Google Sheets

Open a New Sheet

1. Go to [www.google.com](http://www.google.com)
2. Sign into Google Account
3. Click on Google Launcher  
   Choose Drive  
4. From Google Drive: Click New → Google Sheets.

Enter and Edit Data

1. Rename your spreadsheet:  
   Click Untitled spreadsheet → enter new name
2. Enter text or data: Click a cell and start typing.
3. Insert more items: Click Insert → choose  
   Image, chart, etc.
Working with Rows or Columns

1] Add rows & columns: Select Cell → Insert → select position

2] Delete row or column: Right-click row number or column letter → select Delete or Hide

3] Move rows or columns: Click row number or column letter. Hold and drag to new location

4] Freeze header rows and columns: Select View → Freeze → select rows/columns to freeze

Add or Delete a Sheet

Add a sheet: Bottom left of spreadsheet, click +

Delete or Copy a sheet: Select sheet tab → select Delete or Duplicate
# Customize Cell Formats

**Customize formats and fonts**

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo or Redo your last changes.</td>
<td>![Undo/Redo Icon]</td>
</tr>
<tr>
<td>Copy formatting from any text and apply it to another selection of text.</td>
<td>![Copy/Format Icon]</td>
</tr>
<tr>
<td>Format your data as currency, percentages, dates, times, plain text, or other options.</td>
<td>![Currency/Percent/Dates/Times Icon]</td>
</tr>
<tr>
<td>Change font or font size.</td>
<td>![Font/Size Icon]</td>
</tr>
<tr>
<td>Add font styles such as bold, italics, underline, and font color.</td>
<td>![Font Styles Icon]</td>
</tr>
<tr>
<td>Add or edit cell borders.</td>
<td>![Borders Icon]</td>
</tr>
<tr>
<td>Merge cells.</td>
<td>![Merge Icon]</td>
</tr>
<tr>
<td>Choose text alignment.</td>
<td>![Alignment Icon]</td>
</tr>
<tr>
<td>Insert links, comments, or charts.</td>
<td>![Insert Icon]</td>
</tr>
<tr>
<td>Filter your data.</td>
<td>![Filter Icon]</td>
</tr>
<tr>
<td>Add functions.</td>
<td>![Add Icon]</td>
</tr>
</tbody>
</table>

---

**Learn More @**

*https://gsuite.google.com/learning-center/*
Use autofill to complete a series*

1. Enter text in cell in two cells.
2. In a column or row, enter text, numbers, or dates in at least two cells next to each other.
3. Highlight the cells. You’ll see a small blue box in the lower right corner.
4. Drag the blue box any number of cells down or across.
   - If the cells form a series of dates or numbers, the series will continue across the selected cells.
   - If the cells don’t form a series of dates or numbers, the list of values will repeat across the selected cells.

Sort Data*

1. Highlight the group of cells you'd like to sort. To select the entire sheet, click the top left corner of the sheet.
2. Click Data ➔ Sort range.
3. If your columns have titles, click Data has header row.
4. Select the column you'd like to be sorted first and whether you would like that column sorted in ascending or descending order.
   - Click +Add another to add another sorting rule. Sorting will be done according to the order of your rules.
   - To delete a rule, click Close ×.
5. Click Sort. Your range will be sorted.

Filter Data*

1. Select a range of cells.
2. Click Data ➔ Filter.
3. To see filter options, go to the top of the range and click Filter ➓.
   - Filter by condition: Choose from a list of conditions or write your own. For example, if the cell is empty, if data is less than a certain number, or if the text contains a certain letter or phrase.
   - Filter by values: Uncheck any data points that you want to hide and click OK. If you want to choose all data points, click Select all. You can also uncheck all data points, by clicking Clear.
4. To turn the filter off, click Data ➔ Turn off filter.