

GOOGLE SHEETS BASICS

Google Sheets is a spreadsheet application, similar to MS Excel. It is a free application that can be downloaded from Google Apps to your PC, Tablet or Phone. You will need a Google account to download the application. The files are automatically saved to the Google Drive, but you can save the files on your PC.

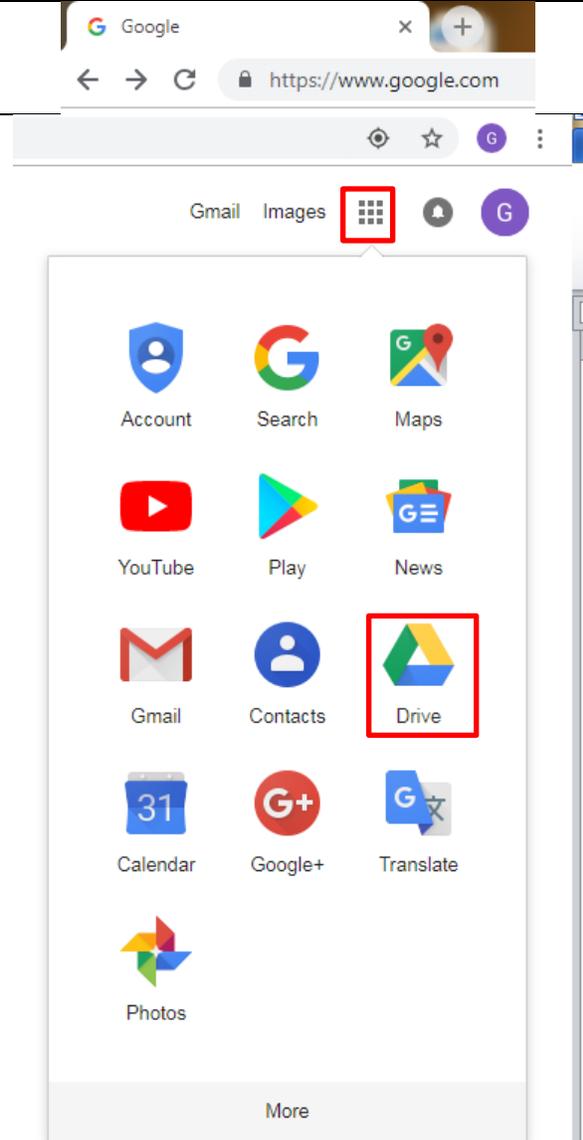
ACCESSING GOOGLE SHEETS

Open a web browser and go to the Google Website – www.google.com

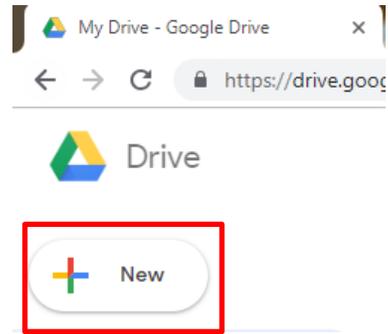
Click the **Applications Icon** in the upper-right corner as shown here.

Since all files created with Sheets are automatically saved to your Google Drive, you can access the Sheets application from there.

Click the **Drive Icon**.

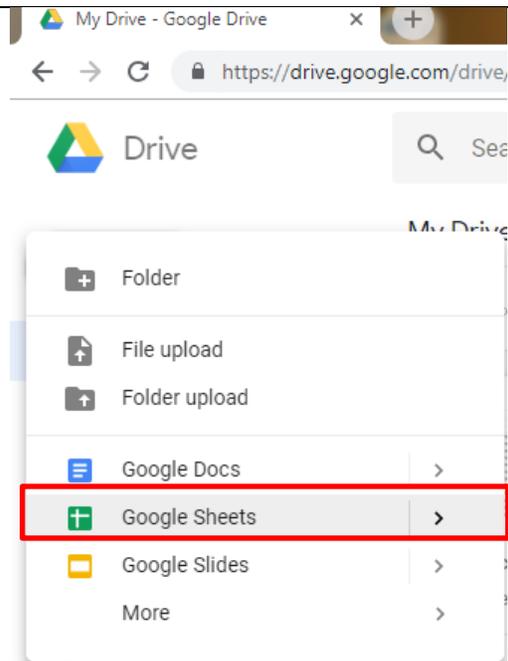


At the Google Drive, click the **New Button**.



