

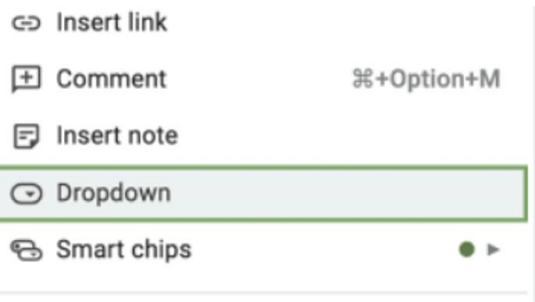
1. Open Google Sheets. Name the document as Name_Lastname_Rec_3ESO_2025.

2. Starting by 2B start creating your table. In the line 2 add the titles in bold for each column: Day, hours of sleep, bedtime hour, wake up hour, time spent in your hobbies, expenses, satisfaction. All these cells must be in a light blue and with bold letters.

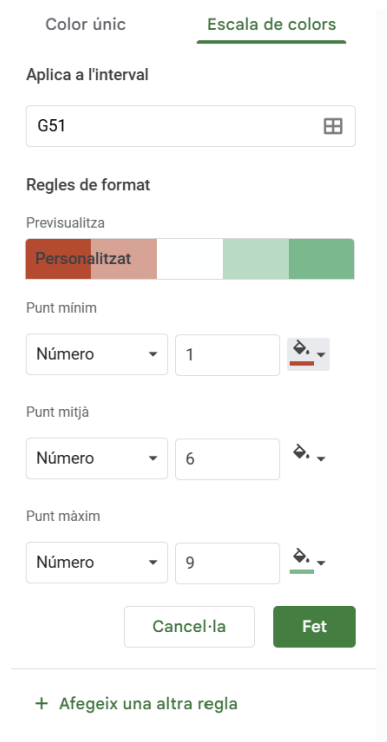
3. Starting in B3 and continuing in the cells below, add the dates for a whole week (B3:B9).

4. Monitor the hours in which you go to sleep and wake up, and fill the proper cells with it. Track the temperature (you can google it or use digital tools). Also track the amount of time you expend practicing your hobbies. And the money you expend (yourself, not others paying for your basic needs).

5. Create a dropdown (*menu desplegable*). You will find it in the contextual menu inside insert. Create 5 options: Terrible, Boring, neural, fun, amazing. Use colors from red to green to indicate the range from positive to negative. Use it to grade each day with the labels you created.



6. Create a conditional coloring format for the hours of sleep. You will find it in the coloring bucket below the color samples. As (*Format condicional*). A contextual menu will open in the right. Go to color scale (*Escala de colors*). Set minimum value to 1 and an intense red. The medium value to 6 in white and the max value to 9 in an intense green.



7. Use a function to calculate the average of hours slept. You can present it in the cell you like with the proper indications

8. Use a function to calculate the total of money spent in the whole week. Present the total logically and clearly.