



Google Sheets

Instructor Guide

EVALUATION ONLY

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Set up: Practice Files

Before diving into this course, it is important to add the practice files to your Google Drive so you can complete the hands-on exercises.

While there are a few lessons that cover collaborating with Sheets, it is best for instructors and students to each upload their own copies of the practice files. This will ensure each person is able to follow along and make edits to the files without editing someone else's work.

Objectives

Upload and Convert Practice Files

Upload and Convert Practice Files

Most of the practice files are saved as Microsoft Excel (.xlsx) files. This file format is simply a method for distributing the content and not intended for use in this course. We'll need to convert the documents to Google Sheets files for use in this course.

Commented [IG1]:

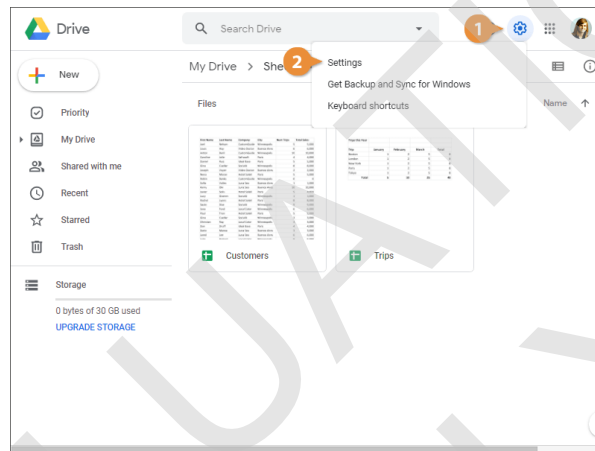
Make sure each student follows these instructions to set up their practice files.

Update Google Drive File Conversion Settings

- 1 Click the **Settings** Icon in Google Drive.
- 2 Select **Settings**.
- 3 Click the **Convert uploaded files to Google Docs editor format** check box.
- 4 Click **Done**.

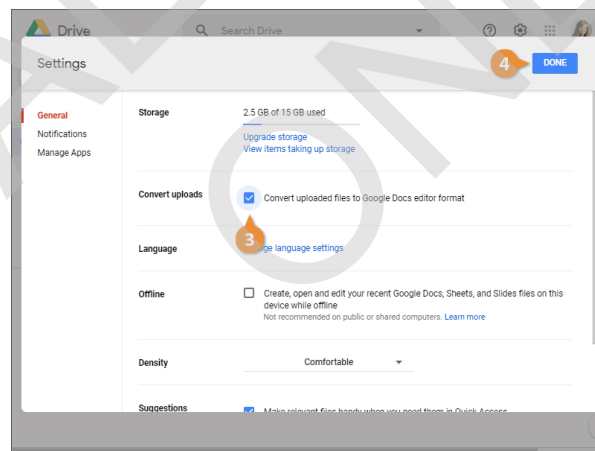
The setting is updated so files uploaded to Drive will now automatically convert to Google's format.

Tip: After the practice files are uploaded, update this setting to turn off automatic conversion upon upload.



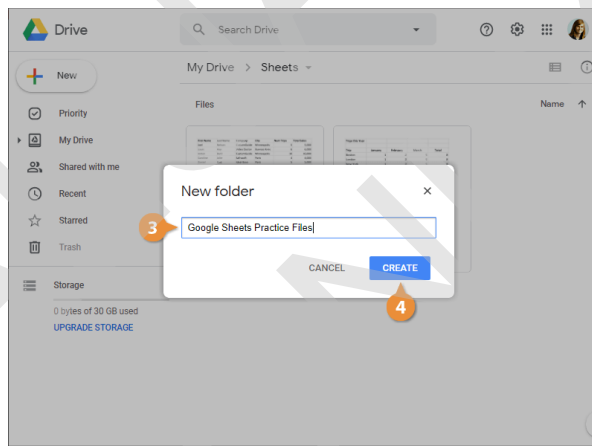
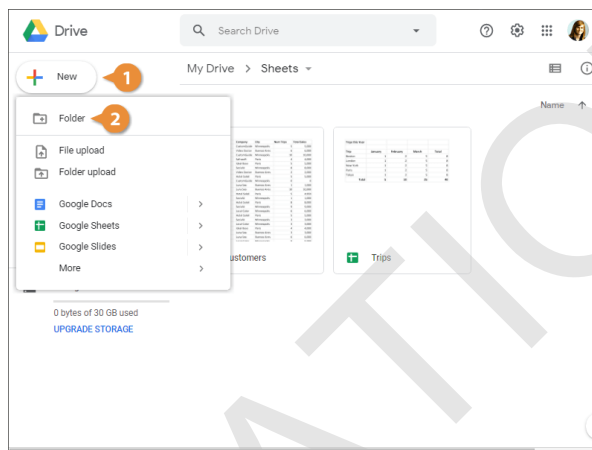
Commented [IG2]:

1. Click the Settings Icon in the upper-right of Google Drive.
2. Select Settings.
3. Click the Convert uploaded files to Google Docs editor format check box.
4. Click Done.