A list of applications will appear.

Click **Google Sheets**

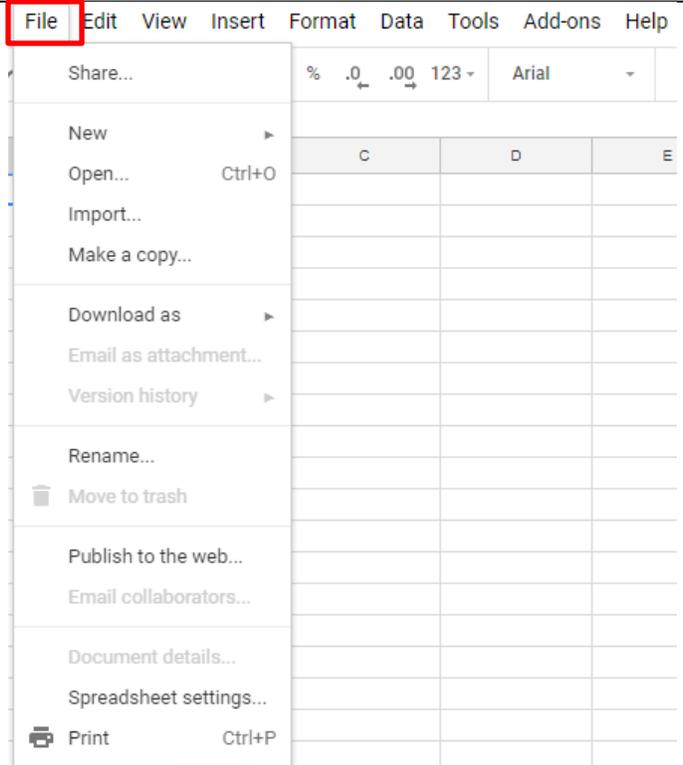


The application will open.

The screenshot shows a web browser window with two tabs: 'My Drive - Google Drive' and 'Untitled spreadsheet - Google S...'. The address bar displays the URL: <https://docs.google.com/spreadsheets/d/1-jYqIPdijPPm9SL0ATbLGDDL8GP3nSw3hG6-6aNbfwg/edit#gid=0>. The spreadsheet interface is titled 'Untitled spreadsheet' and features a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Data', 'Tools', 'Add-ons', and 'Help'. Below the menu is a toolbar with various icons for undo, redo, print, and formatting. The spreadsheet grid shows columns A through H and rows 1 through 29. The first cell (A1) is selected and highlighted with a blue border. The formula bar above the grid is empty and contains the text 'fx'.

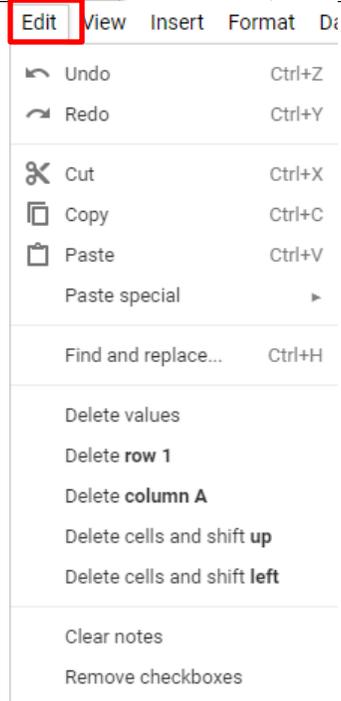
GOOGLE SHEETS - MENU

File Menu



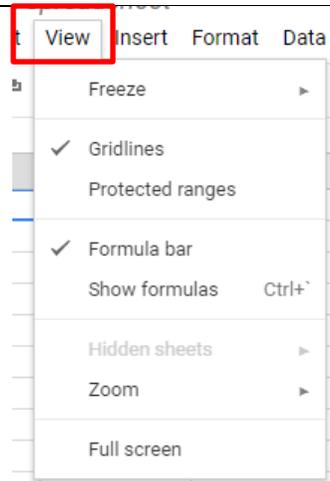
The screenshot shows the File menu in Google Sheets. The menu is open, and the 'File' menu item is highlighted with a red box. The menu items are: Share..., New, Open... (Ctrl+O), Import..., Make a copy..., Download as, Email as attachment..., Version history, Rename..., Move to trash, Publish to the web..., Email collaborators..., Document details..., Spreadsheet settings..., and Print (Ctrl+P). The background shows a spreadsheet grid with columns C, D, and E visible.

