



Google Sheets

EVALUATION ONLY

© 2019 by CustomGuide, Inc. 3387 Brownlow Avenue, Suite 200; Saint Louis Park, MN 55426

This material is copyrighted and all rights are reserved by CustomGuide, Inc. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of CustomGuide, Inc.

We make a sincere effort to ensure the accuracy of the material described herein; however, CustomGuide makes no warranty, expressed or implied, with respect to the quality, correctness, reliability, accuracy, or freedom from error of this document or the products it describes. Data used in examples and sample data files are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.

The names of software products referred to in this manual are claimed as trademarks of their respective companies. CustomGuide is a registered trademark of CustomGuide, Inc.

Contents

Set up: Practice Files	9
Upload and Convert Practice Files	10
Update Google Drive File Conversion Settings	10
Create and Open a Practice Folder	11
Upload Practice Files	12
Sheets Fundamentals	13
Create Spreadsheets	14
Create a Spreadsheet	14
Name a Spreadsheet	14
Save and Close	15
Create a Spreadsheet from a Template	16
Open a Spreadsheet	17
Open a Spreadsheet from Google Drive	17
Open a Spreadsheet from Google Sheets	18
Navigate Spreadsheets	20
Select a Cell	20
Navigate Between Cells and Pages	21
Navigate Between Sheets	22
File Management	23
Rename a Spreadsheet	23
Star a Spreadsheet	24
Copy a Spreadsheet	25
Move a Spreadsheet	26
Delete a Spreadsheet	27
Print Spreadsheets	28
Print a Spreadsheet	28
Get Help	30
Search for a Command	30
Search for Help Topics	31
Edit Spreadsheets	32
Select Cells and Ranges	33
Select a Cell	33
Select a Row	33

Select a Column	34
Select a Range of Cells	34
Select All Cells	35
Edit Cell Data	36
Enter Cell Data	36
Replace Cell Data	36
Edit Cell Data	37
Clear Cell's Contents	37
Cut, Copy, and Paste Data	38
Copy and Paste	38
Cut and Paste	39
Undo, Redo, and Repeat	40
Undo and Redo	40
Repeat the Last Action	41
Use Paste Special	42
Paste Formulas	42
Paste Values	43
Transpose Data	44
Paste Special Options	45
Insert and Move Cells	46
Insert Cells	46
Insert Rows or Columns	46
Move Cells	47
Delete Cells	48
Delete Cells	48
Delete Rows and Columns	49
Hide Rows and Columns	50
Hide a Row or Column	50
Unhide a Row or Column	51
Find and Replace Text	52
Find Text	52
Find and Replace Text	53
Check Spelling	55
Check Spelling	55
Format Spreadsheets	56
Format Text	57
Change Font	57

Change Font Size	57
Apply Font Effects	58
Clear Text Formatting	58
Align and Merge Cells	59
Change Horizontal Alignment	59
Change Vertical Alignment	59
Wrap Text.....	60
Merge Cells	61
Unmerge Cells.....	61
Cell Borders and Background Colors.....	62
Add a Cell Border	62
Edit a Cell Border.....	62
Change Fill Color	63
Format Numbers and Dates.....	64
Apply Currency Format	64
Apply Date Format	64
Apply a Custom Date and Time Format.....	65
Create a Custom Number Format.....	66
Adjust Row Height and Column Width	67
Adjust Row Height or Column Width Manually.....	67
Adjust Row Height or Column Width Automatically.....	67
Specify a Row Height or Column Width.....	68
Freeze Rows and Columns	69
Freeze a Row or Column	69
Unfreeze Rows or Columns.....	69
Copy and Paste Formatting.....	70
Paste Copied Formatting.....	70
Apply Conditional Formatting.....	71
Create a Conditional Formatting Rule.....	71
Delete a Conditional Formatting Rule.....	73
Formulas and Functions	74
Formula Basics	75
Create a Formula.....	75
Update a Formula Result	76
Edit a Formula	77
Autofill.....	78
Use Autofill to Duplicate Data.....	78

Use Autofill to Enter a Series	78
Sums and Averages.....	80
Insert a SUM Function	80
Insert an AVERAGE Function	81
MIN and MAX	82
Insert a MAX Function	82
Insert a MIN Function	83
COUNT	84
Insert a COUNT Function	84
Insert Functions	86
Insert a Function.....	86
Get Help on Functions	87
Absolute and Relative Cell References	88
Relative References	88
Absolute References.....	89
Cell Range Names	90
Name a Cell Range.....	90
Use a Cell Range Name in a Formula.....	91
Go To a Named Range	91
Edit and Delete Cell Range Names	92
Manage Sheets and Data.....	94
Insert, Rename, and Delete Sheets	95
Insert a Sheet.....	95
Rename a Sheet.....	96
Delete a Sheet	97
Duplicate, Move, and Hide Sheets	98
Duplicate a Sheet.....	98
Move a Sheet.....	99
Hide a Sheet.....	99
Unhide a Sheet	100
Sort Data.....	101
Sort by One Column.....	101
Sort by Multiple Columns	102
Filter Data	104
Filter Data	104
Advanced Filters	105
Clear a Filter.....	106

Data Validation	107
Create a Validation Rule.....	107
Edit or Remove Data Validation.....	109
Protect Spreadsheets.....	110
Protect a Spreadsheet.....	110
Edit or Delete Protection	112
Insert Objects	113
Insert a Chart.....	114
Create a Chart	114
Move a Chart.....	116
Resize a Chart.....	116
Customize a Chart	117
Modify a Chart	117
Change Chart Type	118
Switch Rows and Columns	118
Change a Chart Title.....	119
Change a Chart Legend	120
Insert Images.....	121
Insert an Image	121
Insert Links	122
Insert a Link.....	122
Use a Link	123
Remove a Link.....	123
Share, Collaborate, and Convert	124
Upload and Convert Spreadsheets	125
Upload a Spreadsheet.....	125
Convert a Spreadsheet.....	126
Download and Email Spreadsheets	128
Download a Spreadsheet	128
Email Spreadsheet	129
Share Spreadsheets.....	130
Share a Spreadsheet	130
Change Share Settings	131
Collaborate.....	133
Add Comments.....	133
View a Comment.....	134

Reply to a Comment	135
Resolve a Comment.....	136
Work with Versions	137
View Versions	137
Restore a Version	138
Create a Named Version.....	139
Add-Ons	140
Install an Add-On	140
Access Add-Ons	142