Create and Open a Practice Folder

- 1 Click the **New** button.
- 2 Select **Folder**.
- 3 Enter a name for the folder.
- 4 Click **Create**.
- 5 Double-click the new folder to open it.



Commented [IG3]:

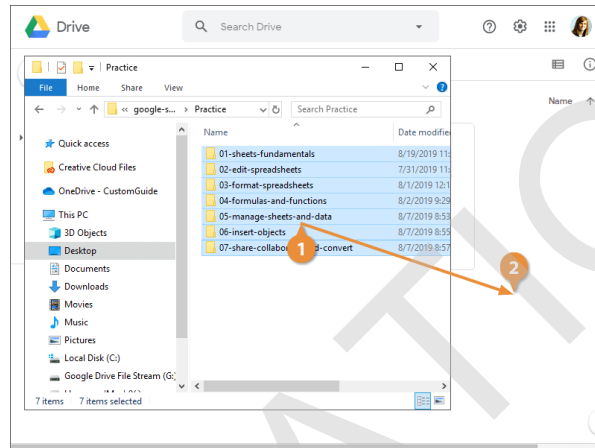
1. Click the New button.
 2. Select Folder.
 3. Enter a name for the folder, such as Google Sheets Practice Files.
 4. Click Create.
 5. Double-click the folder you just created to open it.
- If you're adding these files to a shared folder, you'll want to instruct students to make their folder name unique by adding their name, initials, or ID.

Upload Practice Files

- 1 Select all of the modules' practice folders in File Explorer.
- 2 Click and drag the folders to the **Drop files here** zone in your newly created Google Drive folder.

The files are uploaded and converted to Google's format.

Note: Windows may create a desktop.ini file in each of the module folders that holds folder customization information. These files aren't necessary for this course and can be deleted or simply ignored.



Commented [IG4]:

1. Navigate to where the Practice files are saved on your computer (e.g. File Explorer or Finder).
2. Select all of the modules' practice folders.
3. Click and drag the folders to the Drop files here zone in Google Drive.

It may take a moment for all of the files to upload.

To ensure future lessons work as expected, update Google Drive's Convert uploads setting to turn off automatic file conversion.

Sheets Fundamentals

Google Sheets is a powerful spreadsheet application that provides quick and accurate numerical calculations and helps make data look sharp and professional. The uses for Sheets are limitless: businesses use Sheets for creating financial reports; scientists use Sheets for statistical analysis; and families use Sheets to help manage their investment portfolios.

This module will help you get started with Sheets. Learn how to create a new spreadsheet, navigate a spreadsheet, and print your spreadsheets.

Objectives

- Create Spreadsheets
- Open a Spreadsheet
- Navigate Spreadsheets
- File Management
- Print Spreadsheets
- Get Help

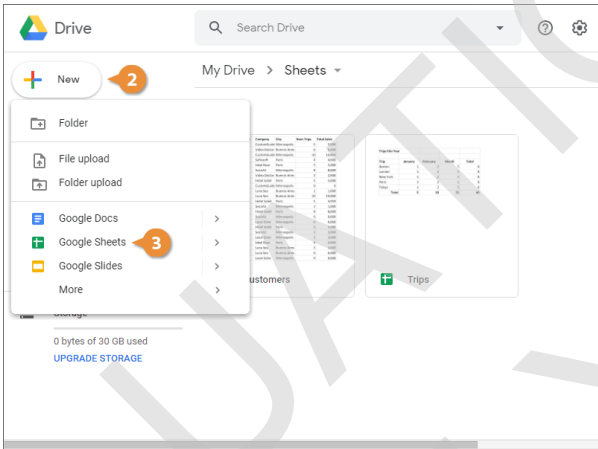
Create Spreadsheets

Creating a new spreadsheet is one of the most basic commands you need to know in Google Sheets. You can create a new, blank sheet or create a new sheet based on a variety of pre-designed templates.

Create a Spreadsheet

- 1 Open a folder in Google Drive.
- 2 Click the **New** button.
- 3 Select **Google Sheets**.

A new, blank workbook is created, and you can start entering data.

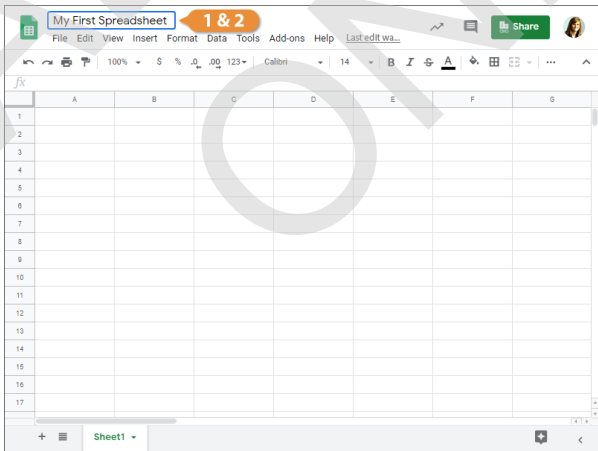


- Commented [IG5]:**
- 1. Open a folder in Google Drive.
 - 2. Click the New button.
 - 3. Select Google Sheets.

