



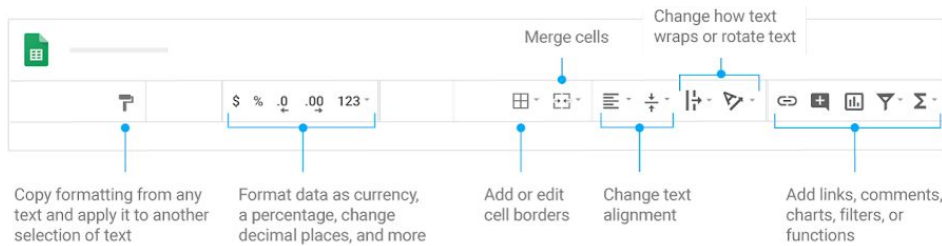
Google Sheets

Quick Reference Guide

Overview:

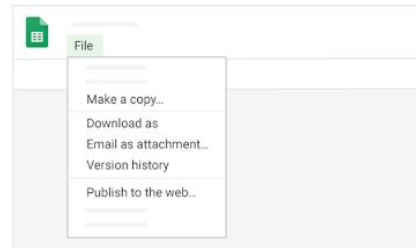
With Google Sheets, you can create and edit spreadsheets directly in your web browser—no special software is required. Multiple people can work simultaneously, you can see people’s changes as they make them, and every change is saved automatically.

Customize your spreadsheet and data:

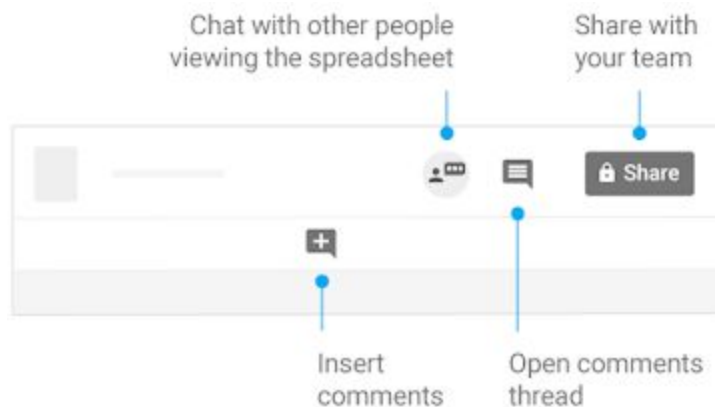


Create different versions and copies of your spreadsheet:

- **Make a copy:** Create a duplicate of your spreadsheet. This is a great way to create templates.
- **Download as:** Download your spreadsheet in other formats, such as Excel or PDF.
- **Email as attachment:** Email a copy of your spreadsheet.
- **Version history:** See all the changes you and others have made to the spreadsheet or revert to earlier versions.
- **Publish to the web:** Publish a copy of your spreadsheet as a webpage or embed your spreadsheet in a website.




Collaborate with your team in real time:

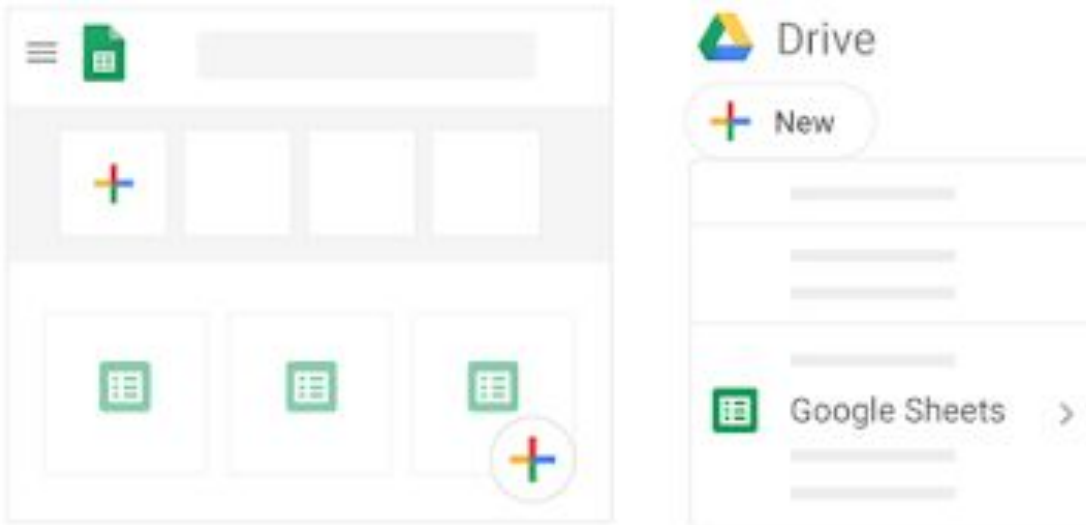


1. Create or import a spreadsheet

1.1 Create a new spreadsheet:

Choose an option:


- From the [Sheets homepage](#): Click Create .
- From [Google Drive](#), click **New** > **Google Sheets** > Blank spreadsheet or **From a template**.



1.2 Import and convert old spreadsheets to Sheets:

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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.

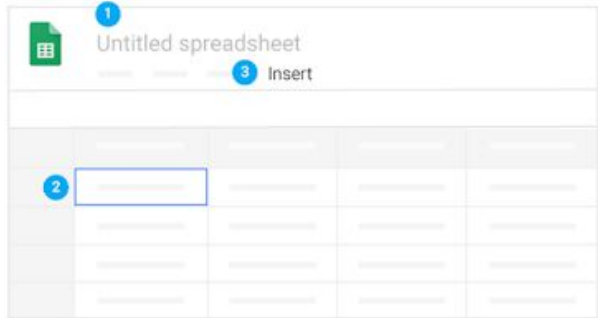
Have an Excel spreadsheet?

If you've already stored Microsoft® Excel® spreadsheets in Drive, you can also [update them without converting to Sheets](#).

2. Add content to your spreadsheet

2.1 Enter and edit your data

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



Note: You can also add a function to a cell by typing =. To see which functions are available, see the [Google spreadsheets function list](#).

2.2 Customize your spreadsheet:

Select cells in your spreadsheet and then format them using the toolbar options.

	Undo or redo your last changes or print your spreadsheet.
	Copy formatting from any text and apply it to another selection of text.
	Format your data as currency or a percentage, change decimal places, and more.
Arial 10	Change font or font size.
	Make text bold or in italics, strikethrough text, or change the text color.
	Add or change the color of cells.
	Add or edit cell borders.
	Merge cells.
	Change the text alignment, how text wraps, or rotate text.
	Insert links, comments, or charts.
	Filter your data.
	Add functions.



2. Add content to your spreadsheet cont'd

2.3 Work with rows, columns, and cells:

Add rows, columns, and cells:

1. Select the row, column, or cell near where you want to add your new entry.
2. Right-click the highlighted row, column, or cell > **Insert** > choose where to insert the new entry.

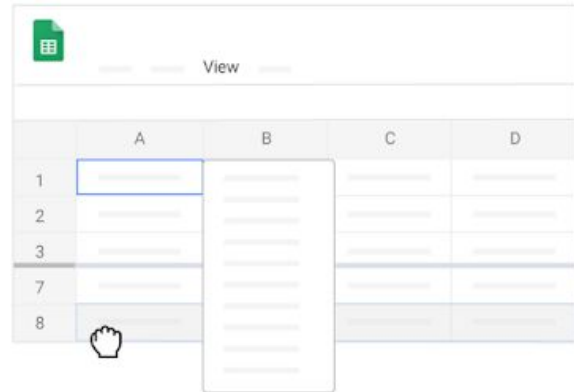
Delete, clear, or hide rows and columns: Right-click the row number or column letter **Delete, Clear,** or **Hide**.

Delete cells: Select the cells and right-click > **Delete cells** > **Shift left** or **Shift up**.

Move rows or columns: Select the row number or column letter and drag it to a new location.

Move cells:

1. Select the cells.
2. Point your cursor to the top of the selected cells until a hand appears.
3. Drag the cells to a new location.