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

EVALUATION ONLY

Upload and Convert Practice Files

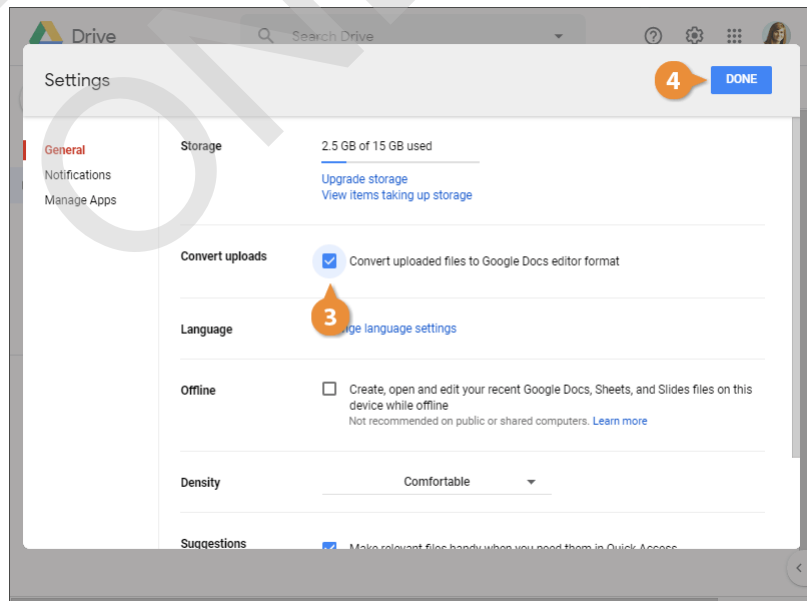
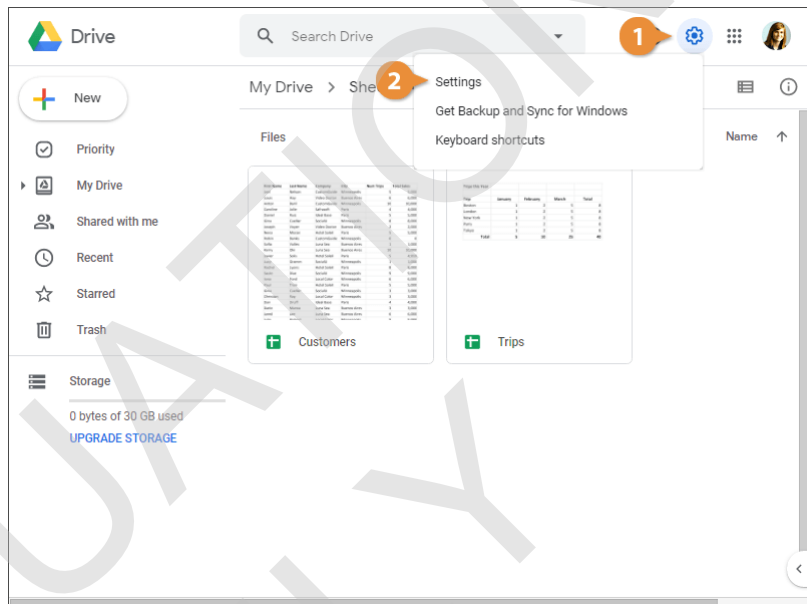
Most of the practice files are saved as Microsoft Excel (.xlsx) files. This file format is simply a method for distributing the content and not intended for use in this course. We'll need to convert the documents to Google Sheets files for use in this course.

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**.

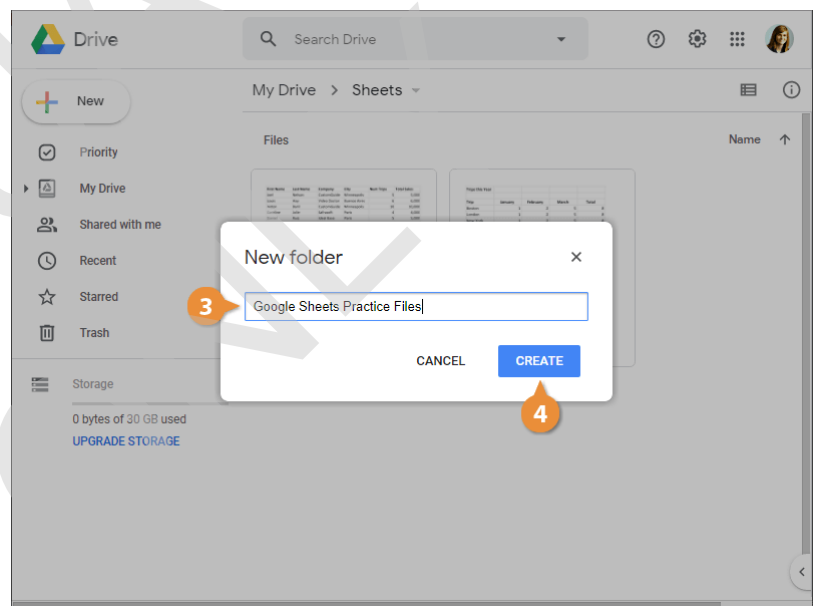
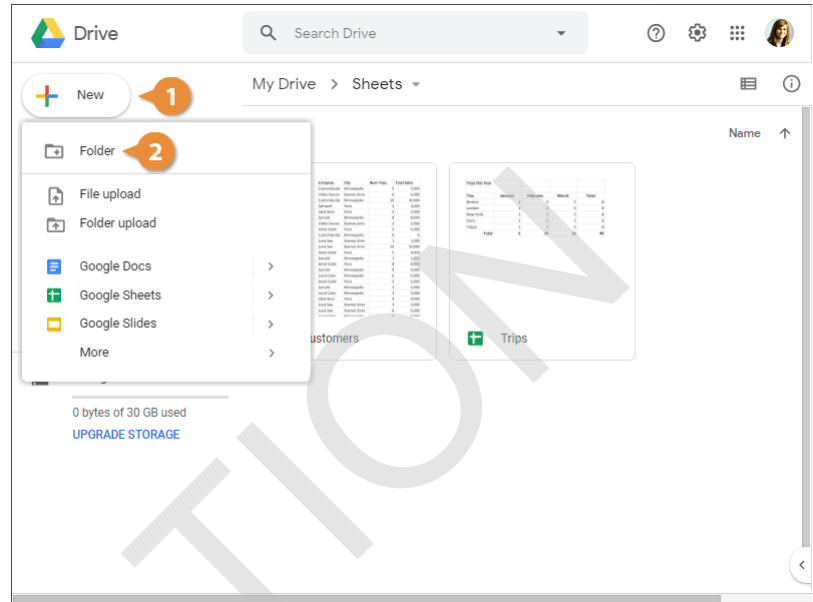
The setting is updated so files uploaded to Drive will now automatically convert to Google's format.

