

## Google Sheets

Google Sheets is a web-based spreadsheet program offered through Google Suites which allows users to create spreadsheets remotely on most devices. Google Sheets also allows groups of people to edit documents simultaneously and automatically saves changes. In today's class, you are going to learn how to do basic functions in Google Sheets.

\*\*\*Only users with Gmail accounts can access Google Sheets\*\*\*

### By the end of today's lesson, you will be able to:

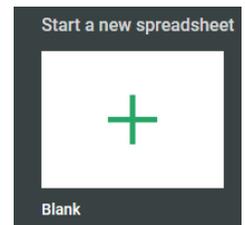
- Create and edit Google spreadsheets
- Edit spreadsheets
- Share spreadsheets
- Download Google Sheets spreadsheets and upload Excel spreadsheets to Google Sheets

### Create and edit Google spreadsheets

1. Log in to your Gmail account and click on the **overflow icon** in the top right-hand corner. A drop-down menu will appear



2. Click on the **Google Sheets icon**
3. Once in Google Sheets, click on the **Blank spreadsheet icon** and a spreadsheet page will appear
4. Click on "*Untitled spreadsheet*" in the top left corner and typing in a spreadsheet title.
5. Edit the document as you usually would on Microsoft Excel or any comparable spreadsheet program. Google Sheets automatically saves changes once you stop typing. When you are done, simply close the window or click on the **Google Sheets icon** next to the document title.



### Edit Spreadsheets

1. **Autofill** - There are two main ways to autofill – *Repeat Cells* and *Continue Sequence*:
  - *Repeat Cells* -
    - Click on the cell with the value you want repeated. Then hover your cursor over the bottom right corner of the cell until you see a black plus sign (+). Click, hold, and drag your mouse down towards the last cell you would like filled. You are also able to fill cells above and to the right/left of the first cell.
  - *Continue Sequence* - In order to continue a sequence, you will need to provide at least three values. If you put numbers in order, the numbering will continue. If you put words or numbers out of order, then the sequence you have plugged in will be repeated.
    - Highlight three cells then hover your cursor over the bottom right of the third cell until you see a black plus sign (+). Click, hold, and drag your mouse down towards the last cell you would like filled.
    - If you type in at least one date, it will continue filling in the dates.
2. **Clear Cells** - Highlight the cells you want cleared then press **Backspace** or **Delete**.

3. **Adjust Columns** – To adjust the width of a column, hover your mouse over a vertical line at the top of a column. Click, hold, and drag your mouse to the right until you have reached the desired cell length.
4. **Adding New Sheets** - Click on the plus sign (+) at the bottom left of the page. Rename sheets by right-clicking the tab and choosing **Rename...**
5. **Highlight Row or Column** - Click on the first cell in the row or column. **Press Ctrl + Shift + Arrow direction.** This command will only highlight up to the last *filled* cell.
6. **Filter/ Sort** - Click on the letter at the top of the column you would like to sort - this will highlight the entire column. Then click on the **three-dot overflow** icon on taskbar 
  - o In the overflow menu, click on the **filter** icon 
  - o In the highlighted column, a green filter icon will appear . Click on the icon and a filter menu will appear.
  - o You can sort numbers or words in ascending or descending order
  - o You can also Filter out cells with certain values or characters
7. **Find and Replace** - There are two ways to access the Find and Replace function -
  - o Click on **Insert > Find and Replace**
  - o Type Ctrl + H
8. **Undo, Redo** – On the far left side of the taskbar, there are two arrows slanted down. The arrow on the left allows you to **Undo** mistakes; the arrow on the right allows you to **Redo** text
9. **Copy Format with Paint Format** – Highlight the text with the formatting that you want to replicate. Click on the **Paint Format** icon. Highlight the text whose format you would like to change. 
10. **Add Comments** – Highlight the text to which you would like to comment and click on the **Insert > Comment.**
11. **Insert Functions** - Highlight the cells you would like to calculate. Click on the **three-dot overflow** icon on the taskbar.
  - o In the overflow menu, click on the functions icon  and choose a function. Then hit **Enter** for the function to activate.
12. **View Previous Versions** – **Click on File > Version history > See current history.** You will see dates and times of editing. You can review older versions and revert the spreadsheet to an older version. You can also make a copy of a different version as well

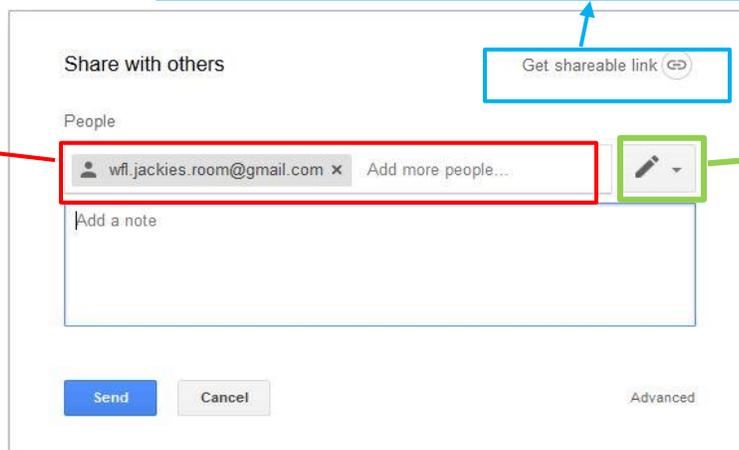
## Share documents

If you would like to collaborate on a document simultaneously with another Gmail account user, you can share the document.

1. To share your document with another user, click on the **Share icon** in the top right-hand corner of the document
2. A window will pop up and  you will be able to type in the email address of the user with whom you would like to share

Type in the email address and press **Enter**. You can share a document with up to 200 people. You can also send a document to a group in your contacts

Instead of sharing editing rights, you can also just share the link to the document with users



**Can Edit** – Users have as much control as the creator. Up to 100 users can edit a single document  
**Can Comment** – Users can insert comments but they cannot edit the document itself  
**Can View** – Users can only view a document – up to 200 people are able to view a document

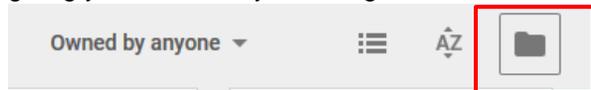
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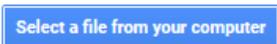
If you would like to work on the document offline, you can download the Google spreadsheet to a computer as a regular Microsoft Excel spreadsheet.

1. Click on **File > Download as**
2. Click on **Microsoft Excel (.xlsx)** and choose to **Save File**. The file will automatically be saved to the *Downloads* folder on the computer

Conversely, if you need to work on a Microsoft Excel spreadsheet remotely, you can upload the document to Google Sheets.

1. Click on the dark gray folder found right above the previously saved Google spreadsheets and window will pop up giving you access to your Google Drive



2. Choose the **Uploads** tab
3. Click on 
4. You can choose a Microsoft Excel spreadsheet from your computer and it will automatically open in Google Sheets

## Google Sheets – Pros and Cons

Pros	Cons
<ul style="list-style-type: none"><li>• Easy way to disseminate information to many people at once</li><li>• Great for real-time collaboration with users who are unable to meet in-person</li><li>• Free of charge!</li><li>• Straight-forward and easy to use</li><li>• There is an app specifically for Google Sheets</li></ul>	<ul style="list-style-type: none"><li>• Collaborators could accidentally delete the work of others and the changes would be made instantly</li><li>• If you publish your document, it will be searchable</li><li>• Must be accessed with an Internet connection</li></ul>