

Title: Creating a Class Birthday Calendar in Google Sheets

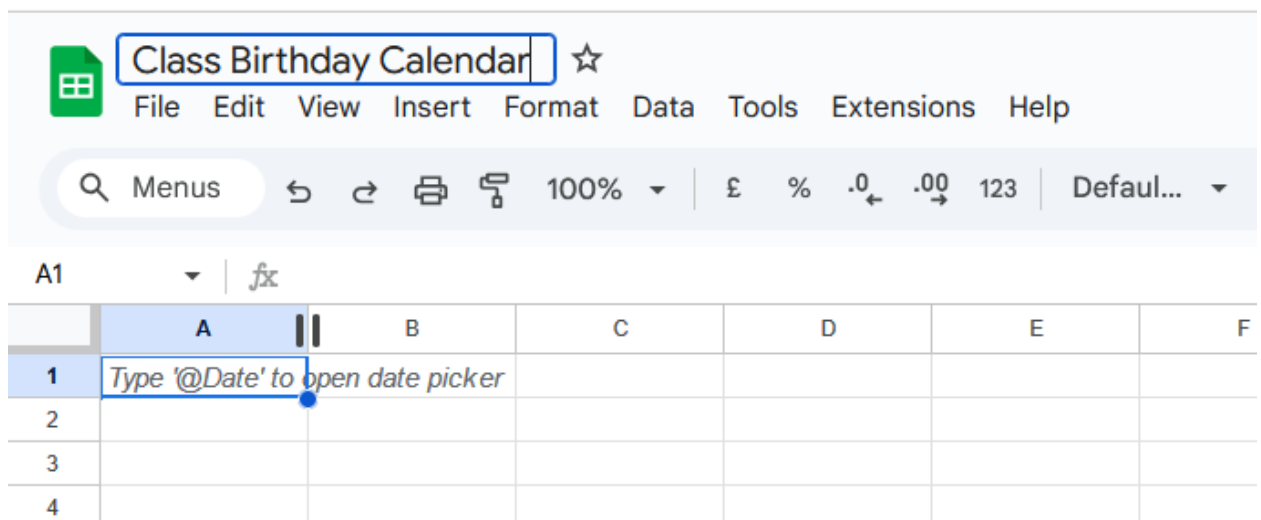
Description: In this practical activity, you will create a class birthday calendar using Google Sheets. This calendar will help you keep track of everyone's birthdays, sorted by month and day, and allow your classmates to add or update their information in real-time.

Purpose: Creating a shared birthday calendar in Google Sheets teaches you how to organize information in a collaborative online tool. You'll learn how to enter and sort data, use formatting for clarity, and share the document with others. This activity will show you the power of digital tools to stay organized as a group and make it easy to remember each other's special days.

Steps:

1. Open Google Sheets and Start a New Document:

- Open your web browser, go to [Google Sheets](https://sheets.google.com) (sheets.google.com) and sign in if needed.
- Click on **Blank** to start a new spreadsheet.
- In the top left corner, name the document "**Class Birthday Calendar**"



2. Set Up Columns with Headings:

- In cell **A1**, type "**Name**".
- In cell **B1**, type "**Birthday**".
- In cell **C1**, type "**Notes**" (useful for fun details like favorite color or favorite treat).
- Bold the headings by selecting them and clicking on **Bold (B)** in the toolbar.

3. Enter Birthday Details for Each Classmate:

- Start by entering each classmate's name, birthday, and a short note about them.
- Use the following example names and dates to get started:
 - **A2:** "Rahul Mehta" | **B2:** "03/April" | **C2:** "Loves chocolate cake"
 - **A3:** "Sneha Sharma" | **B3:** "15/June" | **C3:** "Likes pink balloons"
 - **A4:** "Aryan Gupta" | **B4:** "22/October" | **C4:** "Prefers mango flavor"
 - **A5:** "Meena Desai" | **B5:** "30/November" | **C5:** "Fan of cricket"
 - **A6:** "Rohit Kapoor" | **B6:** "07/February" | **C6:** "Enjoys reading books"
 - **A7:** "Pooja Nair" | **B7:** "12/August" | **C7:** "Loves ice cream"
 - **A8:** "Dev Singh" | **B8:** "20/September" | **C8:** "Collects stickers"
- Add more rows as needed for each classmate in your class.

