Setup and requirements Task 1. Create pie charts and column charts Task 2. Create scatter charts and combo charts Task 3. Create inline visualizations Task 4. Publish a spreadsheet Congratulations!

## On the Rise Bakery Sales and Locations

Extensions Help Gemini

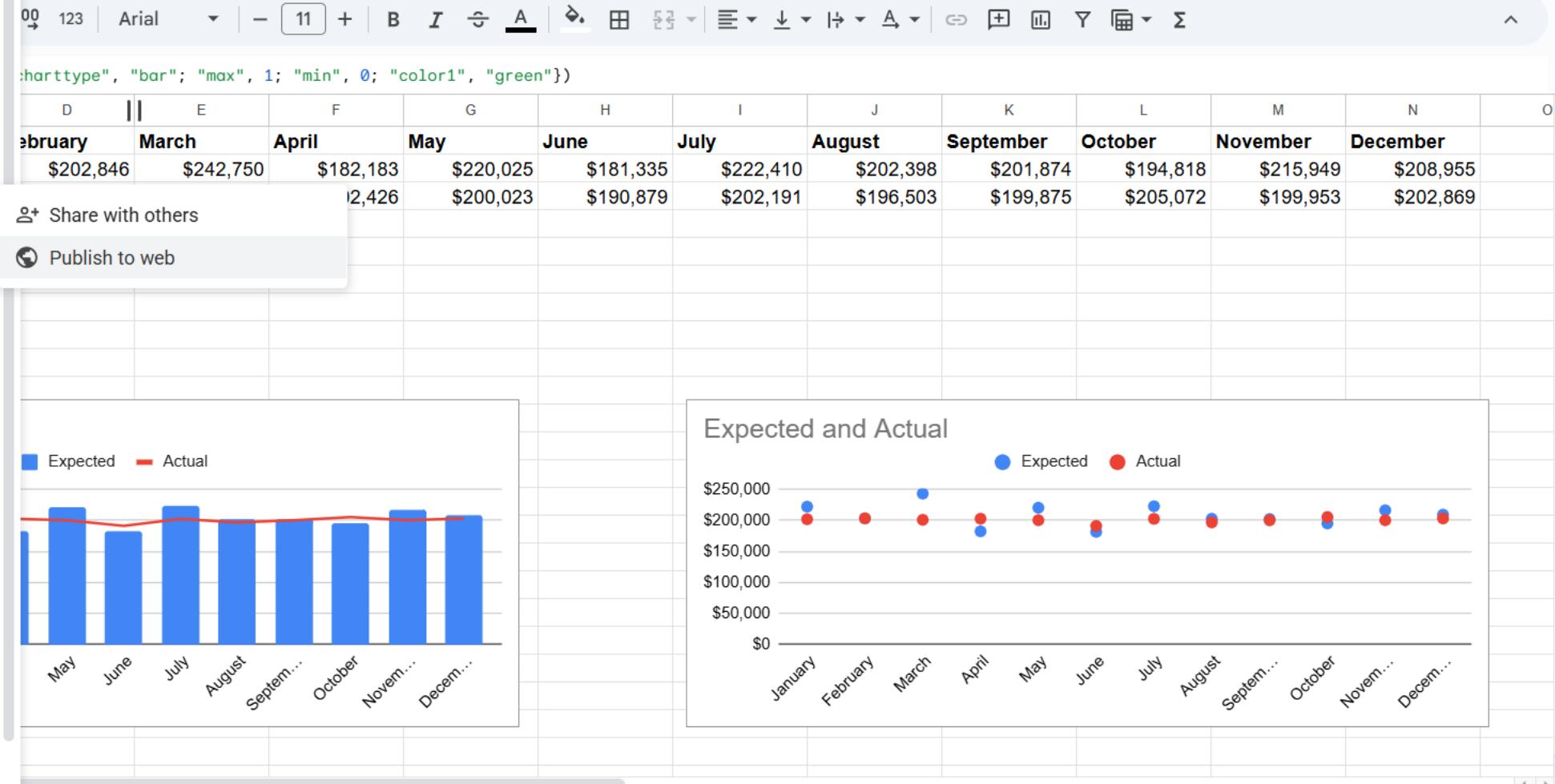


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# On the Rise Bakery Sales and Locations

