



G Suite™

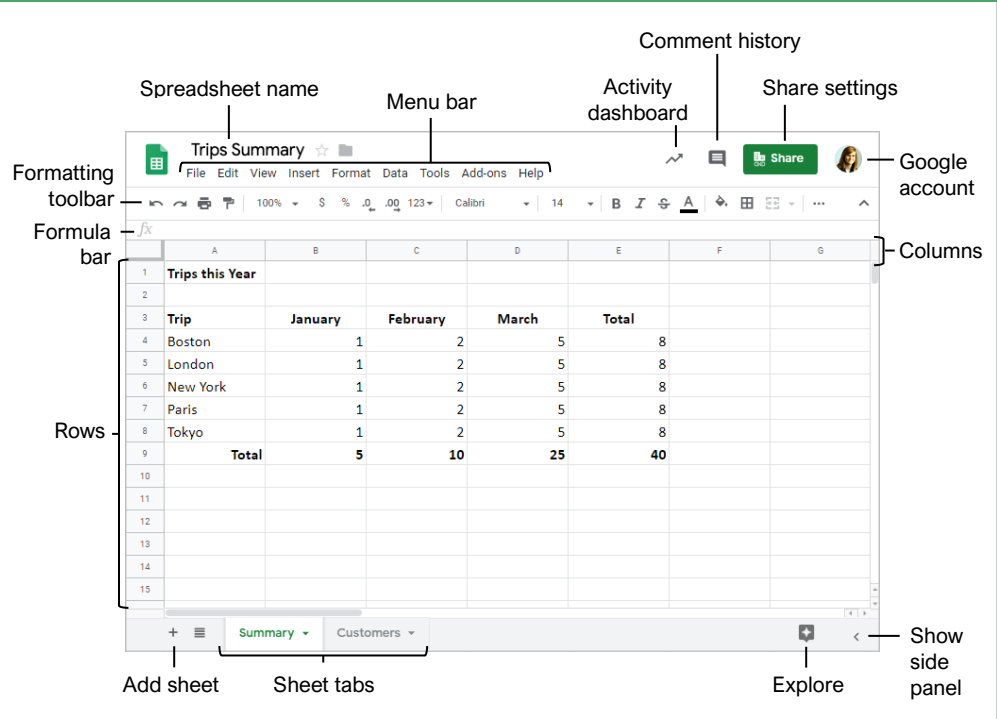
# Google Sheets

## Quick Reference Guide



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### The Google Sheets Screen



### Keyboard Shortcuts

General	
Open.....	<b>Ctrl + O</b>
Print.....	<b>Ctrl + P</b>
Select column.....	<b>Ctrl + Space</b>
Select row.....	<b>Shift + Space</b>
Select all.....	<b>Ctrl + A</b>
Insert rows or columns.....	<b>Ctrl + Alt + =</b>
Delete rows or columns.....	<b>Ctrl + Alt + -</b>
Hide row.....	<b>Ctrl + Alt + 9</b>
Hide column.....	<b>Ctrl + Alt + 0</b>
Unhide row.....	<b>Ctrl + Shift + 9</b>
Unhide column.....	<b>Ctrl + Shift + 0</b>
Fill down.....	<b>Ctrl + D</b>
Insert new sheet.....	<b>Shift + F11</b>

Editing	
Cut.....	<b>Ctrl + X</b>
Copy.....	<b>Ctrl + C</b>
Paste.....	<b>Ctrl + V</b>
Paste values only.....	<b>Ctrl + Shift + V</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Find and replace.....	<b>Ctrl + H</b>
Insert or edit a link.....	<b>Ctrl + K</b>

Formatting	
Bold.....	<b>Ctrl + B</b>
Italics.....	<b>Ctrl + I</b>
Underline.....	<b>Ctrl + U</b>
Align left.....	<b>Ctrl + Shift + L</b>
Align center.....	<b>Ctrl + Shift + E</b>
Align right.....	<b>Ctrl + Shift + R</b>
Apply cell border.....	<b>Alt + Shift + 7</b>
Format as decimal.....	<b>Ctrl + Shift + 1</b>
Format as time.....	<b>Ctrl + Shift + 2</b>
Format as date.....	<b>Ctrl + Shift + 3</b>
Format as currency.....	<b>Ctrl + Shift + 4</b>
Clear formatting.....	<b>Ctrl + \</b>