A	B	C
Name	Birthday	Notes
Rahul Mehta	03/April	Loves chocolate cake
Sneha Sharma	15/June	Likes pink balloons
Aryan Gupta	22/October	Prefers mango flavor
Meena Desai	30/November	Fan of cricket
Rohit Kapoor	07/February	Enjoys reading books
Pooja Nair	12/August	Loves ice cream
Dev Singh	20/September	Collects stickers

4. Sort the Birthdays in Order:

- Select the range **A2 to C8** by clicking and dragging over these cells.
- Click on **Data** in the top menu and choose **Sort Range**.
- In the sorting options, select **Column B** (the "Birthday" column) to sort birthdays in order from earliest to latest in the year.

Sort range from A2 to C8 ×

☐ Data has header row

Sort by Column B ▾ ☒ A to Z ☐ Z to A

[Add another sort column](#)

Cancel Sort

5. Data will now be sorted based on the birthday (Column B):

A	B	C
Name	Birthday	Notes
Rohit Kapoor	07/February	Enjoys reading books
Rahul Mehta	03/April	Loves chocolate cake
Sneha Sharma	15/June	Likes pink balloons
Pooja Nair	12/August	Loves ice cream
Dev Singh	20/September	Collects stickers
Aryan Gupta	22/October	Prefers mango flavor
Meena Desai	30/November	Fan of cricket

6. Format the Calendar for Readability:

- Select the entire table, including headings.
- Choose **Format > Alternating colors** and pick a color scheme to make rows more readable.
- Adjust column widths if needed by clicking and dragging the line between each column's letters (A, B, C).
- **Change the Font Style:** Select all cells in the table, then go to the font options in the toolbar, select **Georgia** as the font.
- **Adjust the Font Size:**
 - Select the heading row (**A1 to C1**) and set the font size to **14** for emphasis.
 - Select the data cells (**A2 to C8**) and change the font size to **12** to keep them readable but distinct from the heading.
- **Add Borders:**
 - Highlight the entire table, then click on the Borders icon in the toolbar.
 - Choose **All Borders** to outline each cell, making it easier to read across rows and columns.
- Add Additional Formatting for Clarity:
 - Center-align the text in each column for a clean look.

Name	Birthday	Notes
Rohit Kapoor	07/February	Enjoys reading books
Rahul Mehta	03/April	Loves chocolate cake
Sneha Sharma	15/June	Likes pink balloons
Pooja Nair	12/August	Loves ice cream
Dev Singh	20/September	Collects stickers
Aryan Gupta	22/October	Prefers mango flavor
Meena Desai	30/November	Fan of cricket

7. Share the Calendar with Your Teacher or iCodeT Support:

- Click on the **Share** button in the upper right corner of the Google Sheets window.
- In the "Share with people and groups" field, type your teacher's email or enter **support@icodet.com** to share it with iCodeT.
- Choose the permissions you'd like to grant: select **Viewer** if they only need to see the calendar or **Editor** if you want them to be able to make updates.
- Add a message if needed, like "Here's our Class Birthday Calendar!" and click **Send** to share the calendar.

← Share 'Class Birthday Calendar' ? ⚙

× | Editor ▼

☒ Notify people

Message

Here's our Class Birthday Calendar!

[Share](#) Cancel Send

8. Check Collaboration and Comments:

- Ask your teacher or the iCodeT team to open the calendar and review it.
- They can leave comments or suggestions directly on the sheet if you've granted editing or commenting permissions.
- To view their comments, look for any highlighted cells or speech bubble icons, and click on them to see the feedback.

9. Observe Real-Time Collaboration and Version History:

- Once shared, teacher can edit details, and you will see updates happen in real-time.
- To review previous versions or track changes, click on **File > Version history** and explore each edit made by classmates.

Outcome: You have now created a shared class birthday calendar where all birthdays are organized and accessible to your teacher and classmates. Through this activity, you have learned how to enter and sort data, apply formatting, and collaborate effectively with your teacher using Google Sheets. These skills will help you stay organized and communicate more effectively with others on shared projects!

Note: You can similarly collaborate on other projects with your teacher or classmates by using:

- **Google Docs** (docs.google.com) for **documents**
- **Google Slides** (slides.google.com) for **presentations**

This way, you can work together from anywhere on documents, spreadsheets, and presentations.