



GOOGLE SHEETS

What can you do with Sheets?

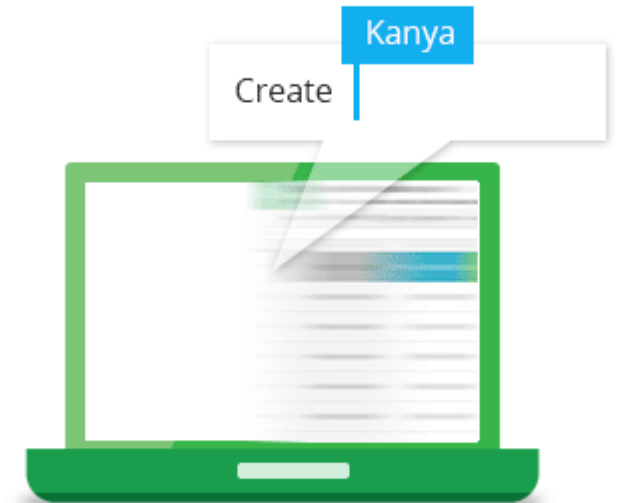
Handle task lists, create project plans, analyze data with charts and filters, and much more.

With Google Sheets, you can create and edit spreadsheets directly in your web browser—no special software is required. Multiple people can work simultaneously, you can see people's changes as they make them, and every change is saved automatically.

What you need:

 G Suite account

 10 minutes



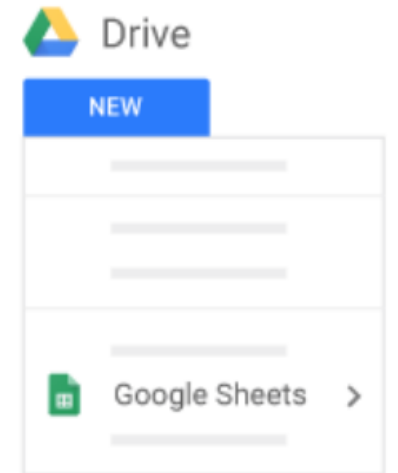
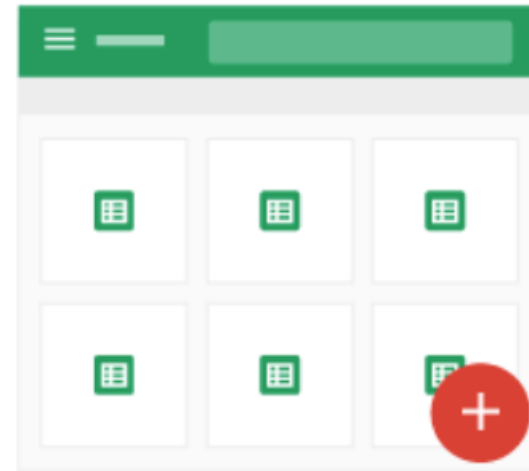
1

Create or import

Create a new spreadsheet

From the Sheets homepage: Click Create new spreadsheet +.

From Google Drive: Click New > Google Sheets > Blank spreadsheet or From a template.