Name a Spreadsheet

- 1 Click in the name field above the spreadsheet.
- 2 Type a new name, then press **Enter**.

The file is renamed.



- Commented [IG6]:**
- 1. Click in the name field above the spreadsheet.
 - 2. Type "My First Spreadsheet" and press the Enter key.

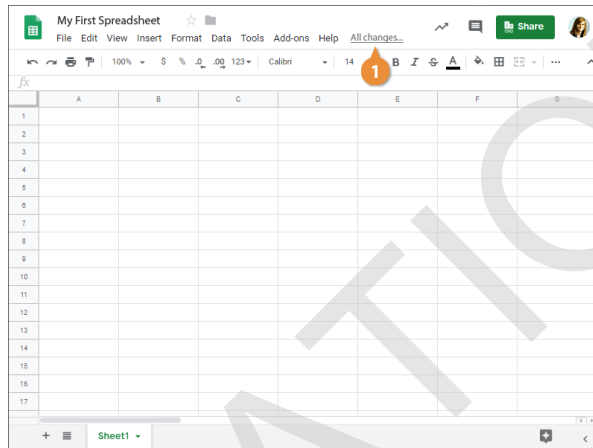
Save and Close

- 1 Make sure that changes have been automatically saved.

As long as you're connected to the internet, Google Sheets will automatically save your work.

- 2 Close the browser tab.

The spreadsheet is saved and will appear the same once you reopen it.



Commented [IG7]:

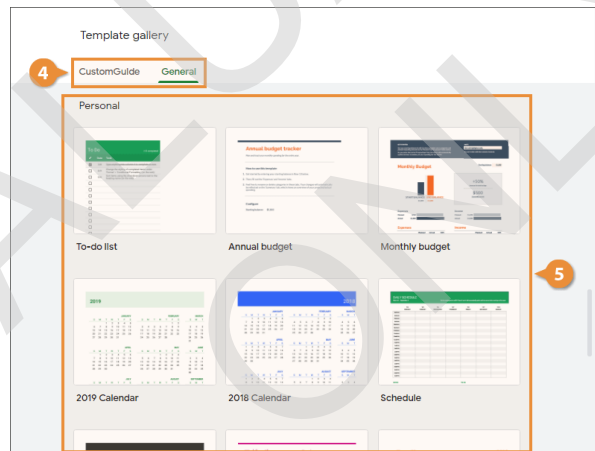
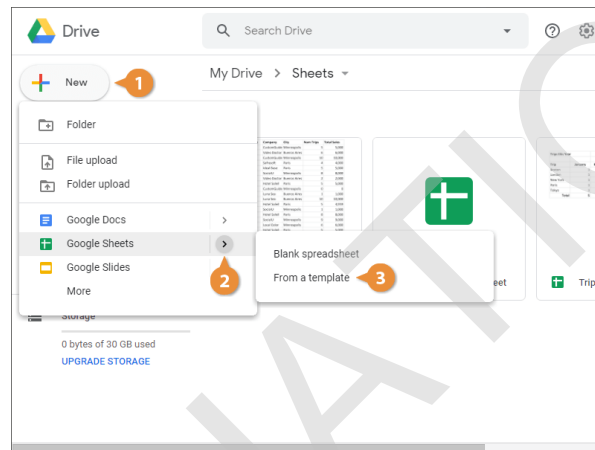
1. Point out the "All changes saved in drive" text.
2. Close the browser tab.

Create a Spreadsheet from a Template

If you need help getting started with a common document, such as a budget, schedule, or calendar, you can use one of Sheets' templates instead of starting from scratch.

- 1 Click **New**.
- 2 Click the **>** next to Google Sheets.
- 3 Select **From a template**.
The Template gallery appears, with tabs that sort templates into two groups. The first tab is for templates you, or others in your organization, have submitted. The second tab is for built-in templates.
- 4 Select a template gallery.
There are plenty of templates available, organized into categories.
- 5 Select a template.

A new spreadsheet is created using the template, with its design elements and placeholder data appearing.



Commented [IG8]:

1. Click the New button.
2. Click the > next to Google Sheets.
3. Select From a Template.
4. Click the General tab.
5. Select the first template in the Personal category.

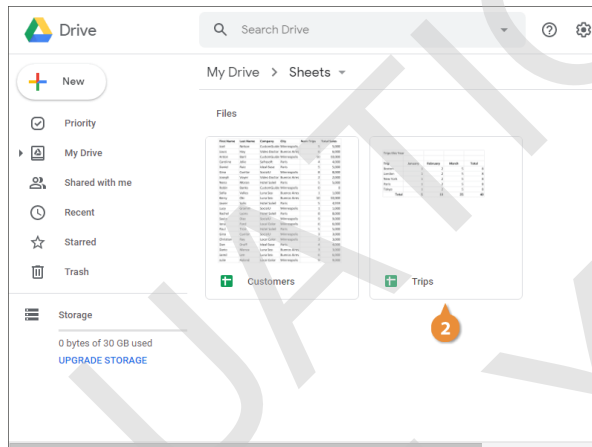
Open a Spreadsheet

Opening a spreadsheet lets you use a spreadsheet that you or someone else has previously created and then saved. This lesson explains how to open a saved spreadsheet.

