Guidelines for Setting up Google Sheets

Date Given: 4/8/20 (Wednesday of Week 1)

1. Navigate to the course website: cs102.stanford.edu. Go to the "*Datasets*" tab at the top of the page.

2. Download **Cities.csv**, **Countries.csv**, and **CitiesExt.csv** (available under "European city temperatures"). You don't have to save these files - just leave them in your Downloads folder.

3. Open up Google Drive: drive.google.com. At the top of your screen, click on **New > File upload**. This will trigger a pop-up window that allows you to select files from your computer to upload.

4. Once you see the pop-up window, navigate to wherever you have Cities.csv, Countries.csv, and CitiesExt.csv saved (probably in your **Downloads** folder). Then, select **all three** files; you can do this by clicking on the one of the file names, then pressing the Control key (Windows) or Command key (Mac) while *at the same time* clicking on the other two files one by one. Once all files are selected, click **Open** and the files should be uploaded to your Google Drive.

   Note: If you find it confusing to select and upload multiple files at once, you can upload them separately. Start by selecting one file, clicking Open, and waiting for that file to begin uploading on Google Drive. Then, go back to New > File upload, and repeat this process for each subsequent file.

5. You should see your files uploading in a pop-up window at the bottom right of your screen (on Google Drive). Once both files are finished uploading (indicated by a green checkmark), you may click on each of them in turn to open them in Google Drive. Select **Open with Google Sheets** to view each csv file in a separate spreadsheet.

6. Once you have opened Cities.csv, Countries.csv, and CitiesExt.csv in separate Google spreadsheets, it is a good idea to save these files in a place where you can easily find them in the future. We recommend creating a CS102 folder in your Google Drive, and saving all work related to CS102 there. To save a spreadsheet in a specific folder, go to **File > Move.** This will open a pop-up window that allows you to select a specific folder in your Drive and save your file there. If you haven't created a CS102 folder yet, you can also create one now, by selecting the "New Folder" icon in the bottom-left corner of the pop-up window.