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



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.

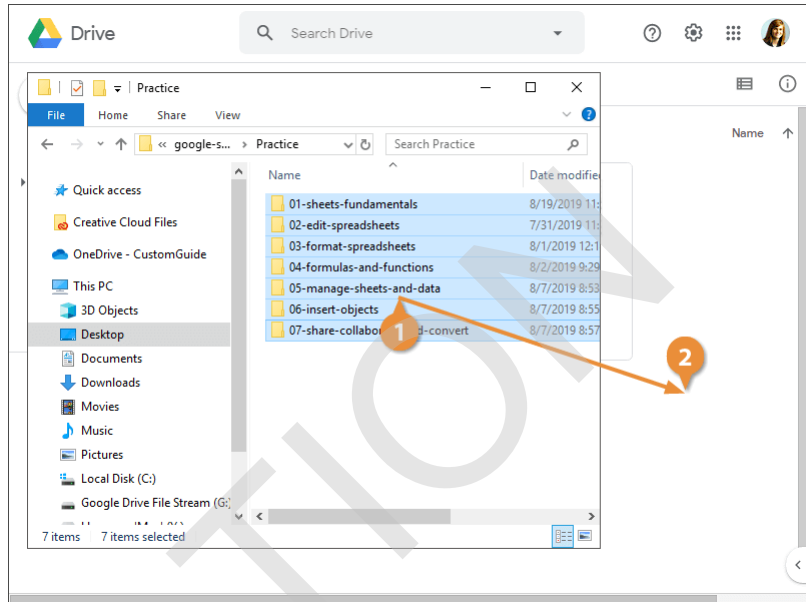


Upload Practice Files

- 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.



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

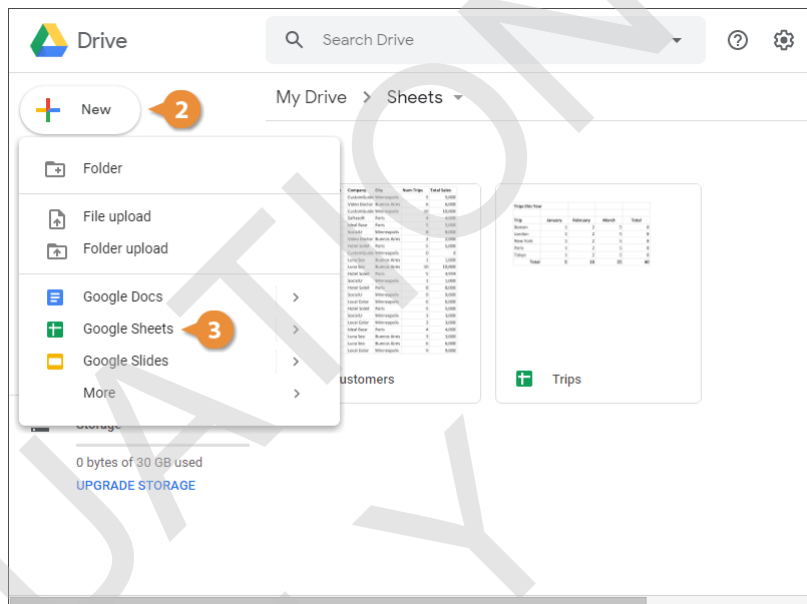
Create Spreadsheets

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**.

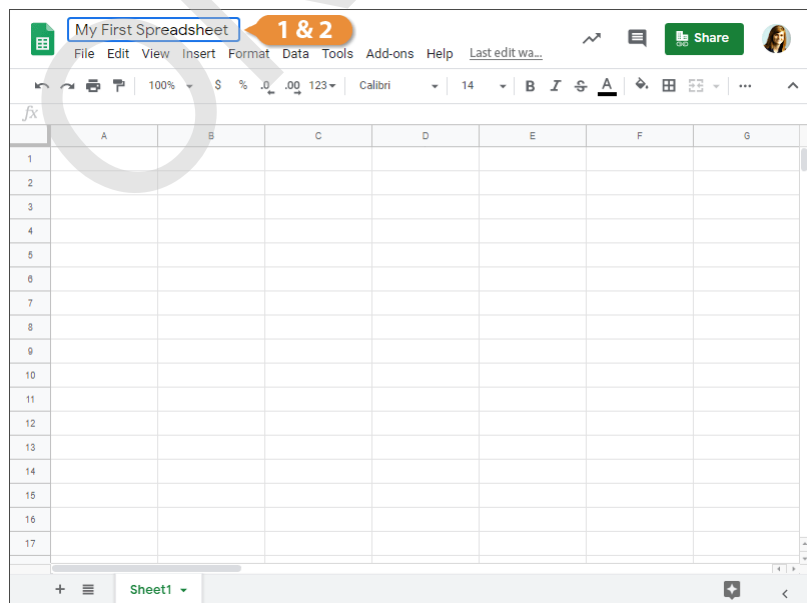
A new, blank workbook is created, and you can start entering data.



Name a Spreadsheet

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

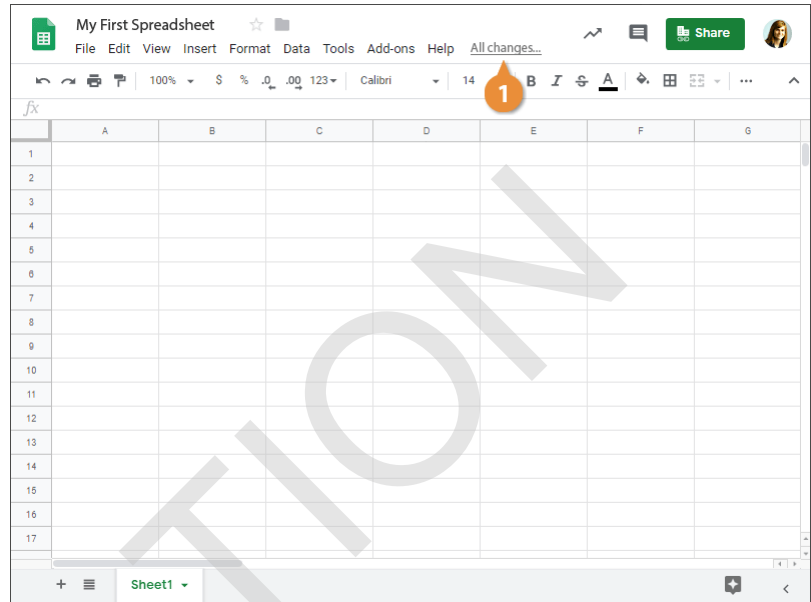
The file is renamed.