File Edit View Insert Format Data Tools Extensions Help Gemini

B3 =SPARKLINE(SUM(C3:E3)/2400000, {"charttype", "bar"} )

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Locations

Locations by Continent

Sales - South America

Expected and Actual

Expected and Actual

Locations by Continent

Interactive

Publish

Published content & settings

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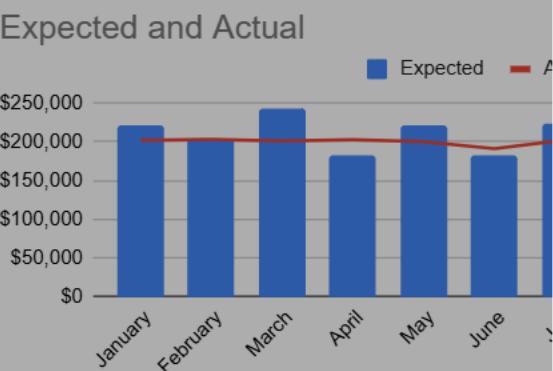
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## On the Rise Bakery Sales and Locations

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3	Actual		\$201,561	\$203,049	
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## Publish to the web

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Locations by Continent

Interactive

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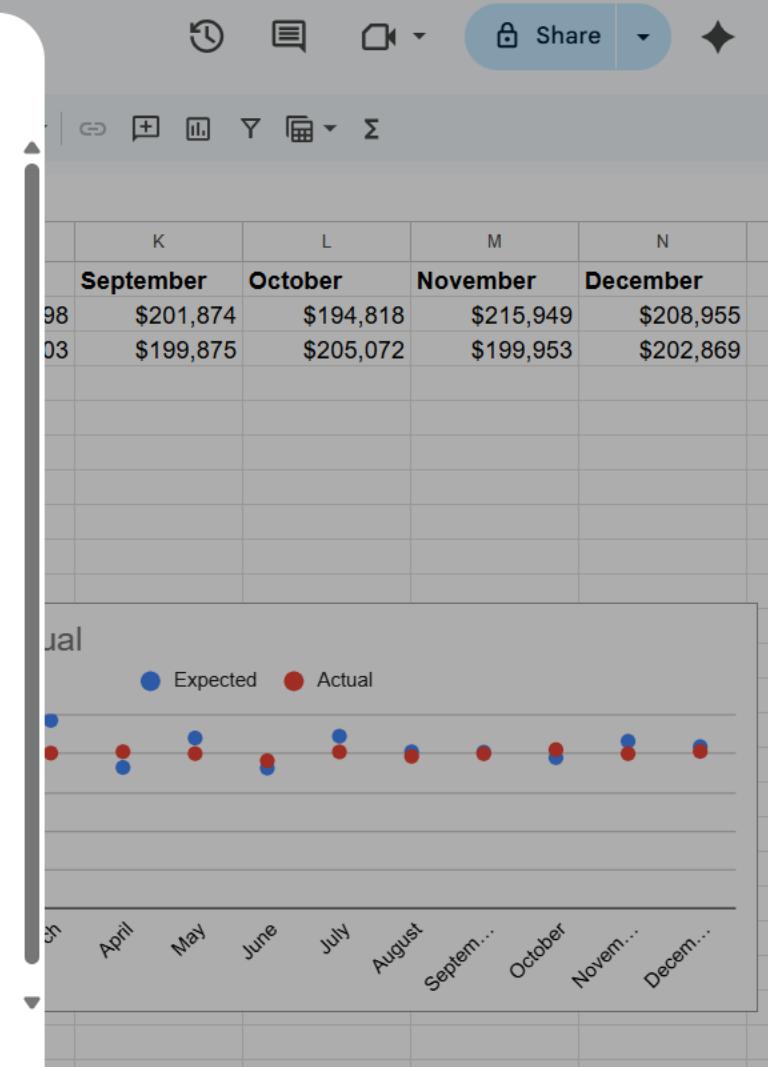
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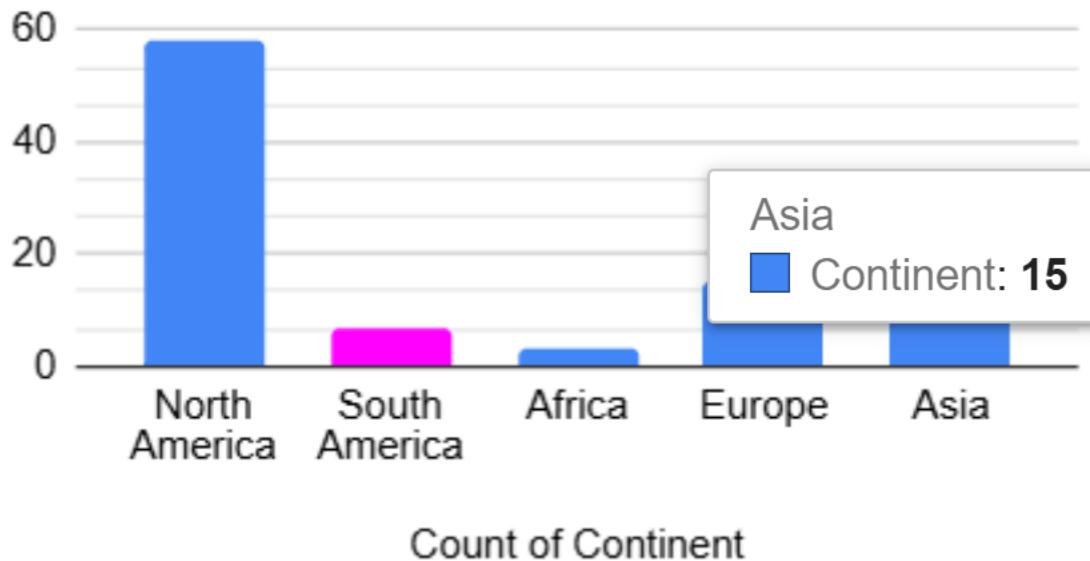
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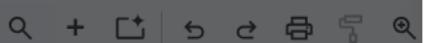