Open a Spreadsheet from Google Drive

- 1 Navigate to the folder with the spreadsheet you want to open.
- 2 Double-click the spreadsheet.

The spreadsheet opens in its own tab.



Commented [IG9]:

1. Navigate to the spreadsheet you want to open.
2. Double-click the spreadsheet.

Open a Spreadsheet from Google Sheets

If you don't have a Google Drive tab open, you can browse for and open spreadsheets from within a Google Sheets window.

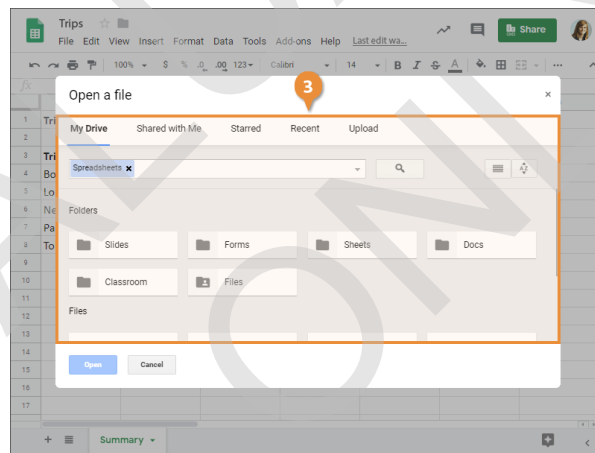
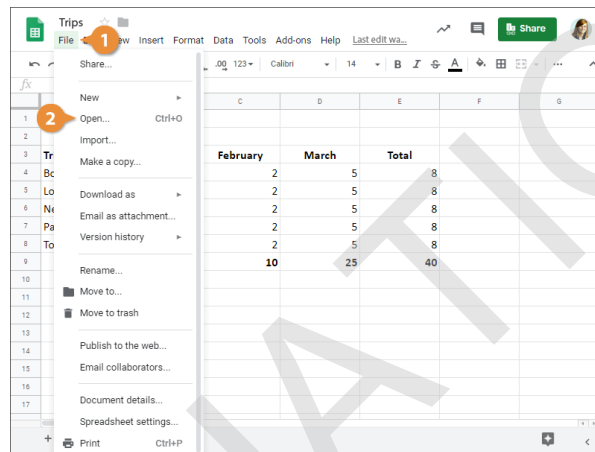
1 Click **File** on the menu bar.

2 Select **Open**.

A dialog box opens, where you have a few ways to find a spreadsheet to open:

- Search for a file in the search field.
- Browse through the folders in your Google Drive.
- Click a tab to view your Shared With Me, Starred, or Recent files.

3 Navigate to or search for a spreadsheet.

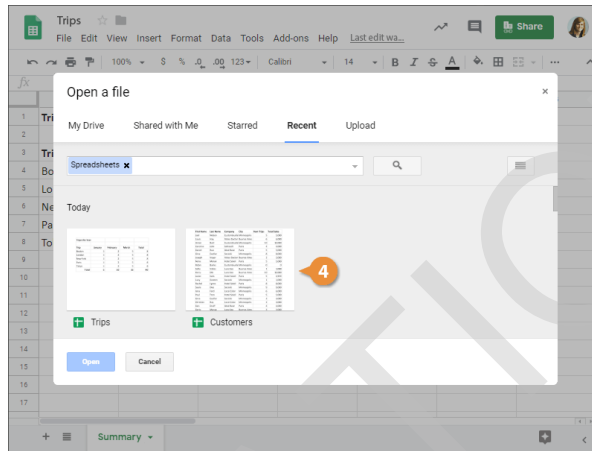


Commented [IG10]:

1. Click File on the menu bar.
2. Select Open.
3. Navigate to the spreadsheet.
4. Double click the spreadsheet you want to open.

4 Double-click the spreadsheet you want to open.

The spreadsheet opens in Google Sheets.



Navigate Spreadsheets

Commented [IG11]:
Practice File: 03-navigate-spreadshees

A Google Sheets spreadsheet can have up to 5 million cells; fortunately, very few need to be this big, but knowing how to navigate through a spreadsheet is another critical Sheets topic you'll need to know before you can master Sheets. This lesson explains the most common ways to navigate a Sheets spreadsheet.

Select a Cell

Commented [IG12]:
1. Select cell D4.

- 1
- Select a single cell by using:
- **The Mouse:** Click any cell with the cross pointer.
 - **The Keyboard:** Move the cell pointer using your keyboard's arrow keys.

To help you know where you are in a spreadsheet, Sheets displays row headings, identified by numbers, on the left side of the worksheet, and column headings, identified by letters, at the top of the spreadsheet. Each cell in a spreadsheet has its own cell address made from its column letter and row number—such as cell A1, A2, B1, B2, etc.

