

21things4students

13.Dig the Data Spreadsheet

Quest 5 Share

Introduction

You have completed your document and your teacher has asked you to share your completed Spreadsheet document.

DIRECTIONS

Step 1 – Open your PARTY PLANNER spreadsheet.

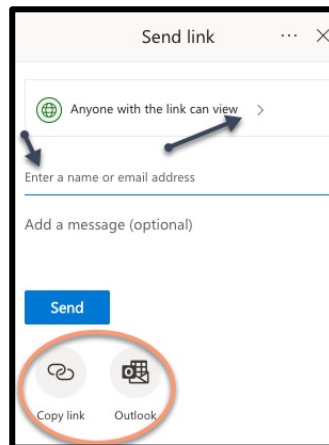
Step 2 - In the top right-hand corner, click on the icon link that says SHARE.

Step 3 - A Share box will open.

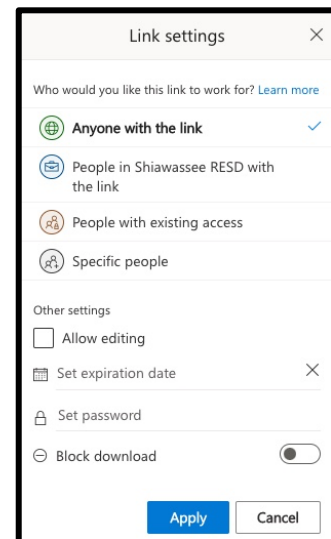
a. In the **Desktop app**, you can select the “Send a Copy” option, or save it to your OneDrive space.

b. In the **Online version**, selecting the “Share” icon will bring up a Send Link box shown here.

c. Select the Anyone with the link can view> to set the rights. Do you want the person to be able to edit? Set a password on the document? Block anyone from downloading it?



d. To share with your teacher, select the Allow editing option.



Step 4 - **Share with specific people option.** This option means that only those you share the link with can access and view it. If the Allow editing is not checked, then they will not be able to edit it, only view it.

a. Set the sharing options you desire and either copy the link send it to their email.

Link sharing

-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) Can comment ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about link sharing](#)

Step 5 (OPTION) - Your teacher may also want you to share your spreadsheet as part of a blog or website. Check to see if they want you to Publish it to the Web (under the File menu)

Step 6 - Check with your teacher to see how they want you to submit or share this document.