Edit Menu

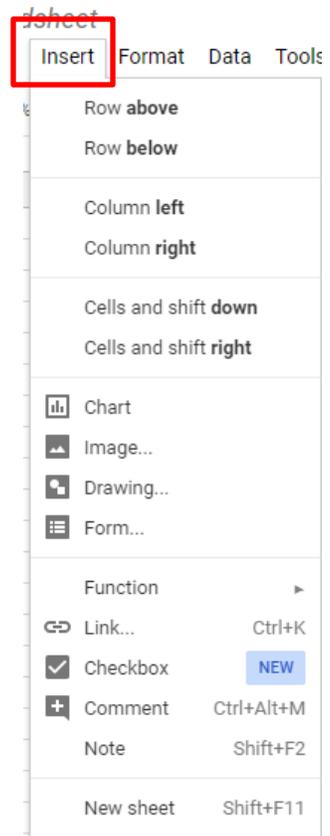


The screenshot shows the Edit menu in Google Sheets. The menu is open, and the 'Edit' menu item is highlighted with a red box. The menu items are: Undo (Ctrl+Z), Redo (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste special, Find and replace... (Ctrl+H), Delete values, Delete row 1, Delete column A, Delete cells and shift up, Delete cells and shift left, Clear notes, and Remove checkboxes.

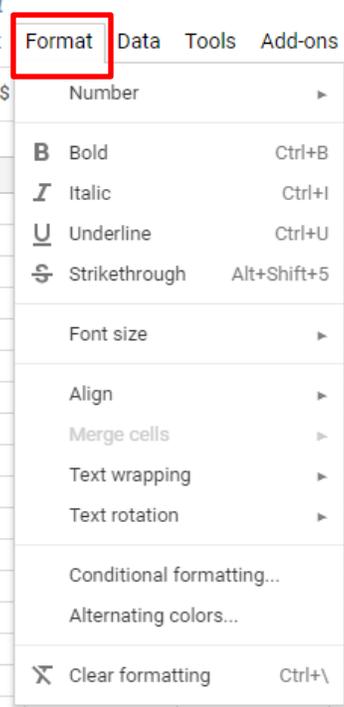
View Menu



Insert Menu



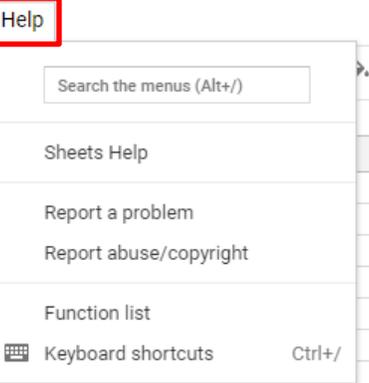
Format Menu



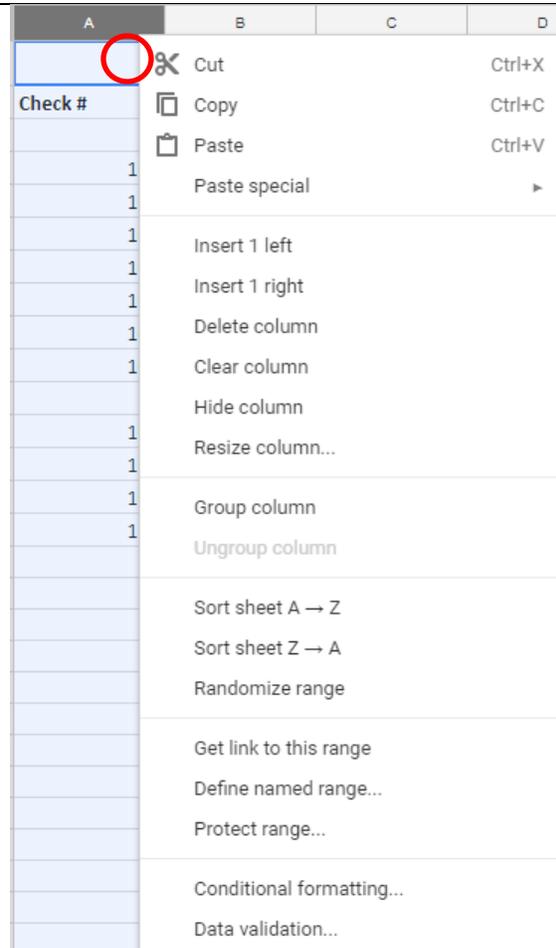
**Data, Tools & Add-ons –
Advanced Features**