03-navigate-spreadsheets						
File Edit View Insert Format Data Tools Add-ons Help Last edit was...						
100% 123 Calibri 14						
	A	B	C	D	E	F
1	Trips this Year					
2						
3	Trip	January	February	March	Total	
4	Boston	1	2	5	8	
5	London	1	2	5	8	
6	New York	1	2	5	8	
7	Paris	1	2	5	8	
8	Tokyo	1	2	5	8	
9	Total	5	10	25	40	
10						
11						
12						
13						
14						
15						
16						
17						

Navigate Between Cells and Pages

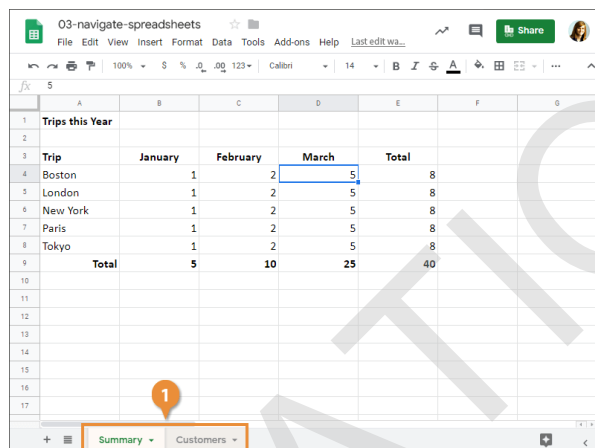
Sheets has several shortcuts that make it fast to get around your spreadsheets; they're included in this table:

Press	To Move
↓ or Enter	Down one row and/or confirm cell changes
↑ or Shift + Enter	Up one row
→ or Tab	Right one column and/or confirm cell changes
← or Shift + Tab	Left one column
Home	To column A in the current row
Ctrl + Home	To the first cell (A1) in the worksheet
Ctrl + End	To the last cell with data in the worksheet
Page Up	Up one screen
Page Down	Down one screen
Ctrl + G	Opens the Find dialog box where you can search for specific data

Note: Use the vertical and horizontal scroll bars to scroll up/down or left/right.

Navigate Between Sheets

- 1 Click the sheet you want to view.



The screenshot shows a Google Sheet with the following data:

Trip	January	February	March	Total
Boston	1	2	5	8
London	1	2	5	8
New York	1	2	5	8
Paris	1	2	5	8
Tokyo	1	2	5	8
Total	5	10	25	40

The sheet tab bar at the bottom shows two tabs: 'Summary' and 'Customers'. A red callout box with the number '1' points to the 'Customers' tab.

Commented [IG13]:

1. Click the Customers sheet.

File Management

Commented [IG14]:
Practice File: 04-file-management

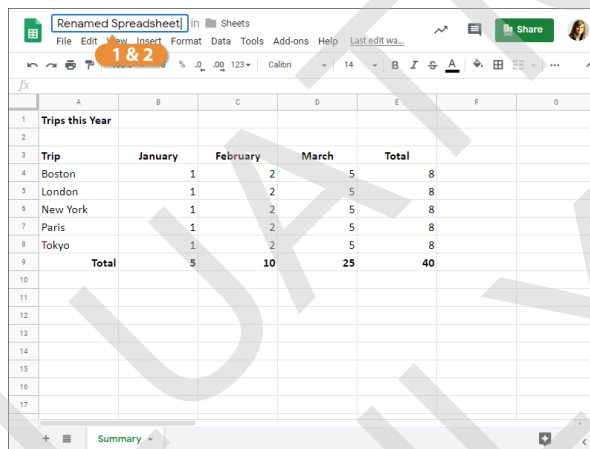
As you work with Google Sheets, at some point you will need to do some file management to keep your spreadsheets organized.

Normally you manage your spreadsheets in Google Drive, but you can also do some basic file management inside Sheets.

Rename a Spreadsheet

- 1 Click the file name near the top of the screen.
- 2 Edit the spreadsheet name.
- 3 Press **Enter**.

Even if you change a spreadsheet's name, its URL stays the same, so anyone you might have shared the spreadsheet with won't lose their access to it.



Trips this Year					
Trip	January	February	March	Total	
Boston	1	2	5	8	
London	1	2	5	8	
New York	1	2	5	8	
Paris	1	2	5	8	
Tokyo	1	2	5	8	
Total	5	10	25	40	

Commented [IG15]:

1. Click the 04-file-management name.
2. Type "Renamed Spreadsheet".
3. Press the Enter key.

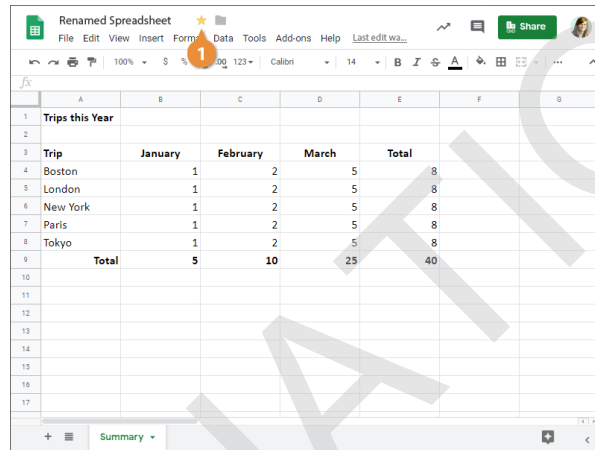
Star a Spreadsheet

If you're working with a lot of spreadsheets, you can mark some spreadsheets as more important than others.