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.

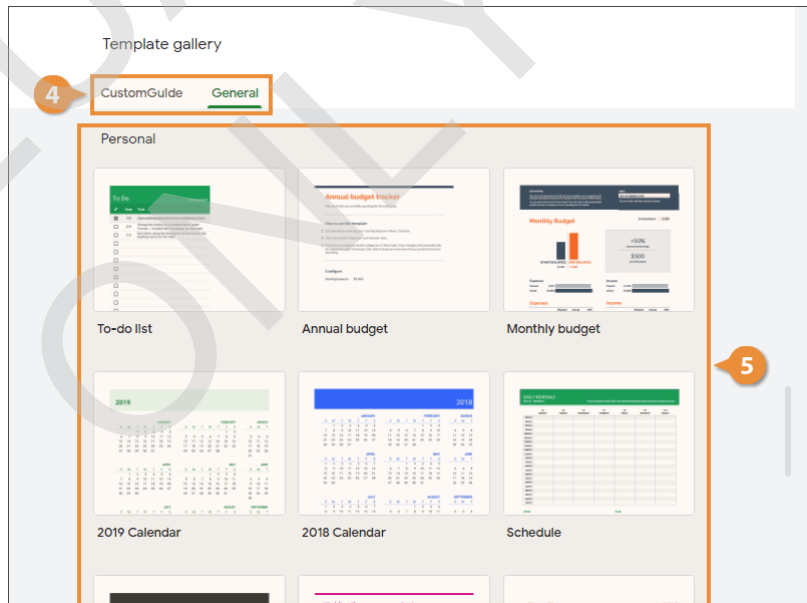
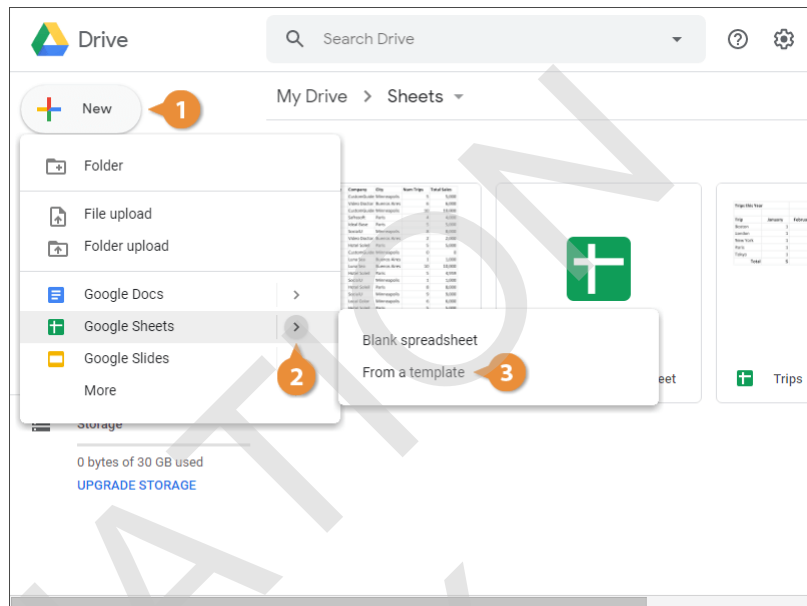


Create a Spreadsheet from a Template

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.



Open a Spreadsheet

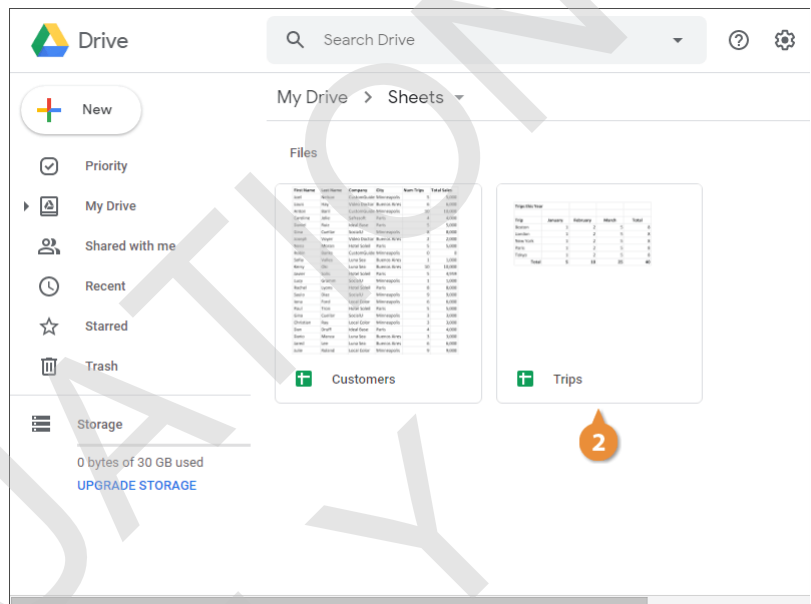
Opening a spreadsheet lets you use a spreadsheet that you or someone else has previously created and then saved. This lesson explains how to open a saved spreadsheet.

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.



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.