Help Menu

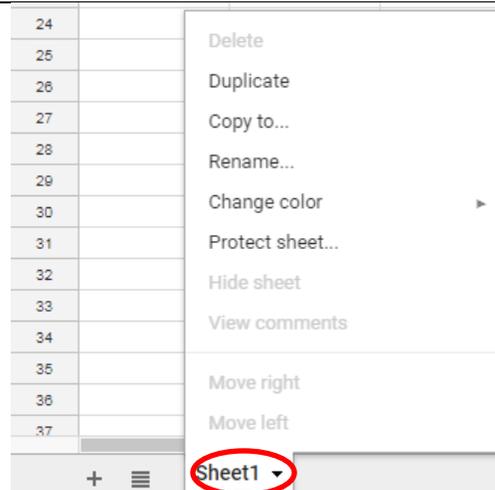


Column Menu



Sheets Menu

Click the + sign to add more sheets



OTHER PARTS OF THE SCREEN

Toolbar



Formula Bar

fx

Home Button



Untitled spreadsheet

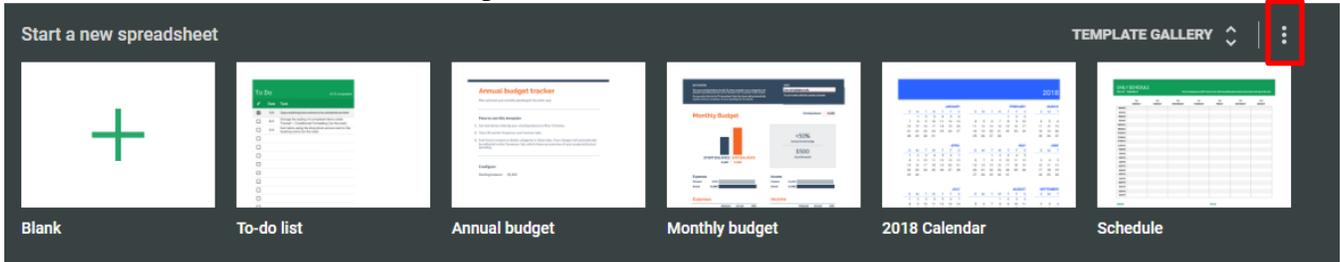
File Edit View Insert

Templates

Click the three dots for a list of more templates to chose from:

