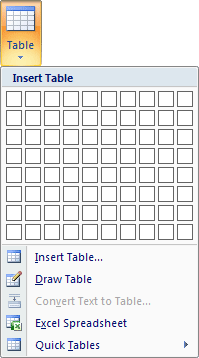
**Creating a table on Google Docs.**

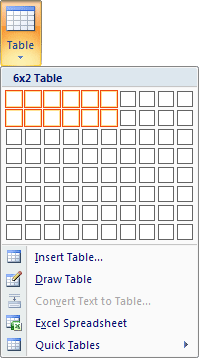
To add a table to a page, click on the **Insert** tab on the Word ribbon. From the Insert tab, locate the **Tables** panel, and the **Table** item:

The Table panel

Click on Table to see the following menu:



Move your mouse over the squares to select the number of columns and rows you would like in your table.



**Pulse Activity Example**

1. Create 2x6 table
2. Add headings as seen below.

|  |  |
| --- | --- |
| **Activity** | **Pulse Rate** |
| Resting |  |
| Walking |  |
| Running |  |
| Resting 1 min |  |
| Resting 3 min |  |

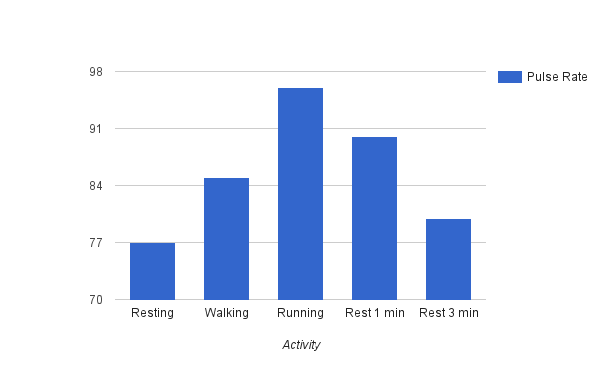
1. Fill in your data.
2. If time, change font, color etc.

**Creating a bar graph on Goggle Sheets**

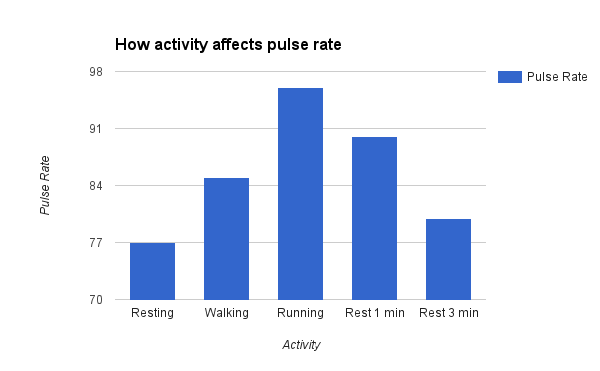
1. Open up a new spread sheet
2. Add Headings to Columns A1 and B1 as seen below

|  |  |
| --- | --- |
| Activity | Pulse Rate |
| Resting |  |
| Walking |  |
| Running |  |
| Rest 1 min |  |
| Rest 3 min |  |

1. Fill in your data.
2. Select/Highlight your data.
3. Go to Insert, then chart.
4. Choose appropriate bar graph.
5. You should see a graph like this:



1. To label your chart right click on the chart.
2. Click and add title “How activity affects pulse”
3. Right click on chart again. Select axis. Add left vertical axis title “Pulse Rate”.
4. Click insert. Chart should look like this:



1. On the top right of graph, click the drop down arrow and select “copy graph”.
2. Open your lab document and paste.