- 1 Click the star icon next to the spreadsheet name.

Tip: To remove a star, just click the star again.

The spreadsheet is marked with a star.



Trips this Year					
Trip	January	February	March	Total	
Boston	1	2	5	8	
London	1	2	5	8	
New York	1	2	5	8	
Paris	1	2	5	8	
Tokyo	1	2	5	8	
Total	5	10	25	40	

Commented [IG16]:

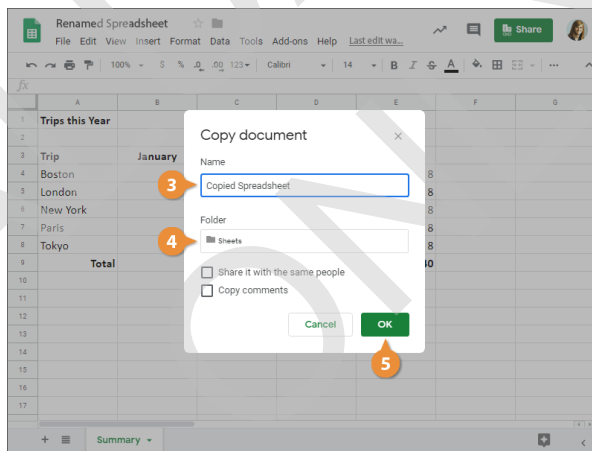
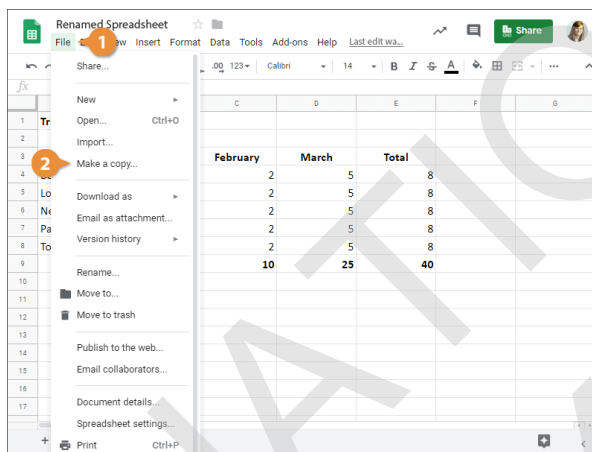
1. Click the Star icon next to the spreadsheet name.

Copy a Spreadsheet

If you want to use some of the content from an existing spreadsheet to create a new spreadsheet, you can create a copy.

- 1 Click **File** on the menu bar.
- 2 Select **Make a Copy**.
- 3 Enter a **Name** for the copied spreadsheet.
- 4 (Optional) Specify the **Folder** where you want to save the copied spreadsheet.
- 5 Click **OK**.

Google creates and displays the copied spreadsheet.



Commented [IG17]:

1. Click File on the menu bar.
2. Select Make a Copy.
3. Type "Copied Spreadsheet".
4. Select the folder where you want to save the spreadsheet.
5. Click OK

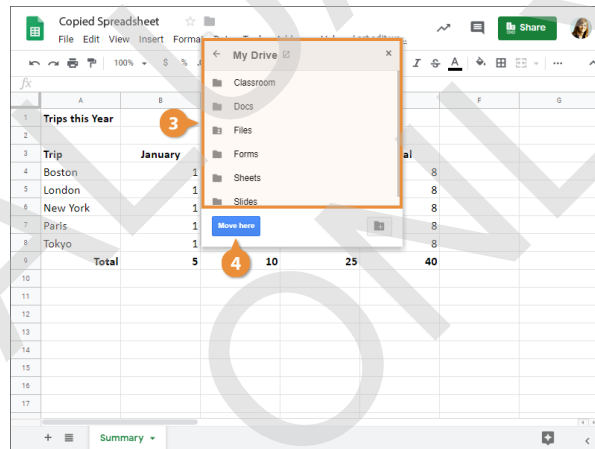
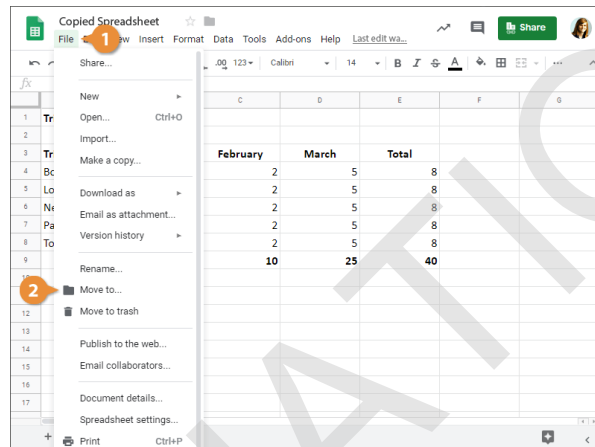
Move a Spreadsheet

You can also move a spreadsheet to a new folder in Google Drive.