Navigating	
Move to beginning of row.....	<b>Home</b>
Move to end of row.....	<b>End</b>
Move to cell A1.....	<b>Ctrl + Home</b>
Move to end of sheet.....	<b>Ctrl + End</b>
Move to next sheet.....	<b>Alt + ↓</b>
Move to previous sheet.....	<b>Alt + ↑</b>

### Sheets Fundamentals

**Create a Spreadsheet from Google Drive:** In Google Drive, click the **New** button and select **Google Sheets**.

**Open a Spreadsheet:** Click **File** on the menu bar, select **Open**, then navigate to the file you want to open. Select the spreadsheet and click **Open**.

**Rename a Spreadsheet:** Click in the spreadsheet name field at the top of an open spreadsheet. Type a name and press **Enter**.

**Star a Spreadsheet:** Click the **Star** button next to the spreadsheet name. The file appears in the **Starred** section of Google Drive.

**Copy a Spreadsheet:** Click **File** on the menu bar and select **Make a copy**. Enter a name for the copied sheet and specify the folder where you want to save it. Click **OK**.

**Move a Spreadsheet:** Click **File** on the menu bar and select **Move to**. Navigate to the folder where you want to move the spreadsheet and click **Move here**.

**Delete a Spreadsheet:** Click **File** on the menu bar and select **Move to trash**.

**Print:** Click **File** on the menu bar, select **Print**, specify the print settings, and click **Print**.

### Sheets Fundamentals

**Search Help Topics:** Click **Help** on the menu bar and select **Sheets Help**. Type a keyword or phrase in the Search Help field and press **Enter**. Select the desired help topic.

### Edit Spreadsheets

**Select Cells:** Click a cell to select it. Click a row or column heading to select the entire row or column.

**Edit Cell Data:** Click the cell where you want to modify data, type the data, and press **Enter**.

**Copy and Paste:** Select the cell(s) you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the data, click **Edit** on the menu bar, and select **Paste**.

**Cut and Paste:** Select the cell(s) you want to cut, click **Edit** on the menu bar, and select **Cut**. Click the cell(s) where you want to paste the data, then click **Edit** on the menu bar, and select **Paste**.

**Insert Rows or Columns:** Select the column or row where you want to insert new cells. Click **Insert** on the menu bar and select either **Column left / Row above** or **Column right / Row below**.

**Move Cells:** Select the cell(s) you want to move. Hover over the outline of the selected cells, then click and drag the cells to a new location.

## Edit Spreadsheets

**Delete Cells:** Select the cell or cell range you want to delete, click **Edit** on the menu bar, and select a delete option.

**Hide a Row or Column:** Right-click a row or column header and select **Hide Row** or **Hide Column**.

**Find Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Find** to jump to the first occurrence in the sheet.


**Replace Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.



**Check Spelling:** Click **Tools** on the menu bar, select **Spelling**, and select **Spell check**. Click **Ignore** to ignore instances of the misspelled word, or click **Change** to replace the misspelling with the selected word.


## Format Spreadsheets


**Change the Font:** Select the cell(s) you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.


**Change the Font Size:** Select the cell(s) you want to format, click the **Font size** list arrow on the formatting toolbar, and select a new font size.

**Change the Text Color:** Select the cell(s) you want to format, click the **Text color**  button on the formatting toolbar, and select a new color.

**Change Cell Alignment:** Select a cell or cell range, click the **Horizontal align**  or **Vertical align**  button on the formatting toolbar, then select an alignment option.


**Merge Cells:** Select a cell range and click the **Merge cells**  button on the formatting toolbar.

**Wrap Text:** Select a cell or cell range, click the **Text wrapping**  button on the formatting toolbar, and select a text wrapping option.

**Add a Cell Border:** Select a cell or cell range, click the **Borders**  button on the formatting toolbar, and select a border option.

**Apply Number Formatting:** Select a cell or cell range, click **Format** on the menu bar, select **Number**, and select a number format.

**Freeze a Row or Column:** Click **View** on the menu bar, select **Freeze**, and select a freeze option.

**Copy Formatting:** Select a cell or cell range with formatting that you want to copy. Click the **Paint format**  button on the formatting toolbar, then select the cell or cell range you want to apply the formatting to.