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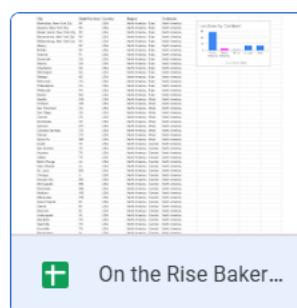
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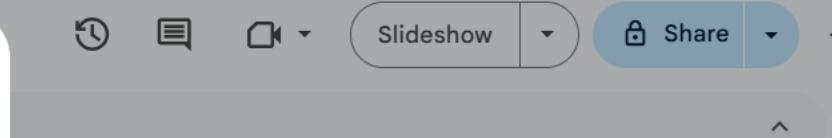
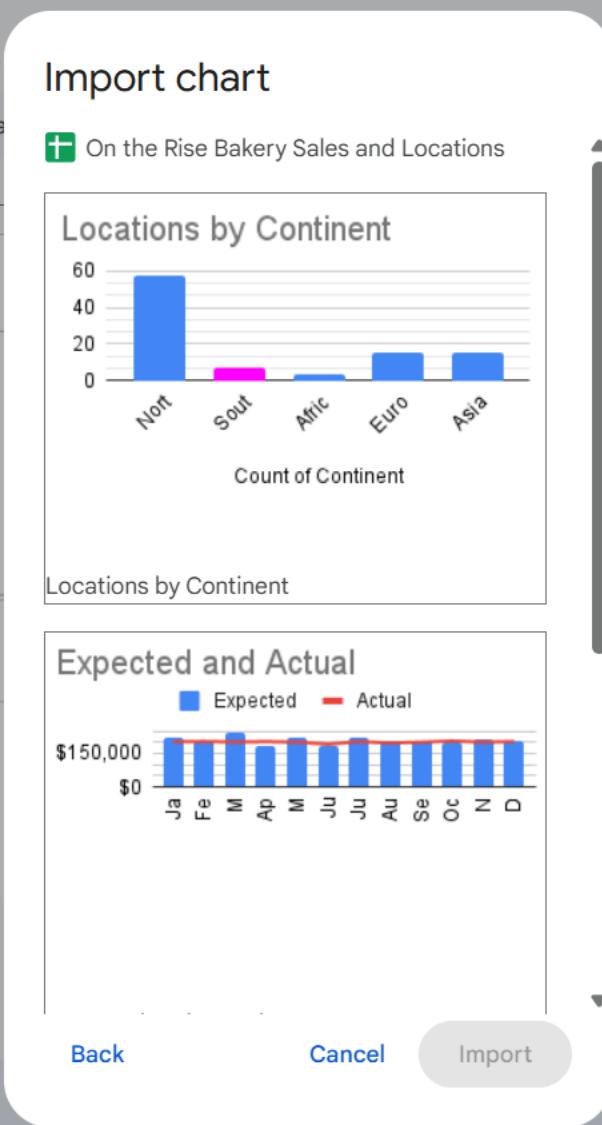
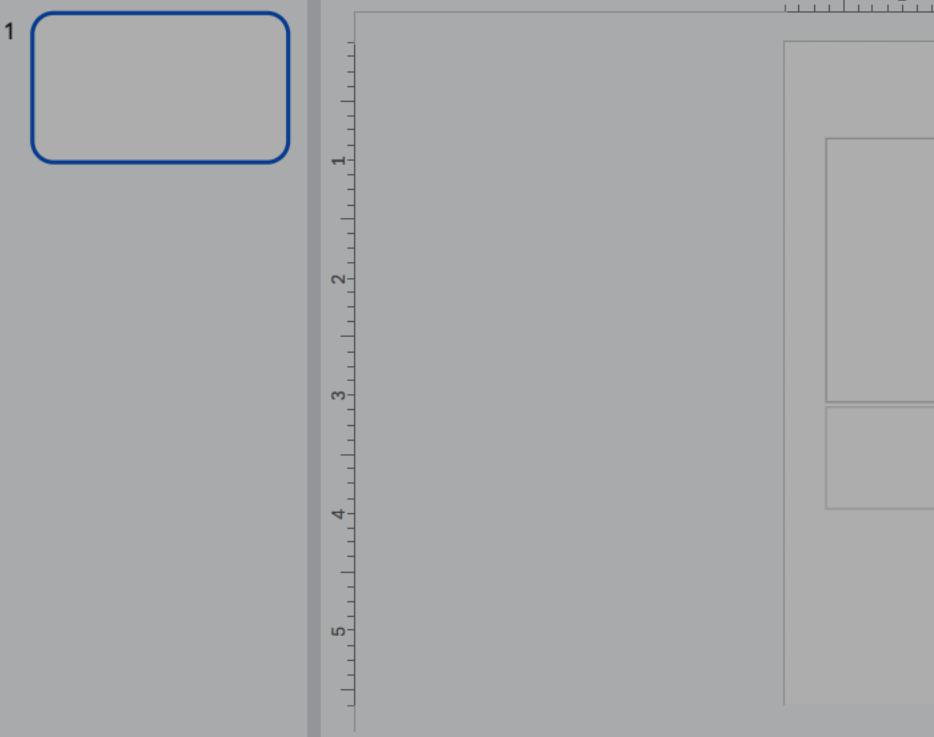
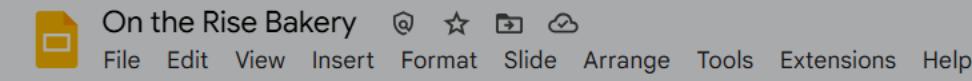
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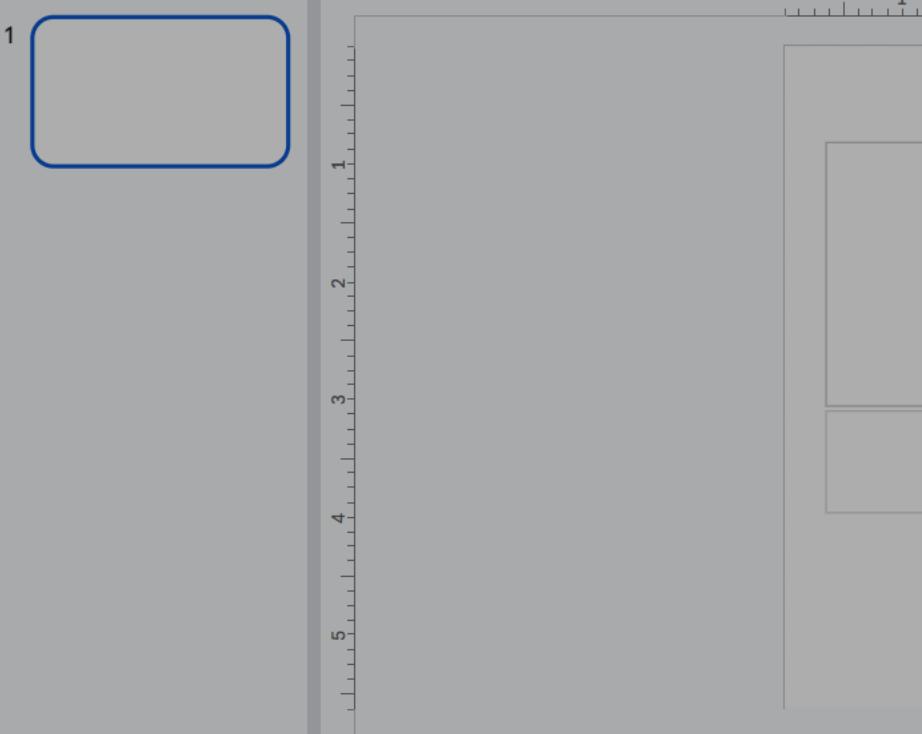