- 1 Click **File** on the menu bar.
- 2 Select **Move to**.
- 3 Navigate to the desired folder.
- 4 Click **Move here**.

Tip: You can also move spreadsheets by clicking the folder icon next to the file name.

The spreadsheet is moved to a new location.



Commented [IG18]:

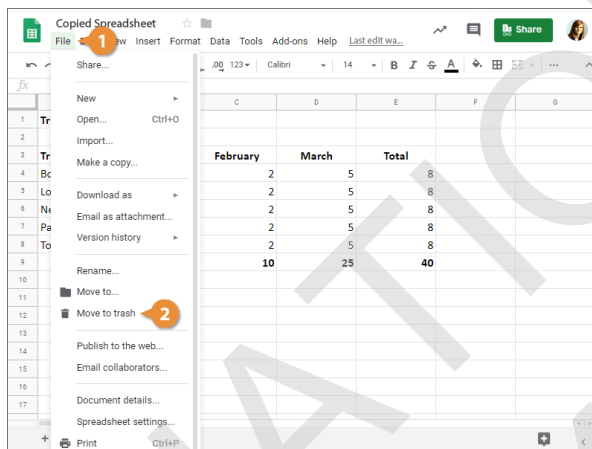
1. Click File on the menu bar.
2. Select Move to.
3. Navigate to the folder you want to move the spreadsheet to.
4. Click Move here.

Delete a Spreadsheet

Finally, you can delete a spreadsheet if you no longer need it.

- 1 Click **File** on the menu bar.
- 2 Select **Move to trash**.

Google deletes the spreadsheet and moves it to the Trash in Google Drive.



Commented [IG19]:

1. Click File on the menu bar.
2. Select Move to trash.

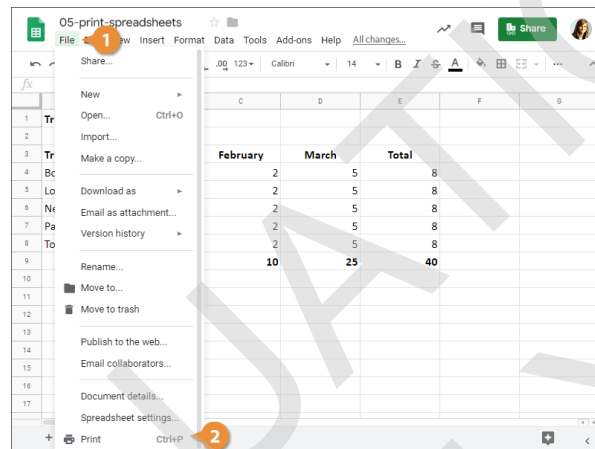
Print Spreadsheets

Commented [IG20]:
Practice File: 05-print-spreadsheets

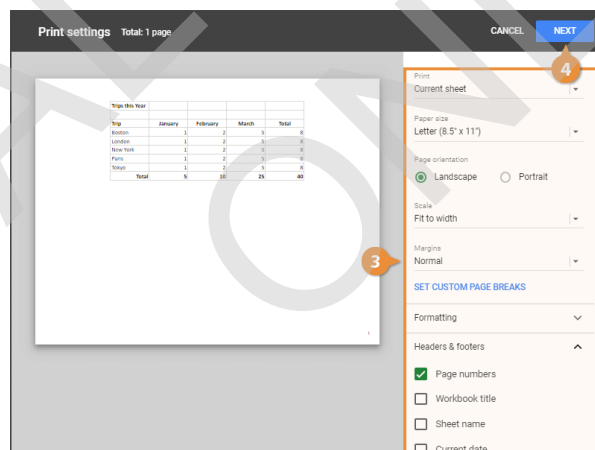
Once you've created a spreadsheet, and your computer is connected to a printer, you can print a copy. Before you do this, it's a good idea to preview how it's going to look.

Print a Spreadsheet

- 1 Click **File**.
- 2 Select **Print**.
- 3 The Print screen shows a preview of the file and some printing options.
- 4 Specify any print settings:
 - Print (What to print)
 - Page Orientation
 - Scale
 - Headers & Footers
- 4 Click **Next**.



- Commented [IG21]:**
1. Click File on the menu bar.
 2. Select Print.
 3. Specify the print options.
 4. Click Next.
 5. If necessary, specify any additional printing options.
 6. Click Print.

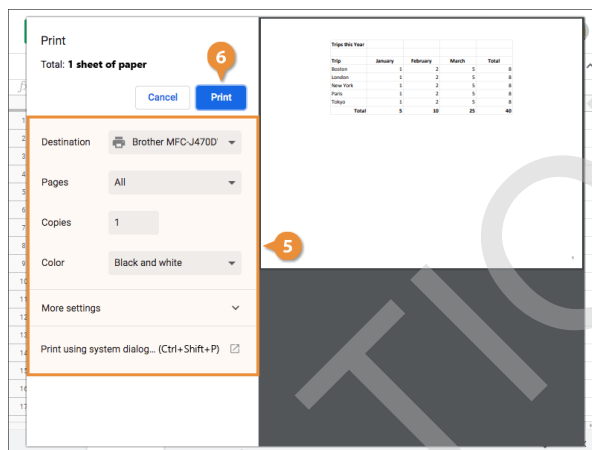


5 Specify any additional printing options:

- Destination
- Pages
- Copies

6 Click **Print**.

The spreadsheet is sent to the printer.