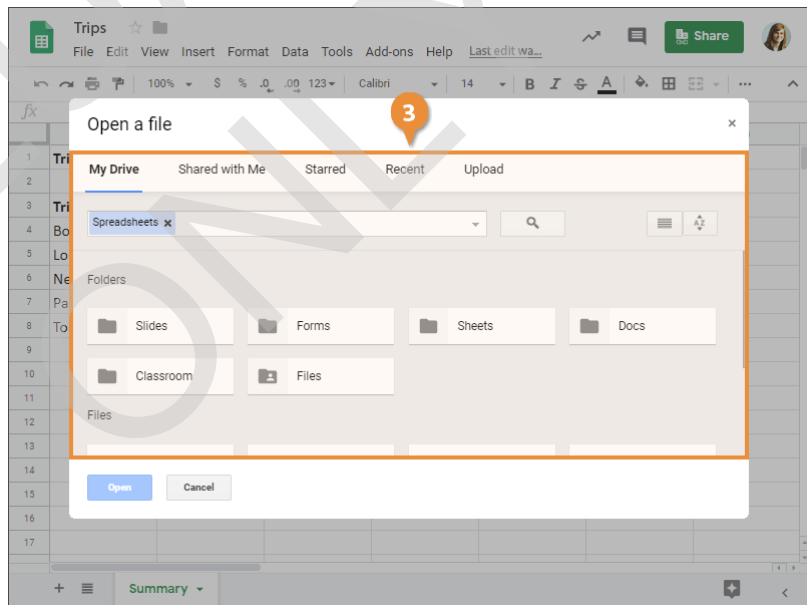
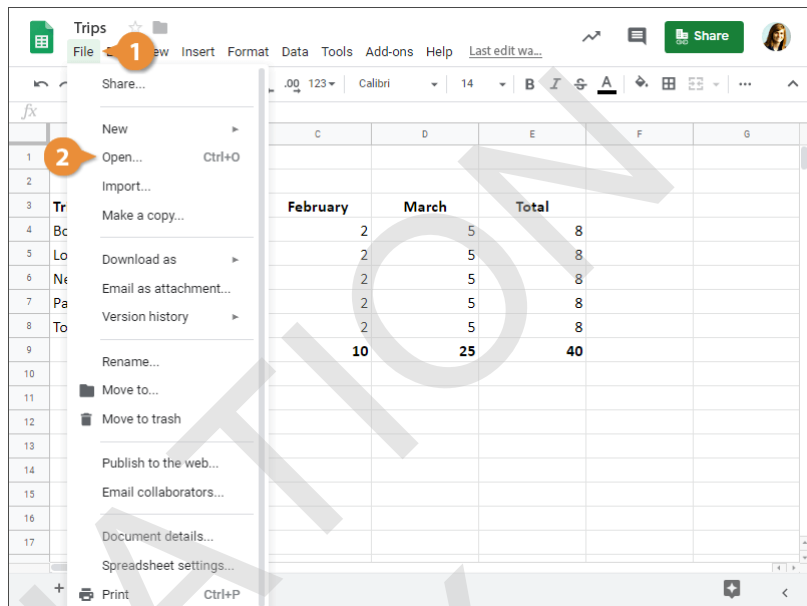
1 Click **File** on the menu bar.

2 Select **Open**.

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

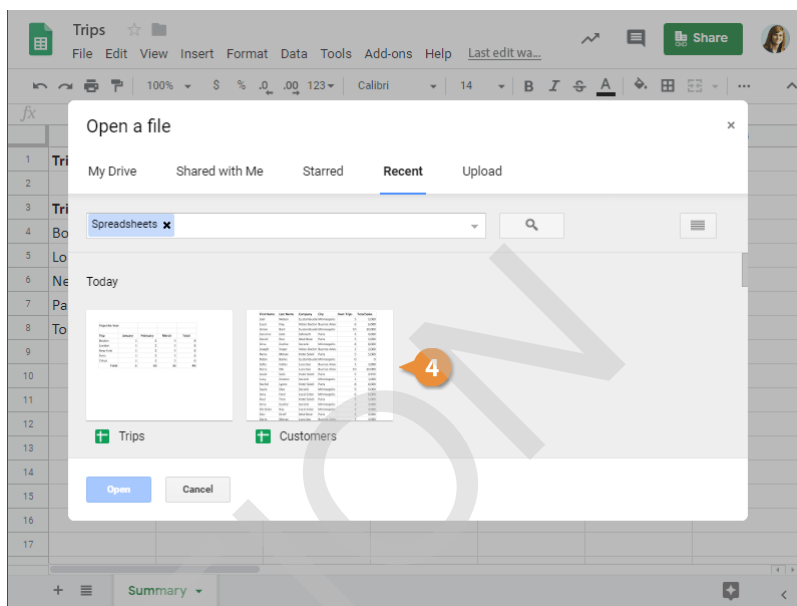
- Search for a file in the search field.
- Browse through the folders in your Google Drive.
- Click a tab to view your Shared With Me, Starred, or Recent files.

3 Navigate to or search for a spreadsheet.



- 4 Double-click the spreadsheet you want to open.

The spreadsheet opens in Google Sheets.



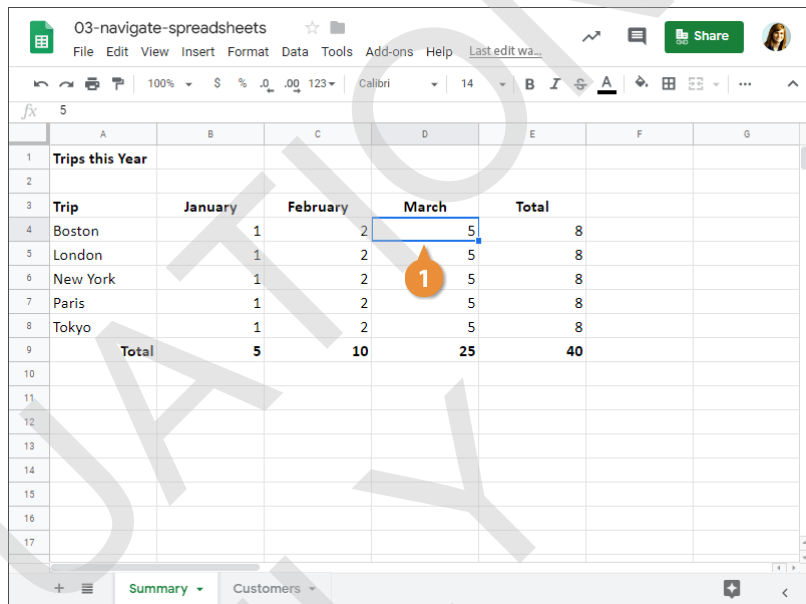
Navigate Spreadsheets

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

- 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.



	A	B	C	D	E	F	G
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

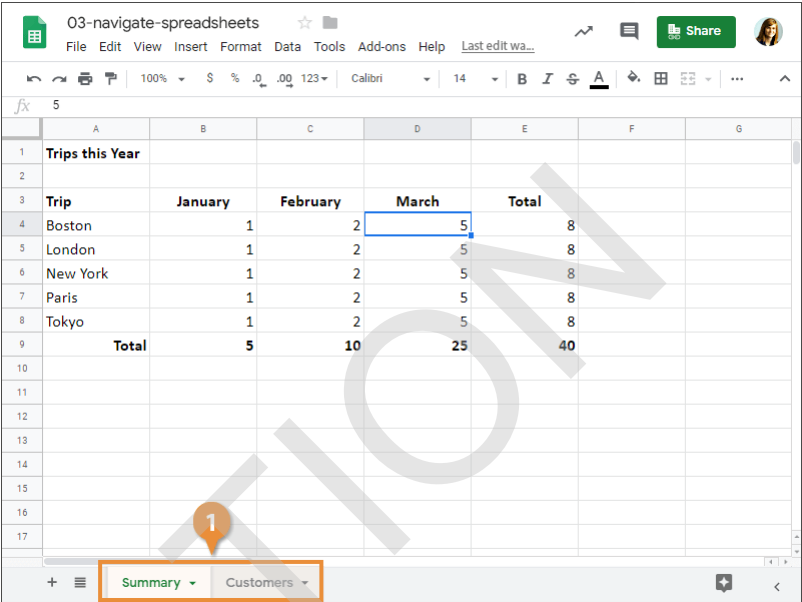
Sheets has several shortcuts that make it fast to get around your spreadsheets; they're included in this table:

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.