## Format Spreadsheets

**Create a Conditional Formatting Rule:** Select a cell range, click **Format** on the menu bar, and select **Conditional formatting**. Select the conditions for the formatting to appear, customize the formatting that will appear when the conditions are met, and click **Done**.

## Formulas and Functions

**Create a Formula:** Select the cell where you want to enter a formula. Press **=**, then enter the formula using numbers, cell references, and/or mathematical operators. Press **Enter**.

**Insert a Function:** Click in the cell where you want to add a function. Click **Insert** on the menu bar, select **Function**, select a category, then select a function. Enter the function's arguments and press **Enter**.

**The Sum Function:** Click the cell where you want to add the SUM function. Click **Insert** on the menu bar, select **Function**, and select **SUM**. Select the cells you want to find the sum for and press **Enter**.

**The Min and Max Functions:** Click the cell where you want to place a minimum or maximum value for a given range. Click **Insert** on the menu bar, select **Function**, and select **MIN** or **MAX**. Select the range of cells you want to analyze and press **Enter**.

**The Count Function:** Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click **Insert** on the menu bar, select **Function**, and select **COUNT**. Select the range of cells you want to analyze and press **Enter**.

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.



**Name a Cell Range:** Select a cell range you want to name, click **Data** on the menu bar, and select **Named ranges**. Click **Add a range**, enter a name for the cell range, and click **Done**.

## Manage Sheets and Data

**Insert a Sheet:** Click **+** to the left of the sheet tabs.

**Rename a Sheet:** Click the sheet tab you want to rename and click the sheet tab's arrow. Select **Rename** in the menu, then enter a new name and press **Enter**.

**Delete a Sheet:** Click the sheet tab you want to delete. Click the sheet tab's arrow, select **Delete**, and click **OK**.

**Hide a Sheet:** Click the sheet tab you want to hide. Click the sheet tab's arrow and select **Hide sheet**.

## Manage Sheets and Data


**Move a Sheet:** Click and drag the sheet tab to the desired location.

**Sort a Column:** Select a cell in the column you want to sort, click **Data** on the menu bar, and select a sort order.

**Filter Data:** Select a cell in a data range. Click **Data** on the menu bar and select **Create a filter**. Click the filter arrow for a column, specify the items you want to filter, and click **OK**.

## Insert Objects

**Insert a Chart:** Select a cell range containing data for a chart. Click **Insert** on the menu bar and select **Chart**. Click the **Chart type** list arrow in the Chart editor pane and select a chart type.

**Modify a Chart:** Select a chart, click the **More**  icon, and select **Edit chart**. Modify the options in the Chart editor pane.

**Insert an Image:** Click the cell where you want to insert the picture, click **Insert** on the menu bar, select **Image**, and select where you want to insert the image. Select the location from which you want to add an image, then double-click an image to insert it.

**Insert a Link:** Select the cell or object you want to use to create the link. Click **Insert** on the menu bar and select **Link**. Specify what you want to Link to, then click **Apply**.

## Share, Collaborate, and Convert

**Download a Spreadsheet:** Click **File** on the menu bar, select **Download as**, and select a file format.

**Email a Spreadsheet:** Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

**Share a Spreadsheet:** Click the **Share** button and enter the email address(es) for the people you want to share the spreadsheet with. Set a permissions level, then click **Send**.

**Add a Comment:** Click the cell where you want to add the comment, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

**Reply to a Comment:** Select a comment. Click in the **Reply** field, type a reply, and click **Reply**.

**View Version History:** Click **File** on the menu bar, select **Version history**, and select **See version history**.

**Restore a Version:** In the version history pane, select the version you want to restore. Click the **Restore this version** button, then click **Restore** to confirm.

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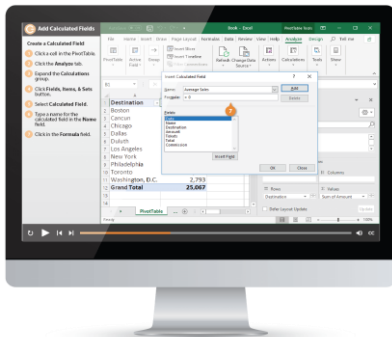
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