Get Help

Commented [IG22]:
Practice File: 06-get-help

The Help feature can answer questions and offer tips to help you get the most out of Google Sheets' tools.

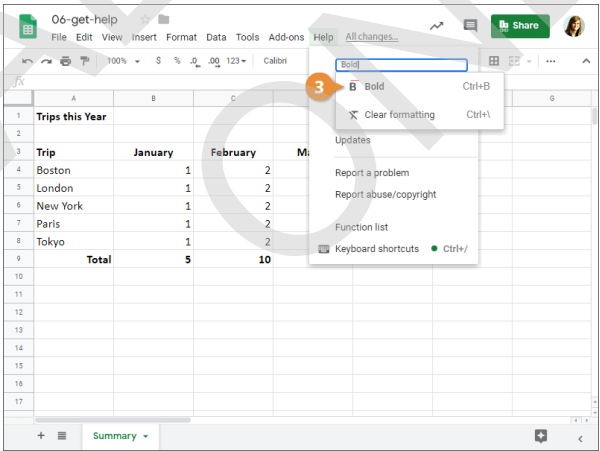
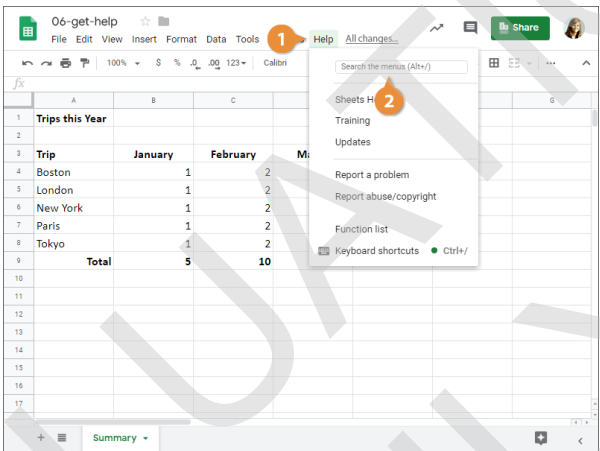
Search for a Command

Commented [IG23]:

1. Select a city in column A.
2. Click Help on the menu bar.
3. Type Bold.
4. Select Bold.

- 1 Click **Help** on the menu bar.
- 2 Type the command you're looking for in the **Search the menus** field.
- 3 Click the desired command.

Commands related to your search, from all the different menus, are grouped here.

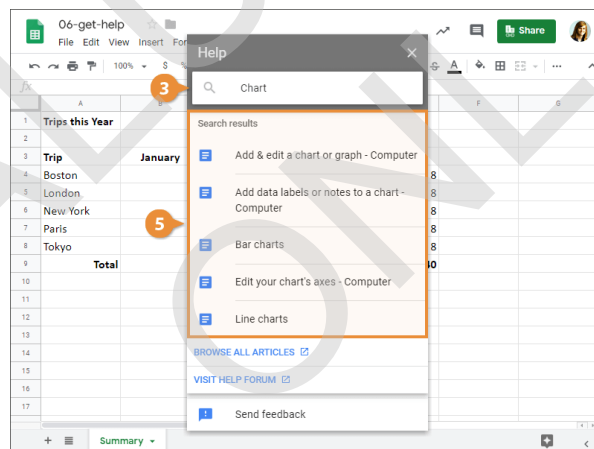
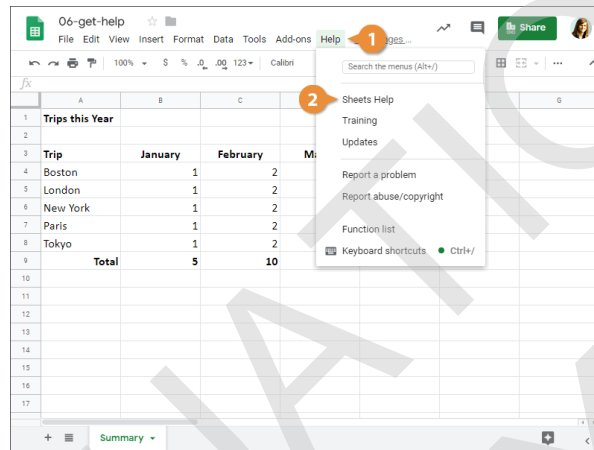


Search for Help Topics

When you don't know how to do something in Sheets, look up your question in the Sheets Help files. The Sheets Help articles can answer your questions, offer tips, and provide help for all of Google Sheets' features.

- 1 Click **Help** on the menu bar.
- 2 Select **Sheets Help**.
- 3 Type a keyword in the **Search Help** field.
- 4 Press **Enter**.
- 5 Select the desired help topic.

The help topic is displayed.



Commented [IG24]:

1. Click Help on the menu bar.
2. Select Sheets Help.
3. Type "Chart".
4. Press the Enter key.
5. Select the desired topic.