File Management

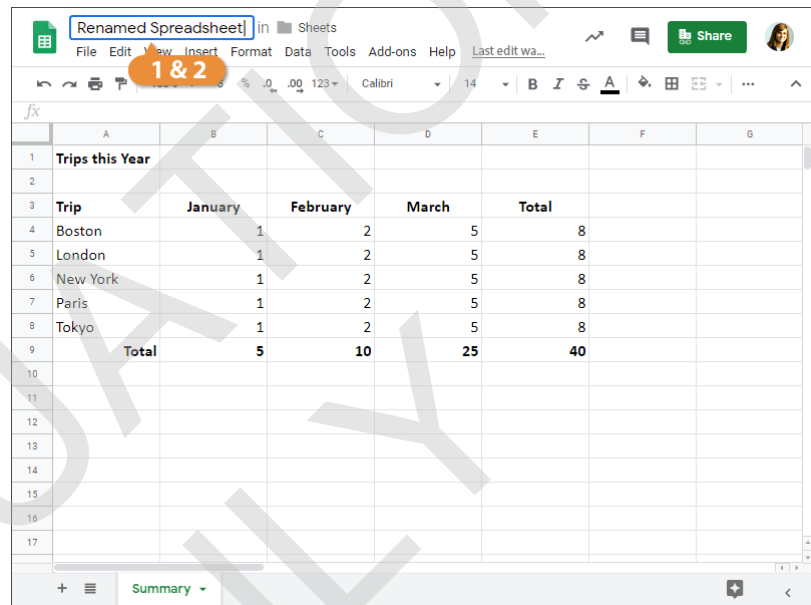
As you work with Google Sheets, at some point you will need to do some file management to keep your spreadsheets organized.

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.



Star a Spreadsheet

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

1

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

The spreadsheet is marked with a star.

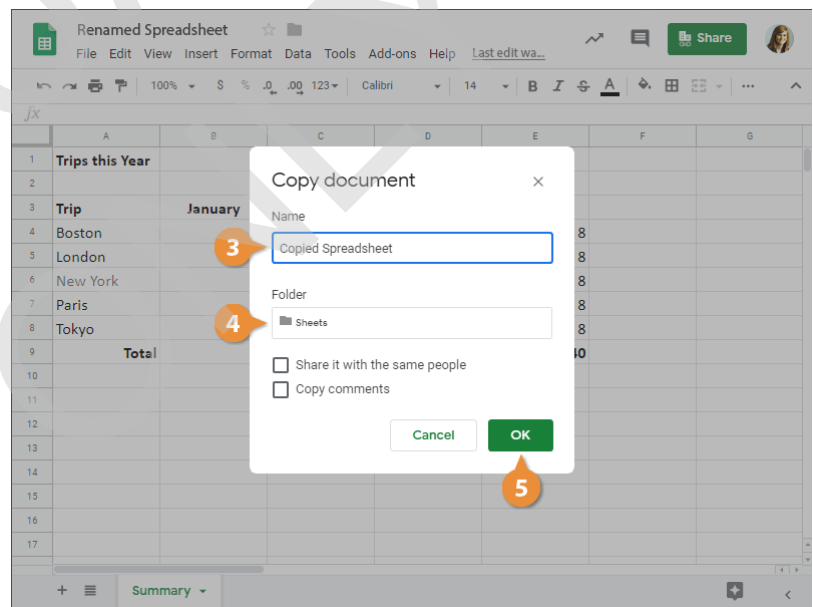
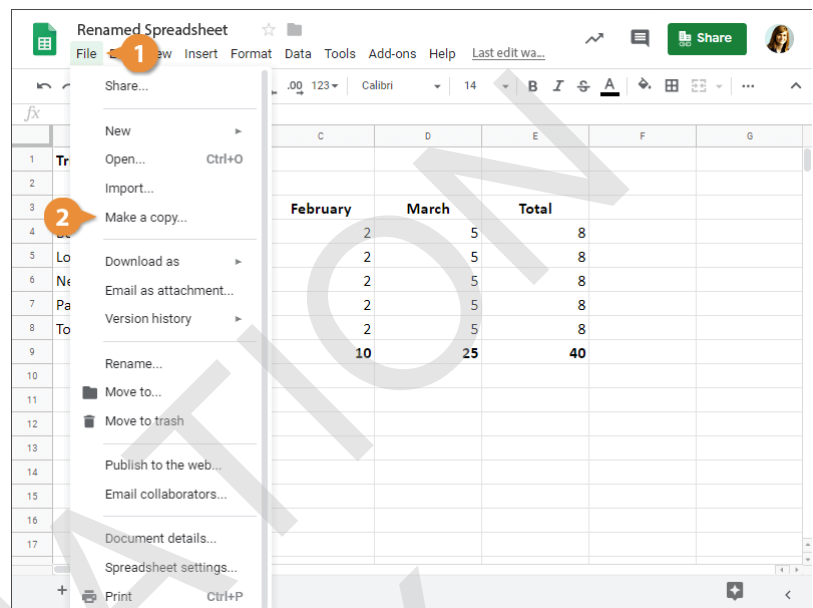
[illegible]

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**.
The Copy Document dialog appears.
- 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.



