

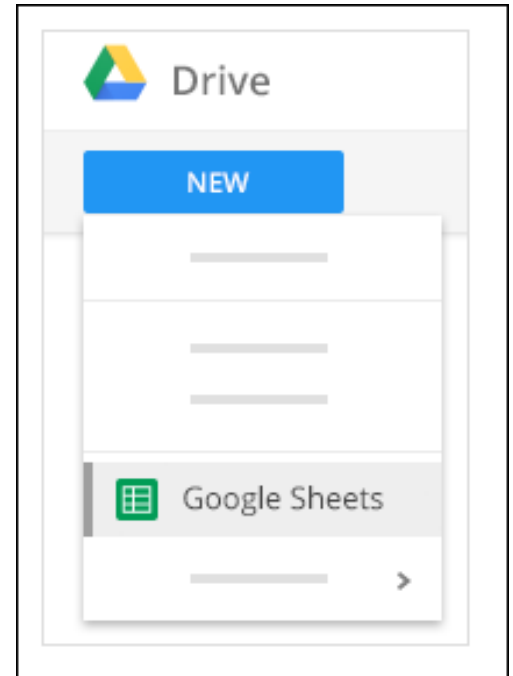


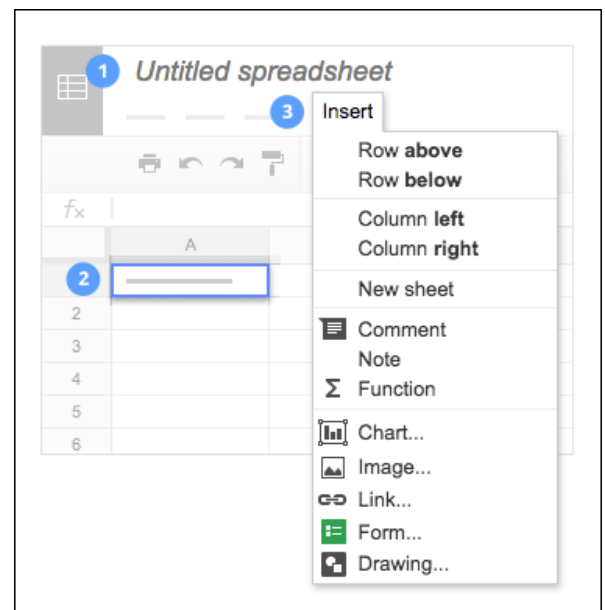
Open a New Sheet

1. Go to 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.



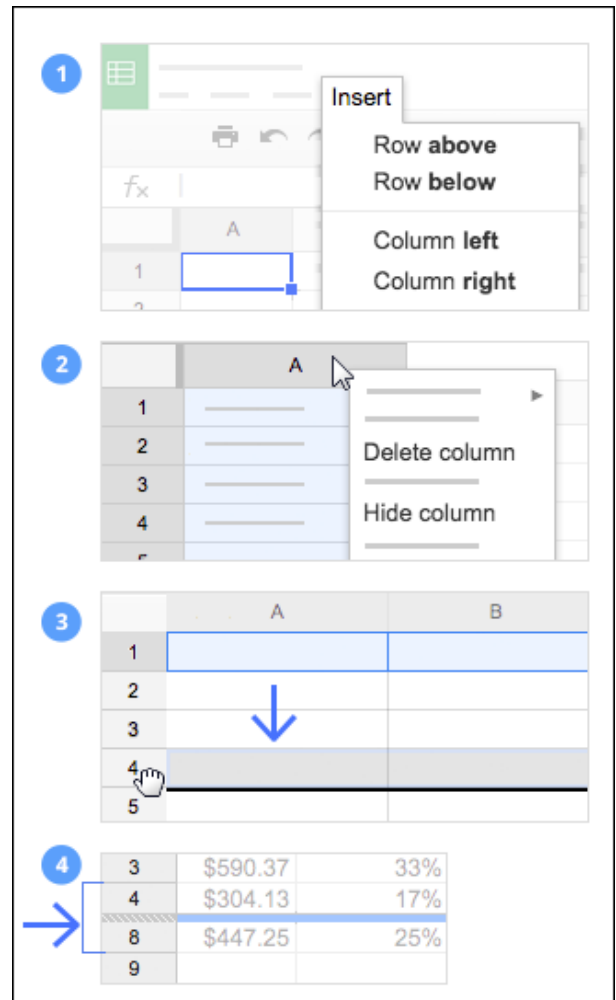
Working with Rows or Columns

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

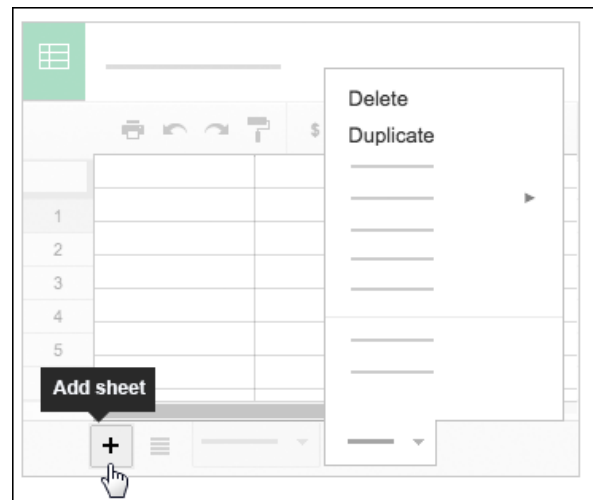
4] Freeze header rows and columns: Select **View** → **Freeze** → select rows/columns to freeze



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.

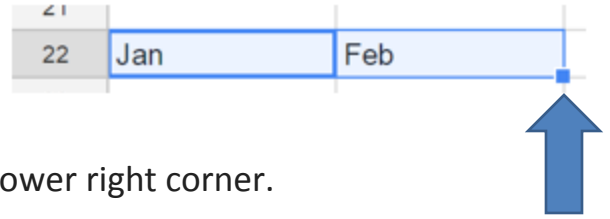
	Undo or Redo your last changes.
	Copy formatting from any text and apply it to another selection of text.
	Format your data as currency, percentages, dates, times, plain text, or other options.
	Change font or font size.
	Add font styles such as bold, italics, underline, and font color.
	Add or edit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

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** 
 - **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**.