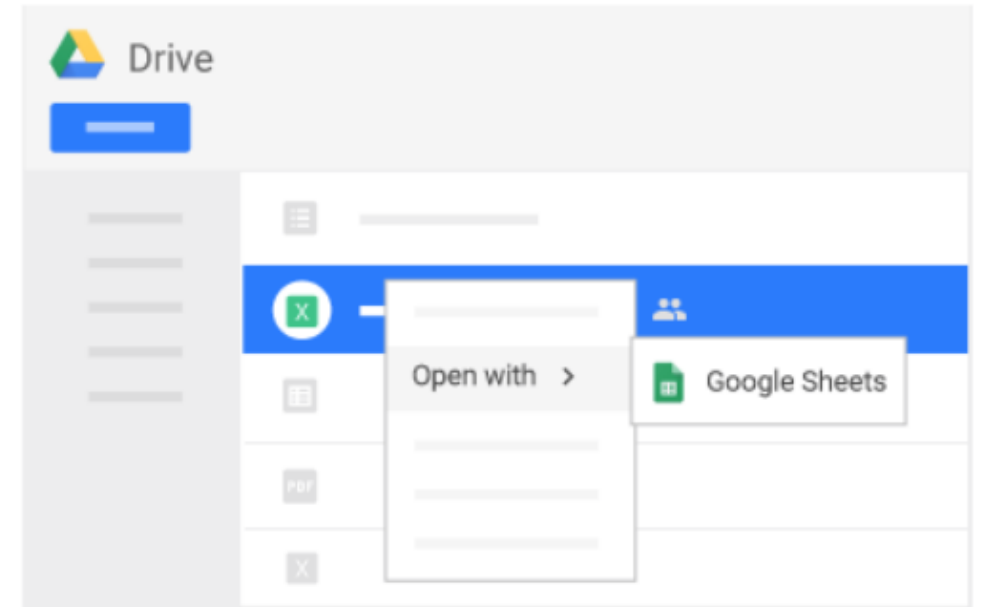


Import and convert old spreadsheets to Sheets

If you have an existing spreadsheet you created in another program, you can easily import and convert it to Sheets.

1. Go to [Drive](#).
2. Click **New > File Upload**.
3. Choose the existing spreadsheet from your computer to add it to Drive. Supported files include .xls, .xlsx, .xlt, .ods, .csv, .tsv, .txt, and .tab.
4. In Drive, right-click the spreadsheet you want to convert.
5. Select **Open with** and choose **Google Sheets**.

When you convert your spreadsheet from another program, a copy of your original file is created in the Sheets format. You can then edit it in your browser as you would with any other Sheet.

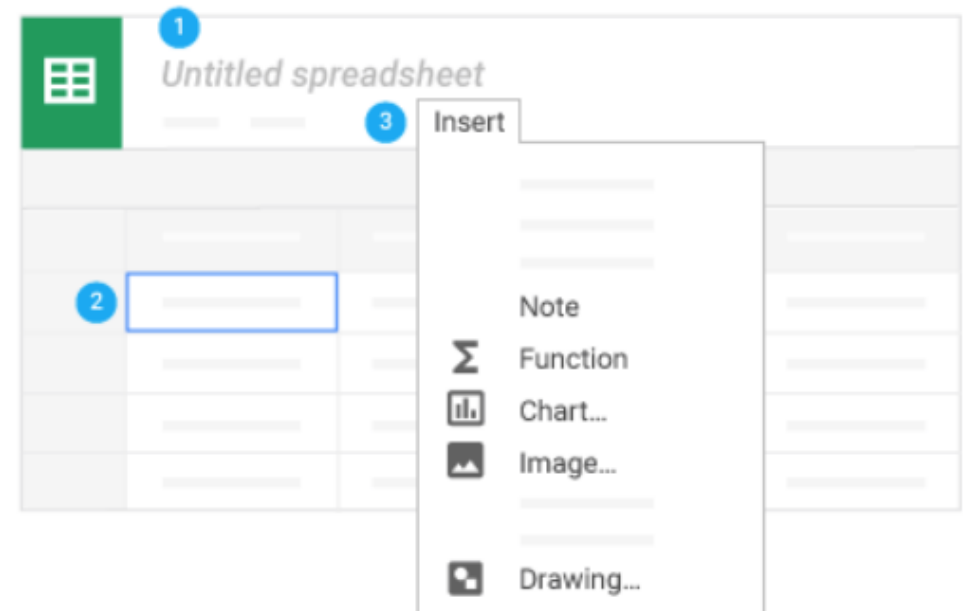


2

Add content





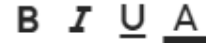






Enter and edit your data

- 1. Rename your spreadsheet:** Click **Untitled spreadsheet** and type a new name.
- 2. Enter text or data:** Click a cell and start typing.
- 3. Insert more items:** Click **Insert** and add notes, functions, charts, images, drawings, and more.



