

Google Sheets Synthesis Matrix Checklist



Google
Sheets



BRANDMAN
UNIVERSITY CHAPMAN SYSTEM
EST. 1861

-
- Create new sheet from Google Drive
 - Title matrix (Note: sheets automatically saves as cells are changed)
 - Fill in matrix borders with color (color choice are optional)
 - Fill row 2 (gray)
 - Fill column 2 (black)
 - Fill row 1 (green)
 - Fill column 1 (blue)
 - Add cell titles
 - Cell A1: Synthesis Matrix (make this in a white background)
 - Cell B1: **Themes** (bold)
 - Cell A2: **REFERENCES** (bold)
 - Add borders to all cells
 - Freeze panes for references and themes
 - Go to view
 - Freeze
 - Select 2 rows
 - Select 2 columns
 - Center justify and middle justify all cells
 - Add text wrap to all cells
 - Adjust width size on references column
 - Add references and themes (for pasting use Ctrl-V, CMD-V, or right click and paste special)
 - Insert quotes or paraphrase comments
 - Insert reference links
-

De La Torre, M., & Powalski, C. (2018, September). Google Sheets synthesis matrix [Demonstration].

Checklist demonstration presented at the fall immersion for Brandman University, Irvine, CA.