



Log into Google Docs, and choose to create a new Spreadsheet.

You will notice a lot of similarities to Excel. It's not as powerful as Excel, but it will do anything we need it to do.

Name your spreadsheet **"Inflatable House Costs"**. In Row 1, place the following headers: **Size (Sq. ft.)**, **Rooms**, **Capacity (persons)**, **Inflation Time (Min.)**, **Mfg. Cost**, **Retail Price**.

Make your headings bold, color the cells light yellow and adjust the column width so that everything fits on one line as shown below:

	A	B	C	D	E	F
	Size (sq. ft.)	Rooms	Capacity (persons)	Inflation Time (min)	Mfg. Cost	Retail Cost
2						
3						
4						
5						
6						
7						
8						

Next, enter the data as shown below:

	A	B	C	D	E	F
	Size (sq. ft.)	Rooms	Capacity (persons)	Inflation Time (min)	Mfg. Cost	Retail Cost
2	800	2	2	35	\$800	\$1,695
3	1,400	3	4	65	\$1,200	\$2,595
4	1,800	4	5	95	\$1,600	\$3,595
5	2,400	5	6	125	\$2,200	\$4,995
6						
7						

Make sure to format the cells correctly (commas to separate thousands, currency in last two columns). To format the cells, select them and pull down the **123** button on the toolbar.

Next, add a chart, graphing the Mfg. Cost vs. the retail cost. Select all the cells E1 through F5, as shown below:

	A	B	C	D	E	F
	Size (sq. ft.)	Rooms	Capacity (persons)	Inflation Time (min)	Mfg. Cost	Retail Cost
2	800	2	2	35	\$800	\$1,695
3	1,400	3	4	65	\$1,200	\$2,595
4	1,800	4	5	95	\$1,600	\$3,595
5	2,400	5	6	125	\$2,200	\$4,995
6						
7						
8						



Next, pull down the **Insert** menu and choose **Chart**.

This charting feature is not as flexible as Excel's, but the preview shows your changes as you make them (which is pretty cool). In the chart title, type **Mfg. vs. Retail**, and in the Vertical Axis, type **Cost**.

Click on the **Save Chart** button. Then, move the chart so that it looks like this:

Size (sq. ft.)	Rooms	Capacity (persons)	Inflation Time (min)	Mfg. Cost	Retail Cost
800	2	2	35	\$800	\$1,695
1,400	3	4	65	\$1,200	\$2,595
1,800	4	5	95	\$1,600	\$3,595
2,400	5	6	125	\$2,200	\$4,995

Save your chart and share it (like you did before) to rhp@denovodental.com.