Freeze header rows and columns: Keep a row or column in the same place as you scroll through your spreadsheet. On the menu bar, click **View** > **Freeze** and choose an option.

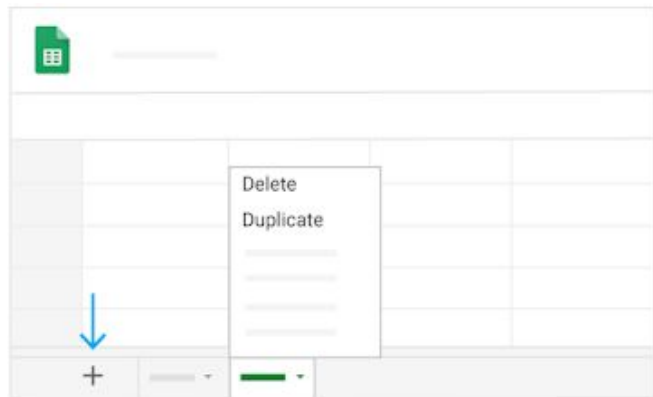
2.4 Work with multiple sheets:

Add a sheet:

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


Delete or copy a sheet:

1. Open the sheet.
2. At the bottom of your spreadsheet, on the sheet's tab, click the Down arrow .
3. Select **Delete** or **Duplicate**.



3. Share and collaborate on files

3.1 Share files in Drive, Docs, Sheets, and Slides:

1. In [Drive](#), right-click the file or folder you want to share and select **Share** .
In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share** .
Note: You can only share files that you own or have edit access to.
 2. Under People, enter the email address of the person or group you want to share with.
Note: If you can't add people outside of your company or organization, contact your [G Suite administrator](#).
 3. Click **Edit**  and choose the access level:
 - **Can edit**—Collaborators can add and edit content as well as add comments.
 - **Can comment** (Select files only)—Collaborators can add comments, but can't edit content.
 - **Can view**—People can view the file, but not edit or add comments.
 4. Everyone you share with receives an email with a link to the file or folder.
 5. (Optional) To add a note to the email, enter your note. To skip sending an email, uncheck the **Notify people** box.
 6. Click **Send**.
-



Share a link to a file or folder:

1. In [Drive](#), right-click the file or folder you want to share and select **Share** .
In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share** .
Note: You can only share files that you own or have edit access to.
2. At the top right, click **Get shareable link**.
3. Click **Anyone at your organization with the link can view** and choose an access level:
 - **Can edit**—Collaborators can add and edit content as well as add comments.
 - **Can comment** (Select files only)—Collaborators can add comments, but can't edit content.
 - **Can view**—People can view the file, but not edit or add comments.
4. Click **Copy link**.
5. Click **Done**.
6. Paste the link in an email or any place you want to share it.



3. Share and collaborate on files cont'd

3.2 Unshare files in Drive, Docs, Sheets, or Slides:


Stop sharing a file or folder you own:

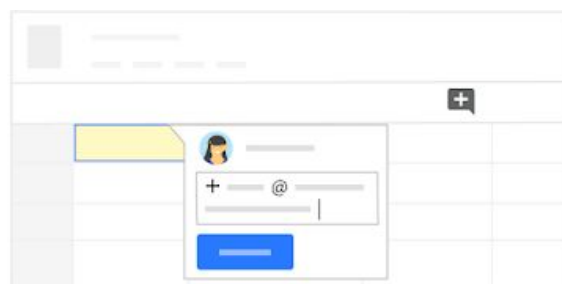
1. In [Drive](#), select the shared file or folder and click .
In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share**.
Note: You can only share files that you own or have edit access to.
2. At the bottom, click **Advanced**.
3. Next to the person you want to stop sharing the file or folder with, click Remove .
4. Click **Save changes**.

Delete a link to a file or folder you own:

1. In [Drive](#), select the linked file or folder.
2. Click Share .
3. Click **Anyone at your organization** with the link  **Off - only specific people can access**.
4. Click **Done**.




