# Making a Table in Google Docs:

1. Find the tab on the top under the title that says “Table”

2. Click “Insert Table”

3. Drag the squares to fit the size table you want

4. Click! That’s it!

Now you should have a table inserted into your document. All you do is type your information into the boxes.

# Making a Graph in Google Docs:

1. First you must make a spreadsheet

2. Go to create, then choose spreadsheet

3. Type your information into the spreadsheet. Make sure you do not have letters in the same boxes as your data! This will mess up the graph

4. Once your spreadsheet is made, highlight the boxes you want to include in your graph.

5. Then find the box that looks like a graph on the toolbar. Click “Insert Chart”

6. Use the chart options to choose a column chart

7. Go to “Customize” along the top. Here you can change the title and rename the x and y axis

8. Once your chart looks like you want it to, click “Insert Chart”

# Moving the Chart to a Document:

1. Go back to the spreadsheet that now has the graph on it. Click on the graph

2. Choose the drop down arrow in the top right corner

3. Click “Copy Chart.” It should tell you along the top in a yellow box that it is copying it to the clipboard.

4. Go to the document where you want to insert your chart. Make sure your cursor is where you want the chart to go.

5. Click on Edit along the top under document title.

6. Click on Web Clipboard.

7. Choose your graph! It should insert.