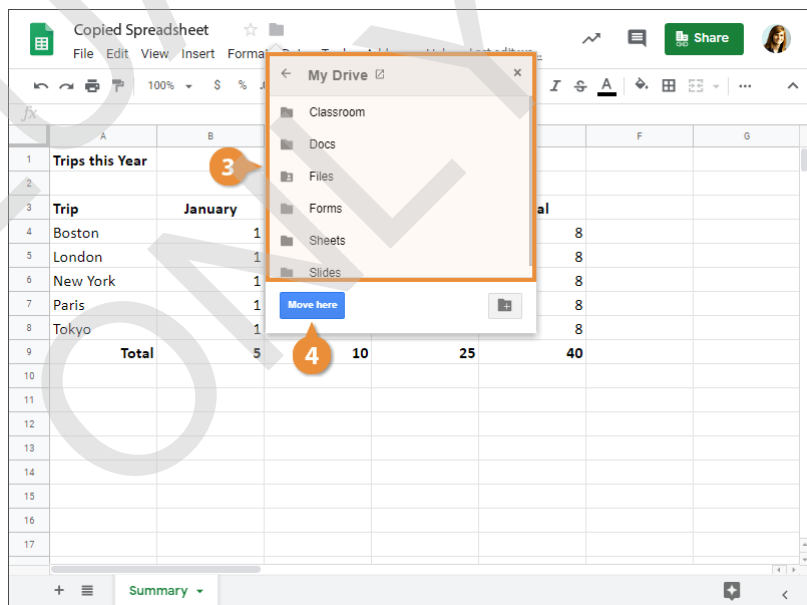
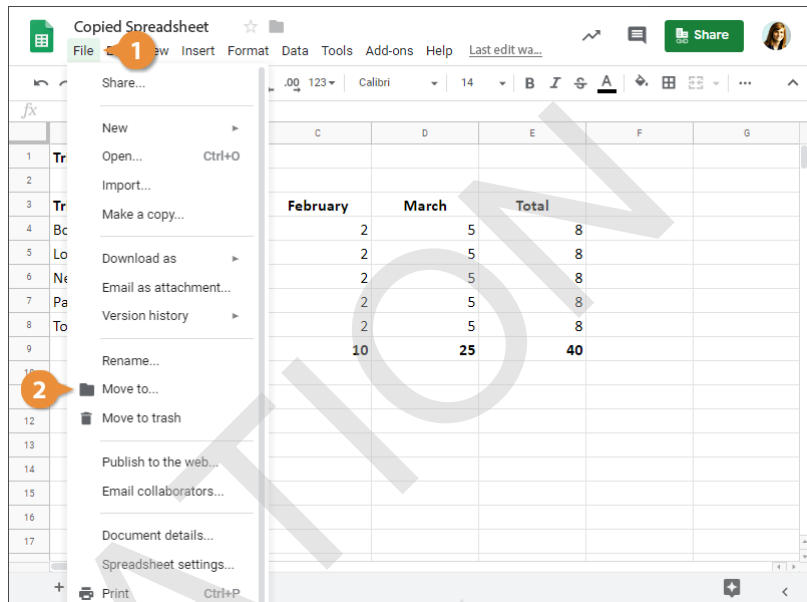
Move a Spreadsheet

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.

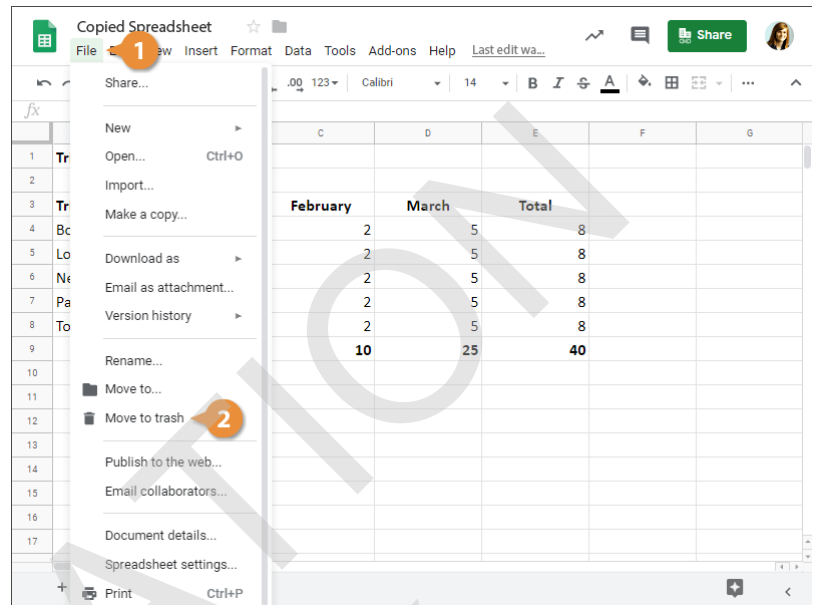


Delete a Spreadsheet

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.



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**.

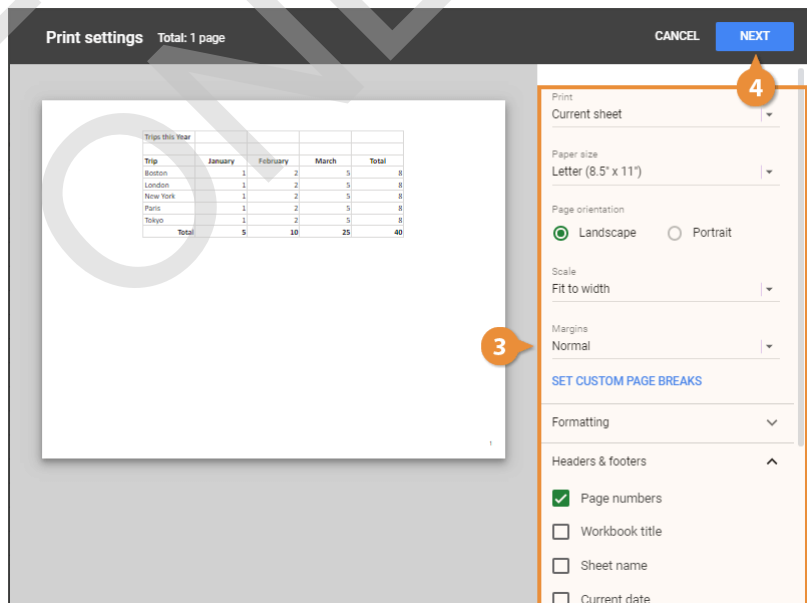
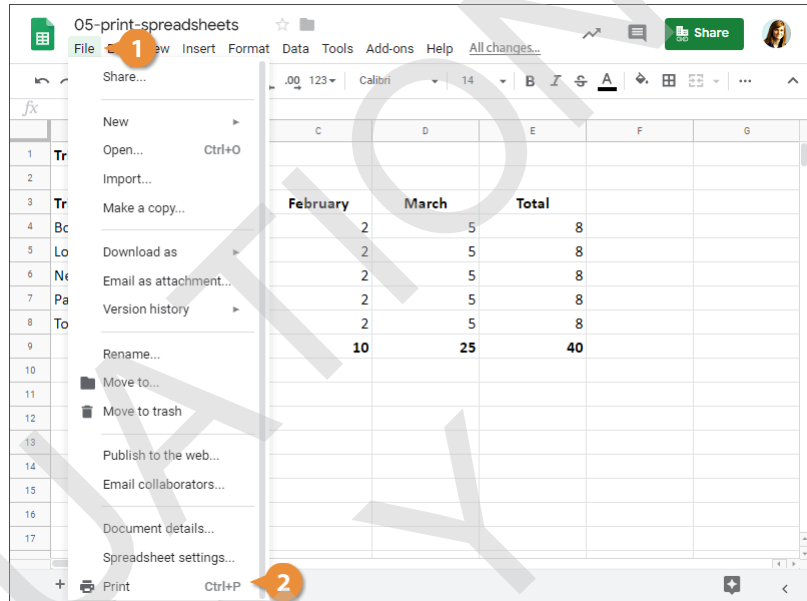
2 Select **Print**.