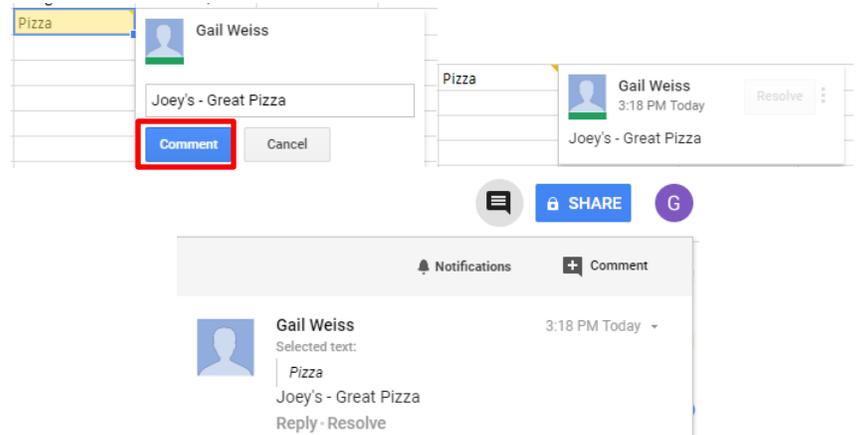
Start a new spreadsheet

TEMPLATE GALLERY



Blank To-do list Annual budget Monthly budget 2018 Calendar Schedule

Comments



Pizza

Gail Weiss

Joey's - Great Pizza

Comment Cancel

Pizza

Gail Weiss 3:18 PM Today Resolve

Joey's - Great Pizza

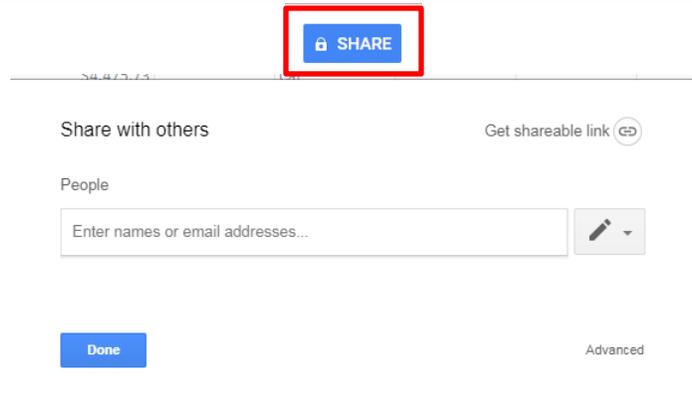
SHARE

Notifications Comment

Gail Weiss 3:18 PM Today

Selected text:
Pizza
Joey's - Great Pizza
Reply · Resolve

Share



SHARE

Share with others Get shareable link

People

Enter names or email addresses...

Done Advanced

KEYSTROKES

Keystrokes for Navigation

Keyboard shortcuts

Editing

- Menus
- Formatting
- Data
- Review
- Selection
- Screen reader support
- File commands
- View
- Navigation

Navigation

Chat	Shift+Esc
Enter current comment	Ctrl+Alt+E Ctrl+Alt+C
Find and replace...	Ctrl+H
Find...	Ctrl+F
Focus database pill	Ctrl+Shift+'
Focus pop up	Ctrl+Alt+E Ctrl+Alt+P
Focus quicksum	Alt+Shift+Q
Move focus out of editing area	Ctrl+Alt+Shift+M
Move to beginning of sheet	Ctrl+Home
Move to end of row	End

[View shortcuts in help center](#) **Override browser shortcuts** [VIEW OVERRIDES](#)

Keystrokes for Selecting

Keyboard shortcuts

Editing

- Menus
- Formatting
- Data

Selection

Select all	Ctrl+A or Ctrl+Shift+Space
Select column	Ctrl+Space
Select row	Shift+Space

MOUSE SHAPE

Arrow – Used to select a cell, range of cells, column(s) and row(s)



AutoFill Handle – User to copy cell contents or formulas to adjoining cells



Hand - Used to Move or Copy text using the Drag & Drop feature



FORMATTING OPTIONS

Since calculations can be performed on Dates and Numbers, do NOT mix Text, Dates, and Numbers in the same column or row.

TEXT

Sheets considers any cell containing any text, even if it contains both text and numbers as “TEXT” (addresses and telephone numbers are text.)

DATE

Sheets recognizes several different ways of inserting a date:

November 1, 2018

11/1/18

Nov-01

Nov-2018

11/01/18

The current date can be inserted by pressing CTRL + ; at the same time

TIME

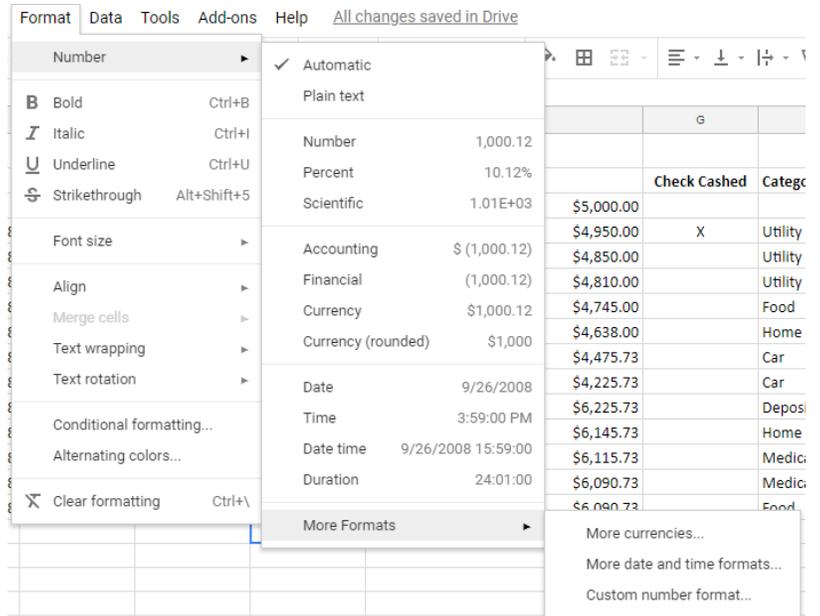
Sheets also recognizes several different ways of inserting the time.