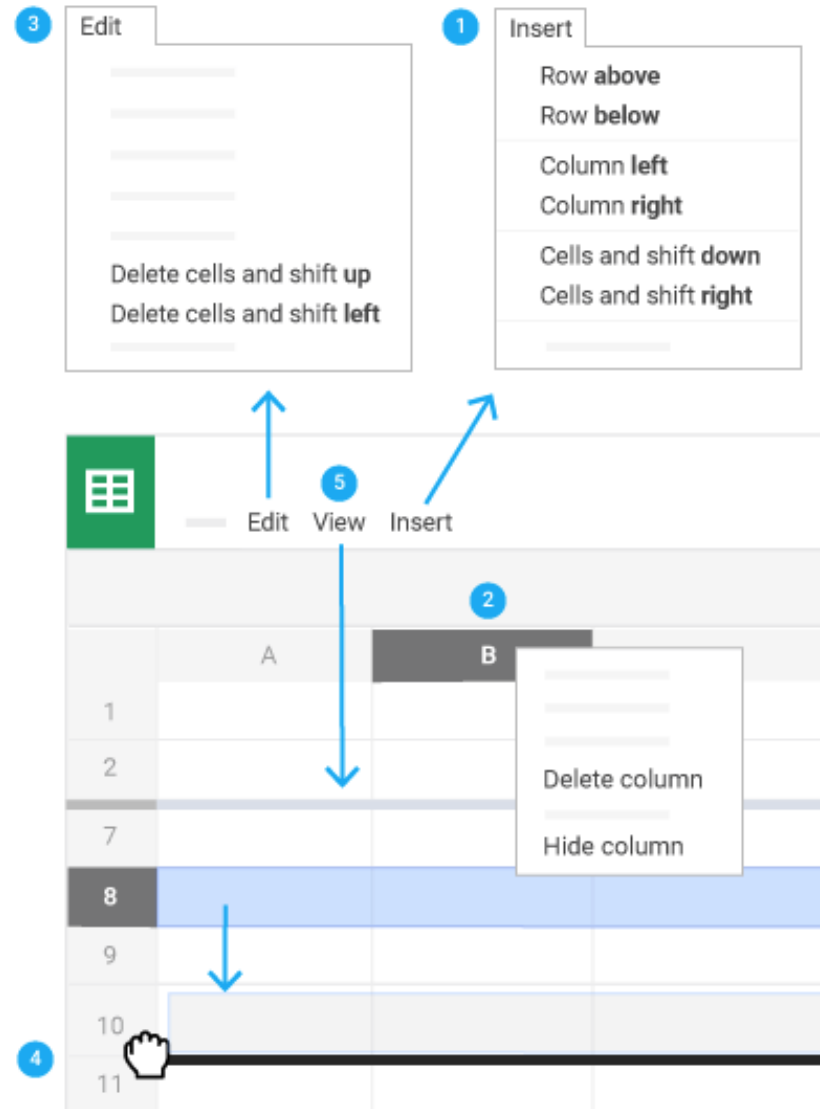
Customize formats and fonts

In your spreadsheet, select the cells you want to customize, then use the menus and toolbar to change their formats.

	Undo or Redo your last changes.
	Copy formatting from any text and apply it to another selection of text.
	Format your data as currency, percentages, dates, times, plain text, or other options.
	Change font or font size.
	Add font styles such as bold, italics, underline, and font color.
	Add or edit cell borders.
	Merge cells.
	Choose text alignment.
	Insert links, comments, or charts.
	Filter your data.
	Add functions.