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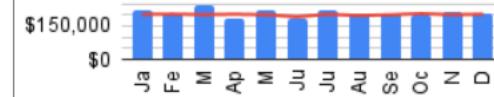
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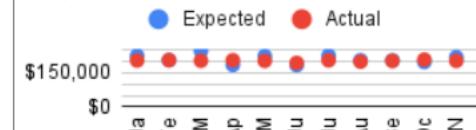


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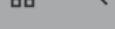
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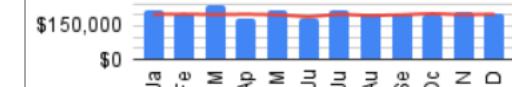
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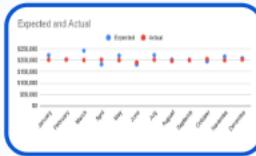
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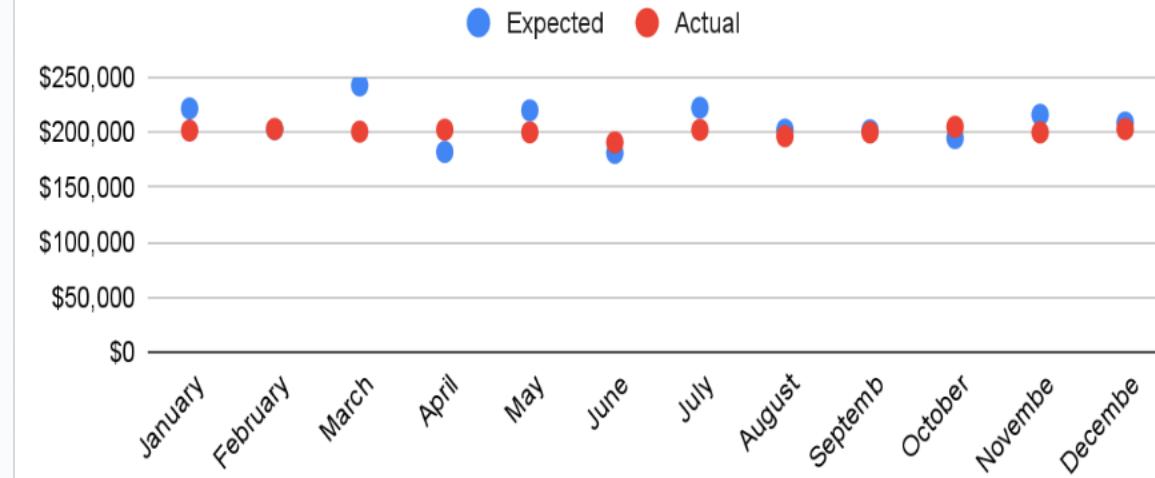


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