

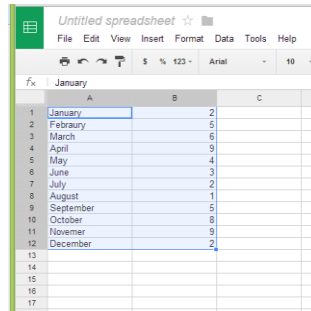
Choose Create – Spreadsheet

List your data

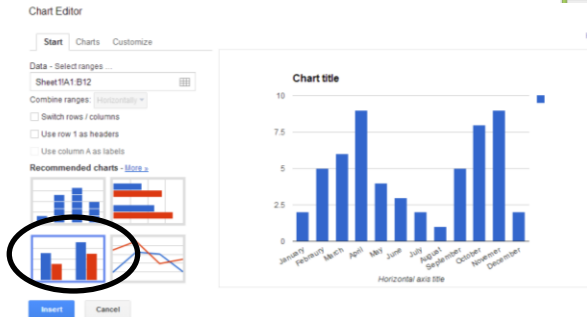
Labels in column A and data in Column B

Highlight the data

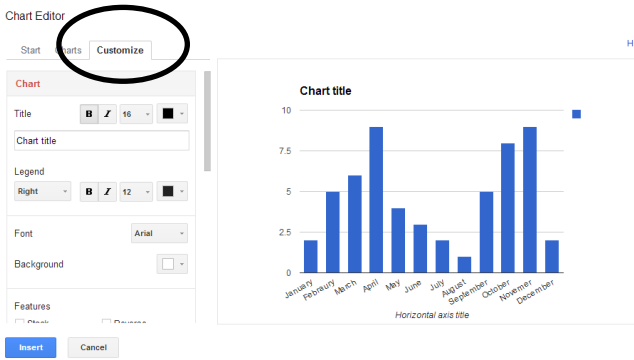
Choose Insert – Chart



	A	B	C
1	January	2	
2	February	5	
3	March	6	
4	April	9	
5	May	4	
6	June	3	
7	July	2	
8	August	1	
9	September	5	
10	October	8	
11	November	9	
12	December	2	
13			
14			
15			
16			
17			



Click on Customize tab to add things like Title, change colors, etc.



To print the chart – you cannot print a chart directly from the Google Docs spreadsheet

Click on the chart and the arrow on the top right corner and choose Save Image

Open the saved image and print it