Work with rows, columns, and cells

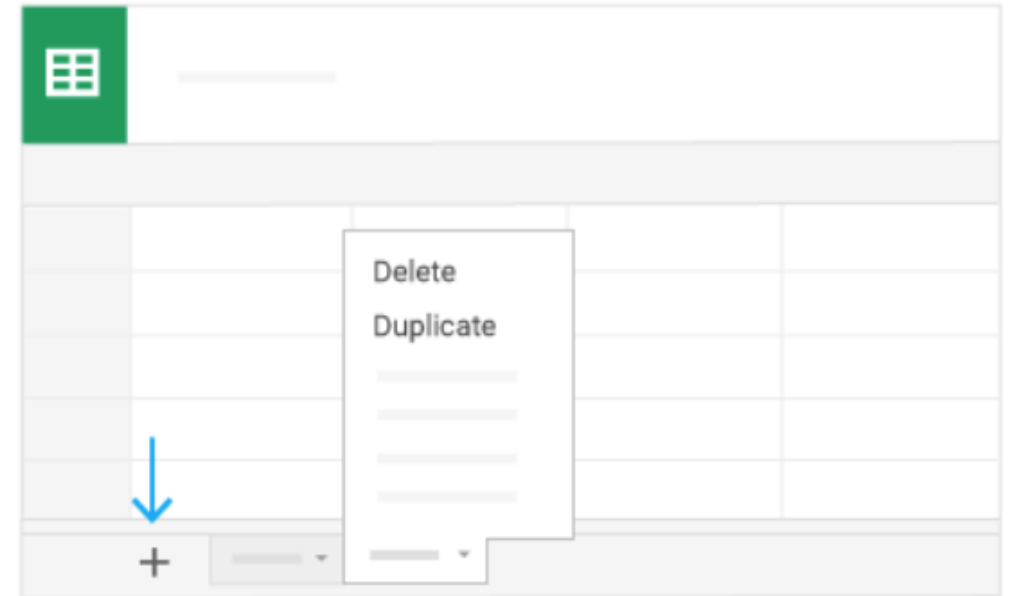
- 1. Add rows, columns, and cells**—Select a cell or block of cells. Then, on the menu bar, click **Insert** and choose where to add the row, column, or cells.
- 2. Delete or hide rows and columns**—Right-click the row number or column letter and select **Delete** or **Hide**.
- 3. Delete a cell or a block of cells**—Select the cells you want to delete. Click **Edit** > **Delete cells and shift up**, or **Edit** > **Delete cells and shift left**.
- 4. Move rows and columns**—Click the row number or column letter to select it. Then, drag it to a new location.
- 5. Freeze header rows and columns**—Keep some data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View** > **Freeze** and choose an option.



Work with multiple sheets

Add a sheet: At the bottom of your spreadsheet, click Add sheet + to add another sheet.

Delete or copy a sheet: Open the sheet. Then, at the bottom of your spreadsheet, on the sheet's tab, click the Down arrow +, and select **Delete** or **Duplicate**.



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Share and collaborate

Share your spreadsheet with your team, or people outside your company. People can make changes at the same time, and you can see their changes as they happen. You can share with people who aren't on G Suite, too.