The Print screen shows a preview of the file and some printing options.

3 Specify any print settings:

- Print (What to print)
- Page Orientation
- Scale
- Headers & Footers

4 Click **Next**.



5

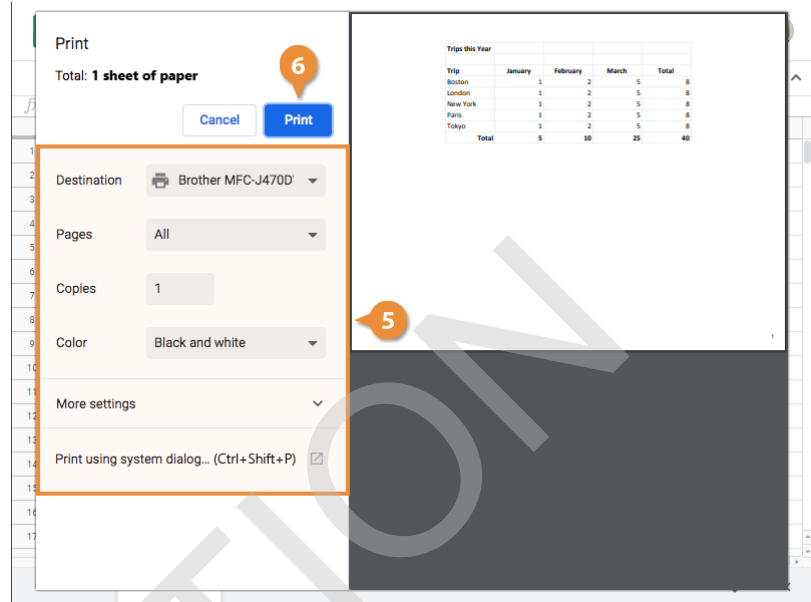
Specify any additional printing options:

- Destination
- Pages
- Copies

6

Click **Print**.

The spreadsheet is sent to the printer.



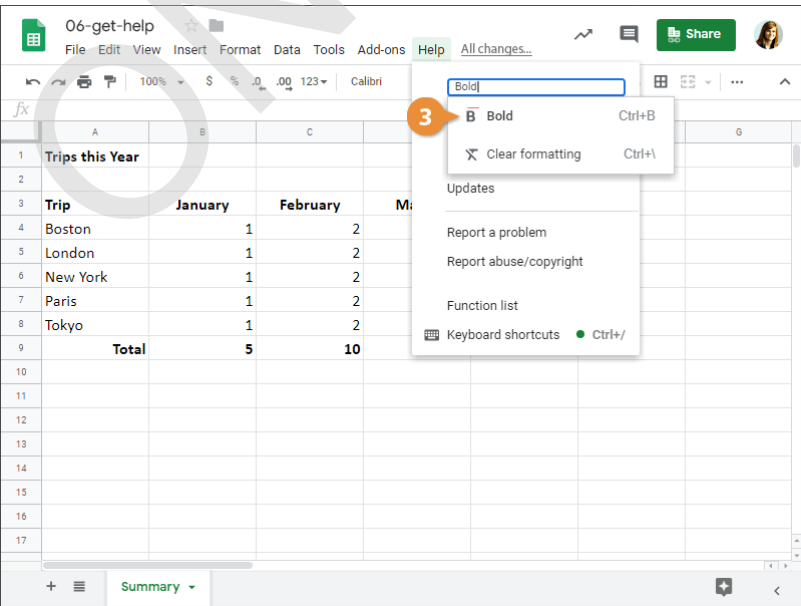
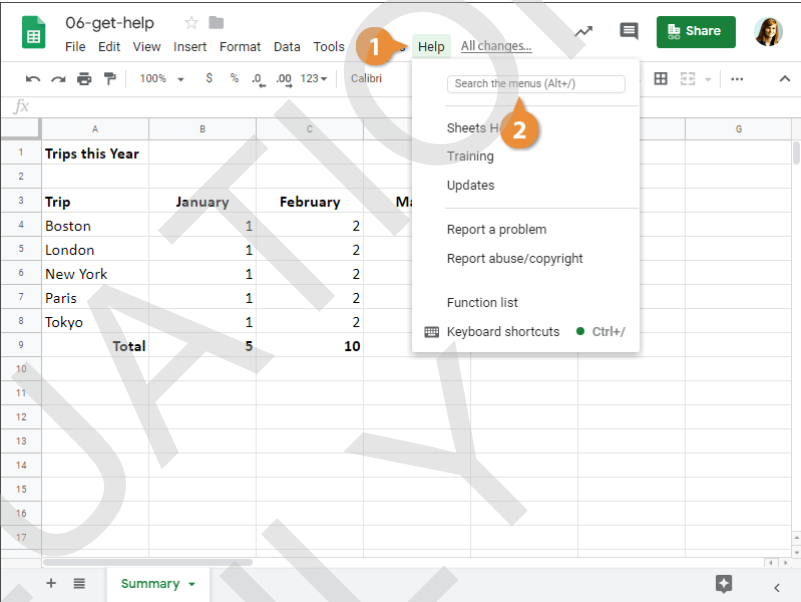
Get Help

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

Search for a Command

Google Sheets has a lot of commands—so many that it can sometimes be challenging to remember where they all are. Fortunately, you can easily search the menus to find commands.

- 1 Click **Help** on the menu bar.
- 2 Type the command you're looking for in the **Search the menus** field.
Commands related to your search, from all the different menus, are grouped here.
- 3 Click the desired command.



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.