3.3 Add comments and replies in Docs, Sheets, or Slides:

1. In [Docs](#), [Sheets](#), or [Slides](#), select the text you'd like to comment on.
2. Click Add comment .
3. Enter your comment in the box.
4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.
5. (Optional) To assign the comment to a specific person, check the **Assign to** box.
6. Click **Comment** or **Assign**.



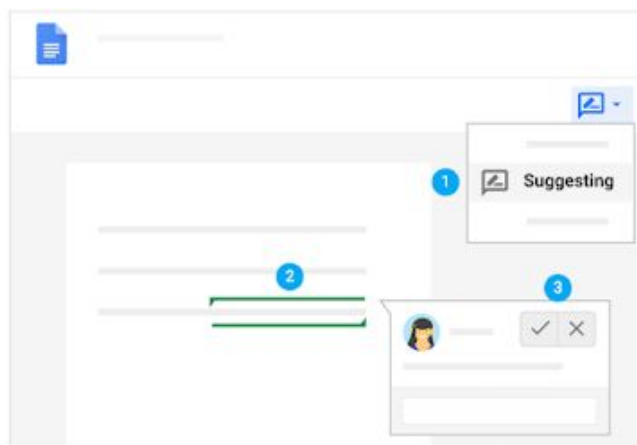
3. Share and collaborate on files cont'd

3.4 Suggest edits in Docs:


1. In the top corner, make sure you're in **Suggesting** mode, which may also appear as .
2. To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).
3. The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept  or Reject  it.

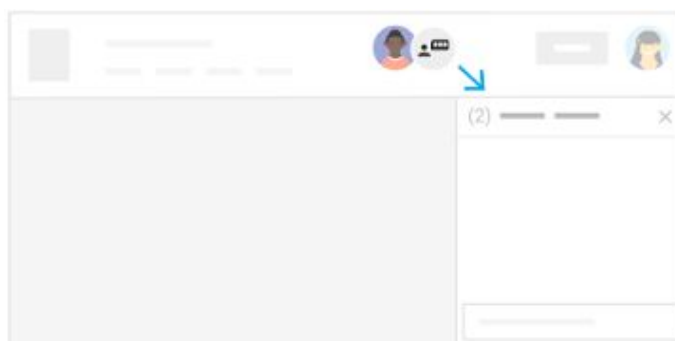
Note: This feature is only available in Google Docs.

In Docs, you can also propose changes directly in the document without editing the text by suggesting an edit. Your suggestions won't change the original text until the document owner approves them. You must have edit or comment access to the document to suggest changes.




3.5 Chat with people directly in Docs, Sheets, or Slides:

You can collaborate within documents, spreadsheets, or presentations over chat, too. If more than one person has your file open, just click Show chat  to open a group chat. You can get instant feedback without ever leaving your file.



4. Print and download files

4.1 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.



4.2 Download versions in other formats:

You can download your spreadsheet and open it in other programs.

Click **File > Download as** and choose one of the following formats:

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



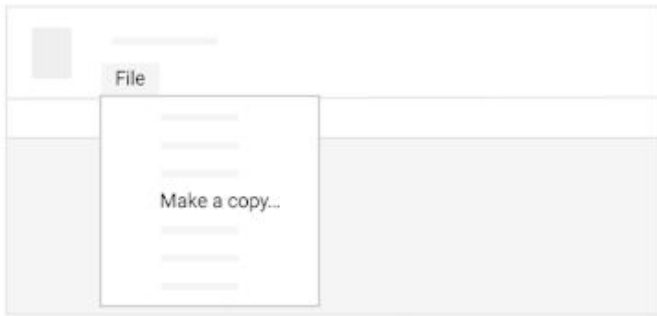
4. Print and download file cont'd

4.3 Make a copy:

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.