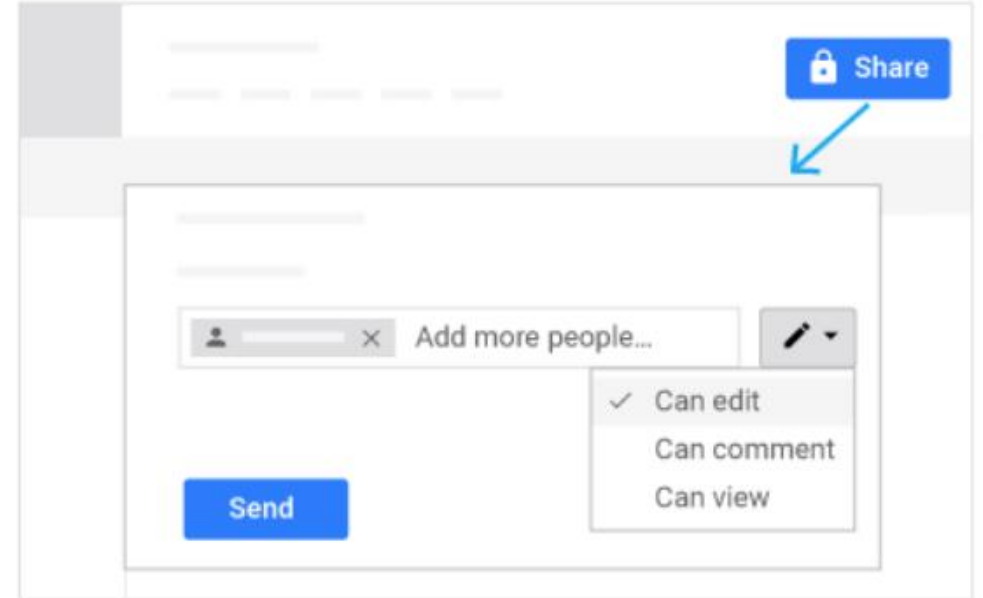
Share a file you own or can edit:

1. Open the file you want to share.
2. Click Share.
3. Enter the email addresses or Google Groups you want to share with.

Note: If you can't add people outside your company, see your G Suite administrator.

4. Choose what kind of access you want to give people:
 - **Can edit**—Collaborators can add and edit content, and add comments.
 - **Can comment**—Collaborators can add comments, but not edit content.
 - **Can view**—Collaborators can view the file, but not edit content or add comments.
5. Click Send.

Everyone you shared with will receive an email with a link to the spreadsheet.



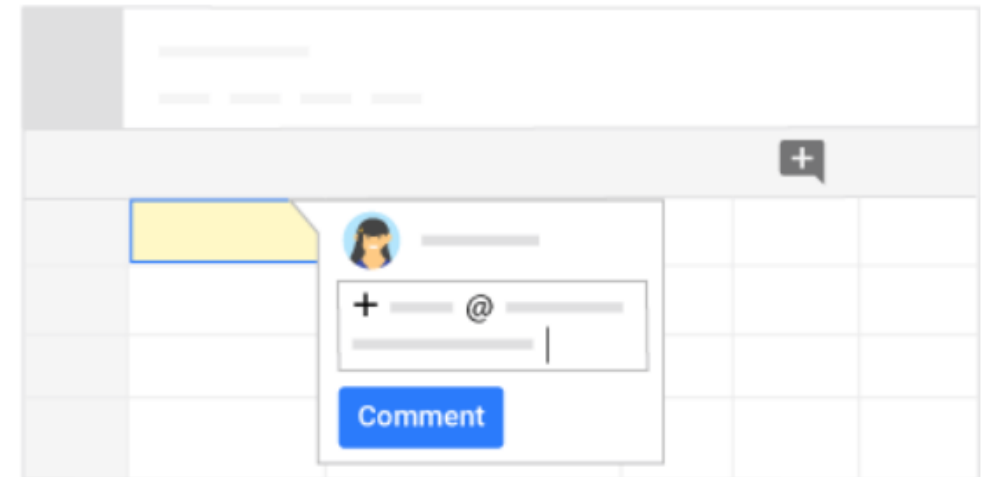
Add comments and replies

If team members aren't available to collaborate in real time, leave feedback and questions for them to see later.

1. Select a cell.
2. In the toolbar, click Insert comment.
3. Add your notes and click **Comment**.

If a comment is important for a specific collaborator to see, enter + followed by their address. They'll get an email with your comment, along with a link to the spreadsheet. They can then reply to your comment to answer questions or start a discussion.

When you're done with a comment, click **Resolve**.



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Print and download

Print your spreadsheet

To print your spreadsheet, click **File > Print** or click Print.

