



G Suite™

## Google Sheets

Learn how to use Google Sheets: Create and format professional spreadsheets, calculate values, build formulas, add eye-catching charts; and more.

### Sheets Fundamentals

#### 1.1 Create Spreadsheets

- Create a Spreadsheet
- Name a Spreadsheet
- Save and Close
- Create a Spreadsheet from a Template

#### 1.2 Open a Spreadsheet

- Open a Spreadsheet from Google Drive
- Open a Spreadsheet from Google Sheets

#### 1.3 Navigate Spreadsheets

- Select a Cell
- Navigate Between Cells
- Navigate Between Sheets
- Navigate Between Pages

#### 1.4 File Management

- Rename a Spreadsheet
- Star a Spreadsheet
- Copy a Spreadsheet
- Move a Spreadsheet
- Delete a Spreadsheet

#### 1.5 Print Spreadsheets

- Print a Spreadsheet

#### 1.6 Get Help

- Search for a Command
- Search Help Topics

### Edit Spreadsheets

#### 2.1 Select Cells and Ranges

- Select a Cell
- Select a Row
- Select a Column
- Select a Range of Cells
- Select All Cells

## 2.2 Edit Cell Data

- Enter Cell Data
- Replace Cell Data
- Edit Cell Data
- Clear a Cell's Contents

## 2.3 Cut, Copy, and Paste Data

- Copy and Paste
- Cut and Paste

## 2.4 Undo, Redo, and Repeat

- Undo and Redo
- Repeat the Last Action

## 2.5 Use Paste Special

- Paste Formulas
- Paste Values
- Transpose Data

## 2.6 Insert and Move Cells

- Insert Cells
- Insert Rows or Columns
- Move Cells

## 2.7 Delete Cells

- Delete Cells
- Delete Rows and Columns

## 2.8 Hide Rows and Columns

- Hide a Row or Column
- Unhide a Row or Column

## 2.9 Find and Replace Text

- Find Text
- Find and Replace Text
- 2.10 Check Spelling

## 3.1 Format Text

- Change Font
- Change Font Size
- Apply Font Effects
- Clear Text Formatting

### 3.2 Align and Merge Cells

- Change Horizontal Alignment
- Change Vertical Alignment
- Wrap Text
- Merge Cells
- Unmerge Cells

### 3.3 Cell Borders and Background Colors

- Add a Cell Border
- Edit a Cell Border
- Change Fill Color

### 3.4 Format Numbers and Dates

- Apply Currency Format
- Apply Date Format
- Apply a Custom Date and Time Format
- Create a Custom Number Format

### 3.5 Adjust Row Height and Column Width

- Adjust Row Height or Column Width Manually
- Adjust Row Height or Column Width Automatically
- Specify a Row Height or Column Width

### 3.6 Freeze Rows and Columns

- Freeze a Row or Column
- Unfreeze Rows or Columns

### 3.7 Copy Formatting

### 3.8 Apply Conditional Formatting

- Create a Conditional Formatting Rule
- Delete a Conditional Formatting Rule

### 4.1 Formula Basics

- Create a Formula
- Update a Formula
- Edit a Formula

### 4.2 Autofill

- Use Autofill to Copy Data
- Use Autofill to Enter a Series

### 4.3 Sums and Averages

- Insert a Sum Function
- Insert an Average Function

#### 4.4 MIN and MAX

Insert a Max Function  
Insert a Min Function

#### 4.5 COUNT

Insert a Count Function  
Other Count Functions

#### 4.6 Insert Functions

Insert a Function  
Get Help on Functions

#### 4.7 Absolute and Relative Cell References

Relative References  
Absolute References

#### 4.8 Cell Range Names

Name a Cell Range  
Use a Cell Range Name in a Formula  
Go To a Named Range  
Edit and Delete Cell Range Names

#### 5.1 Insert, Rename, and Delete Sheets

Insert a Sheet  
Rename a Sheet  
Delete a Sheet

#### 5.2 Duplicate, Move, and Hide Sheets

Duplicate a Sheet  
Move a Sheet  
Hide a Sheet  
Unhide a Sheet

#### 5.3 Sort Data

Sort by One Column  
Sort by Multiple Columns

#### 5.4 Filter Data

Filter Data  
Advanced Filters  
Clear a Filter

#### 5.5 Data Validation

Create a Validation Rule  
Edit or Remove Data Validation

## Insert Objects

### 5.6 Protect Spreadsheets

Protect a Spreadsheet  
Edit or Delete Protection

### 6.1 Insert a Chart

Create a Chart  
Move a Chart  
Resize a Chart

### 6.2 Customize a Chart

Modify a Chart  
Change Chart Type  
Switch Rows and Columns  
Change a Chart Title  
Change a Chart Legend

### 6.3 Insert Images

Insert an Image

### 6.4 Insert Links

Insert a Link  
Use a Link  
Remove a Link

## Share, Collaborate, and Convert

### 7.1 Upload and Convert Spreadsheets

Upload a Spreadsheet  
Convert a Spreadsheet

### 7.2 Download and Email Spreadsheets

Download a Spreadsheet  
Email Spreadsheet

### 7.3 Share Spreadsheets

Share a Spreadsheet  
Change Share Settings

### 7.4 Collaborate

Add Comments  
View a Comment  
Reply to a Comment  
Resolve a Comment



## 7.5 Work with Versions

- View Versions
- Restore a Version
- Create a Named Version

## 7.6 Add-Ons

- Install an Add-On
- Access Add-Ons