Make a copy of your spreadsheet:

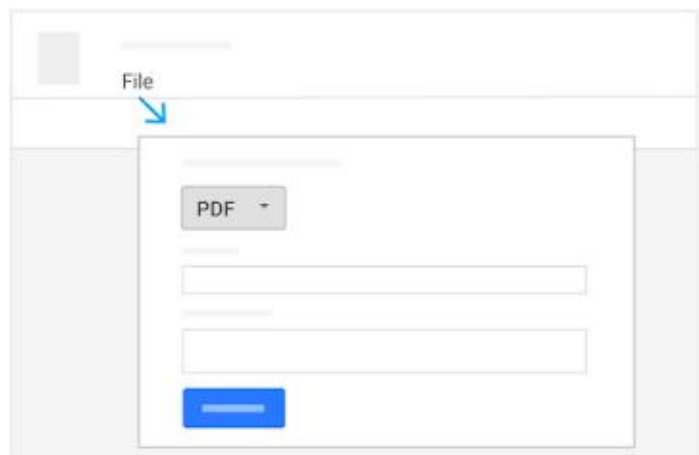
1. Click **File** > **Make a copy**.
2. (Optional) You can rename the copy, change where you save it in Drive, and share it with the same collaborators.



4.4 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**.



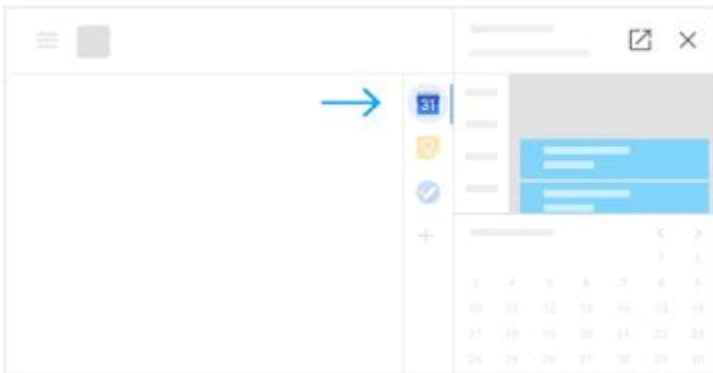
Note: This sends a copy of the spreadsheet instead of sharing the original, so you won't be able to use Sheets' collaboration tools.

5. Access your calendar, notes, and tasks



5. Access your calendar, notes, and tasks:

- **Open Calendar:** On the right, click Calendar .
- Your daily events and a mini monthly calendar appear.
- **See event details:** Click an event to open it and see details.
- **Reply to an event:** Open an event. At the bottom, next to Going?, click a reply.

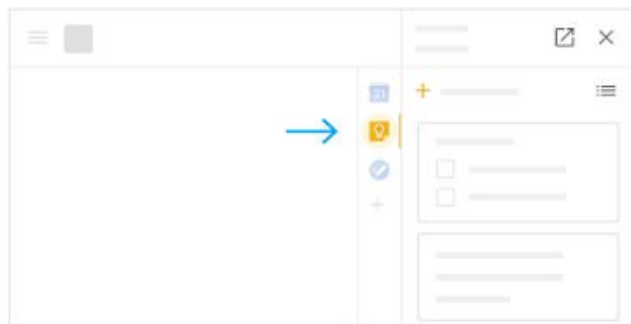
To do more with Calendar, see [Get started with Calendar](#).



5.2 Open notes in Google Keep:






- **Open Google Keep:** On the right, click Keep .
- **Add a note or list:** Click + Take a note or New list .
- **Edit a note:** Click a note and enter a message. Click **Done**.

To do more with Keep, see [Get started with Keep](#).



5. Access your calendar, notes, and tasks cont'd

5.3 Open your to-do lists in Google Tasks:

- **Open Google Tasks:** On the right, click Tasks  .
The current list appears at the top, with any tasks below it.
- **Add a new list:** Click the Down arrow  **Create a new list.**
- **Change lists:** Click the Down arrow  and select a list.
- **Add a new task:** Click + Add a task. To add a new task from an email, drag the email into a task list.
- **Edit or delete a task:** Point to a task and click Edit  . From the Edit window, click Delete  to delete a task.

To do more with Tasks, see [Get started with Tasks](#).