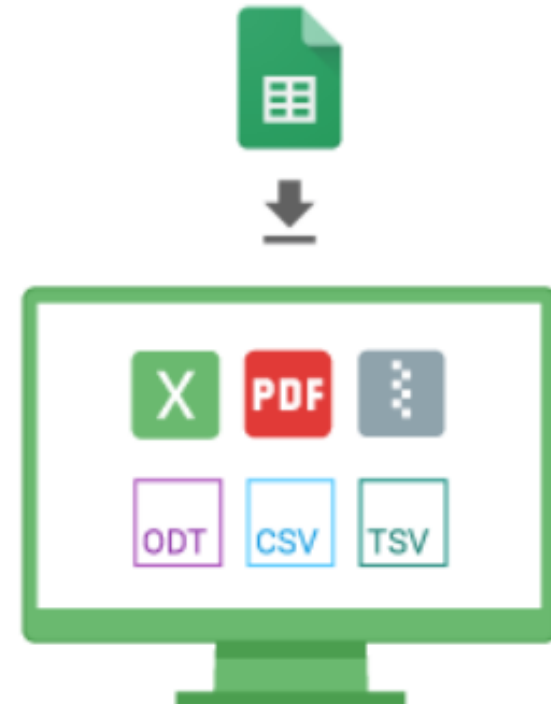
You can choose which sheets to print, what features to include, and which layout you want.



Download versions in other formats

To download your spreadsheet so you can open it in other programs, click **File > Download as** and choose one of the following formats:

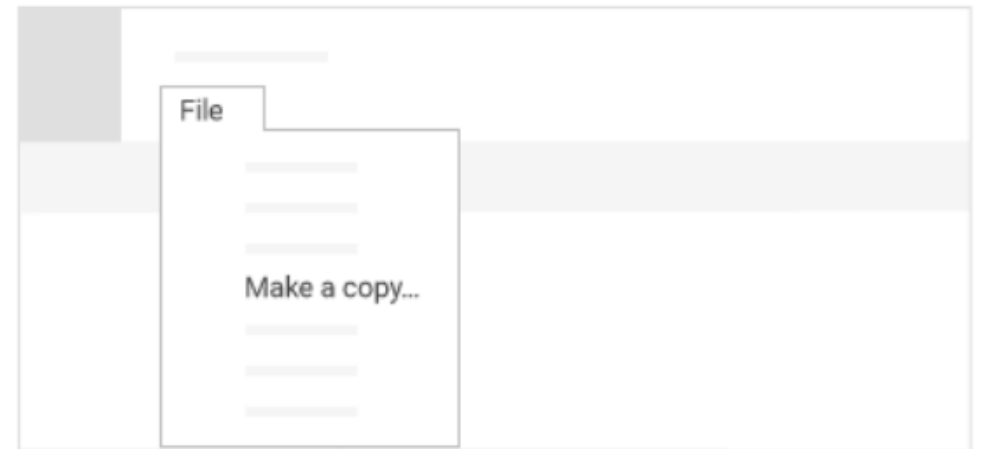
- Microsoft Excel (.xlsx)
- OpenDocument format (.odt)
- Adobe® PDF document (.pdf)
- Comma-separated values (.csv)
- Tab-separated values (.tsv)
- Web page (.zip)



Make a copy in Sheets

Copying a spreadsheet is useful for creating templates. For example, if you write a lot of project plans, make copies of one plan. Then, update each copy for a new project without having to format it again.

To make a copy of your spreadsheet, click **File > Make a copy**. You can rename the copy, change where you save it in Drive, and optionally share it with the same collaborators.



Email a copy as an attachment

If you need to collaborate with someone on your spreadsheet in your old program or format, such as PDF or Excel, you can email it as an attachment.

1. Click **File > Email as attachment**.
2. Select a format.
3. Enter the email addresses or Groups you want to send copies to.
4. (Optional) Enter a message.
5. Click Send.