13:30

10:21AM

20:00 (military time)

The current time can be inserted by pressing CTRL + SHIFT + ; at the same time



NUMBERS

You can enter numbers with many different formats in Sheets.

General Number	99
Comma	5,400
Percent	20%
Decimal	3.12345
Currency	\$34,000.00
Exponent	1.2E+08

FUNCTIONS

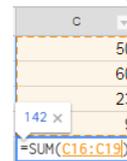
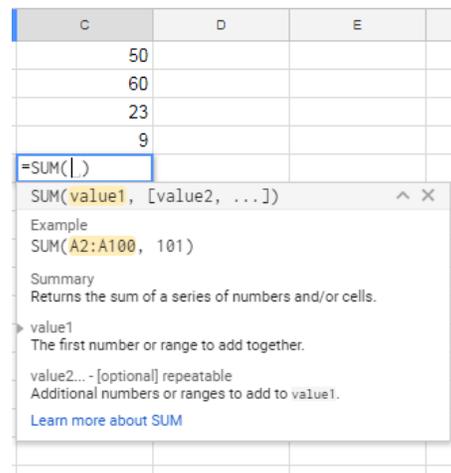
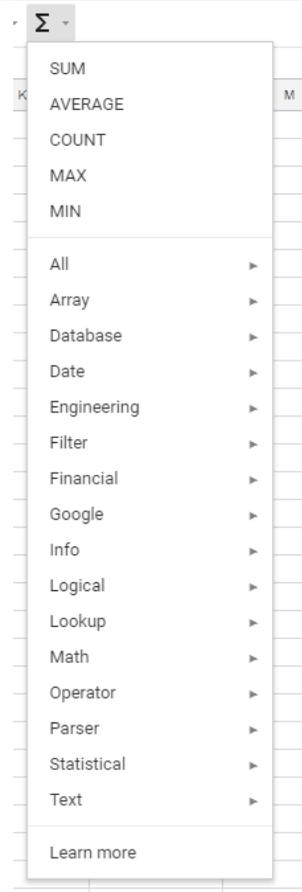
Auto Calculate Feature

You can quickly get a sum, average, count of a range of numbers without entering a formula with the Auto Calculate Feature.

*Click the Functions Icon on the Toolbar and select the function.

*Select the range of cells you want to calculate.

*Press ENTER.



CALCULATIONS PERFORMED WITH AUTOCALCULATE

<i>Average</i>	Gives you the average of a range of numbers.
<i>Count</i>	Counts the number of cells in a range
<i>Numeric Count</i>	Counts the number of cells that contain numbers in the range.
<i>Maximum</i>	Returns the maximum value in the range.
<i>Minimum</i>	Returns the minimum value in the range.
<i>Sum</i>	Gives you the sum of the range.

RULES FOR CREATING FORMULAS

Every formula must begin with an equal sign (=).

No spaces are to appear in the formula.

Numbers or cell addresses can be referenced.

Numbers can be used in formulas as follows:

=Sum(45+67+123+567)

Formulas can use cell addresses as follows:

=sum(D5+D6+D7+D8)

The cell addresses can be typed in capital or lowercase.

Formulas can contain both numbers and cell addresses

=sum(D9+6+D10+8)

ARITHMETIC OPERATORS		
Operator	Formula	Type of Operation
+	=2+2 or =A1+A2	Addition
-	=10-3 or =A1-A2	Subtraction
*	=4*4 or =A1*A2	Multiplication
/	=20/5 or =A1/A2	Division
%	=10%	Percent
^	=5^2 or =A1^A2	Exponentiation (to the power of)

COMPARATIVE OPERATORS	
Operator	Type of Operation
=	Equal to
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<>	Not equal to

RULES FOR CREATING FORMULAS WITH FUNCTIONS

All formulas must start with an equal sign (=), followed by the function name.

The arguments must be in parentheses.

AND NO SPACES are to appear.

=SUM(2,4,5,B6,C15,D21)

NOTE: By default EXCEL always displays the results of the formula in the cell of the worksheet. If you want to see the actual formulas in the worksheet, press **CTRL + ~ (tilde)**.