GOOGLE SHEETS BASICS

Google Sheets is a spreadsheet application, similar to MS Excel. It is a f ree application that can be downloaded from Google Apps to your PC, Tablet or Phone. You will need a Google account to download the application. The files are automatically saved to the Google Drive, but you can save the files on your PC.
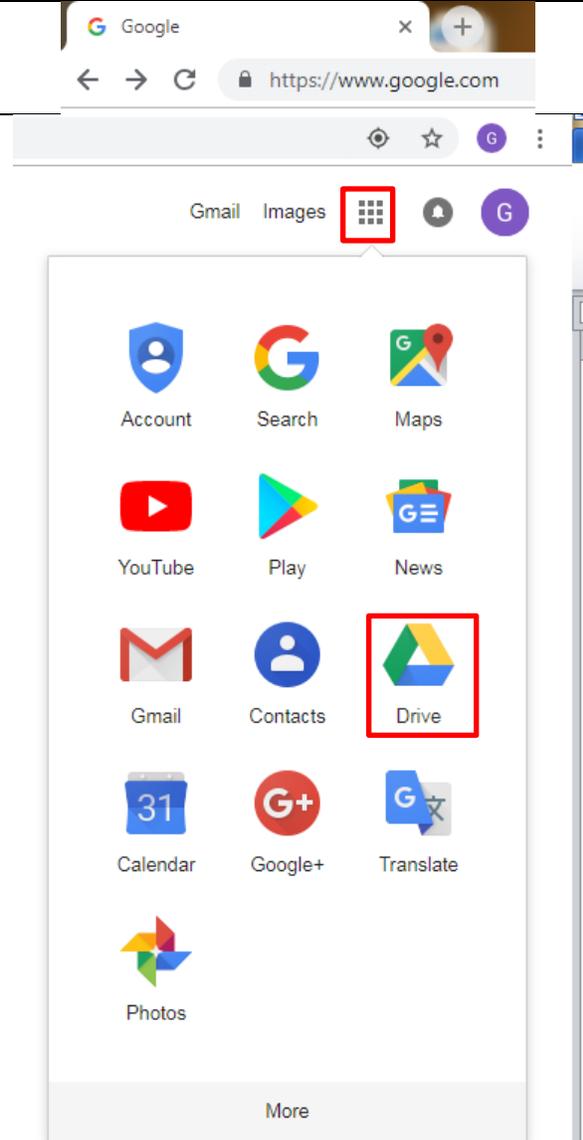
ACCESSING GOOGLE SHEETS

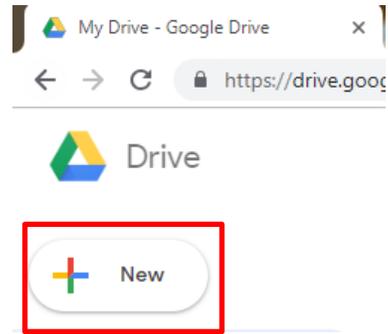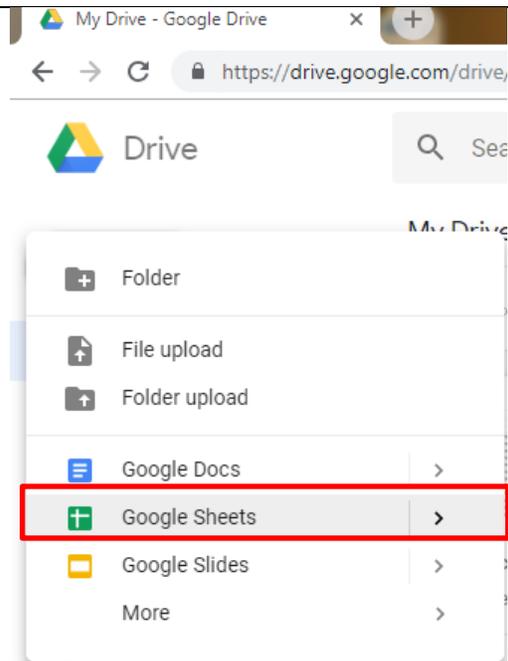|	
Open a web browser and go to the Google Website – www.google.com	
Click the **Applications Icon** in the upper-right corner as shown here. Since all files created with Sheets are automatically saved to your Google Drive, you can access the Sheets application from there. Click the **Drive Icon**.	

At the Google Drive, click the **New Button**.	
A list of applications will appear. Click **Google Sheets**	

The application will open.

GOOGLE SHEETS - MENU	
File Menu	
Edit Menu	

View Menu	View · Insert · Format · Data Freeze ▸ ✓ Gridlines Protected ranges ✓ Formula bar Show formulas Ctrl+` Hidden sheets ▸ Zoom ▸ Full screen
Insert Menu	Insert · Format · Data · Tools Row **above** Row **below** Column **left** Column **right** Cells and shift **down** Cells and shift **right** 📊 Chart 🖼 Image... 🔲 Drawing... ▤ Form... Function ▸ 🔗 Link... Ctrl+K ☑ Checkbox NEW ➕ Comment Ctrl+Alt+M Note Shift+F2 New sheet Shift+F11

Format Menu	
Data, Tools & Add-ons – Advanced Features	
Help Menu	
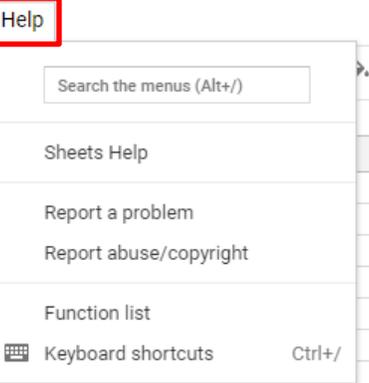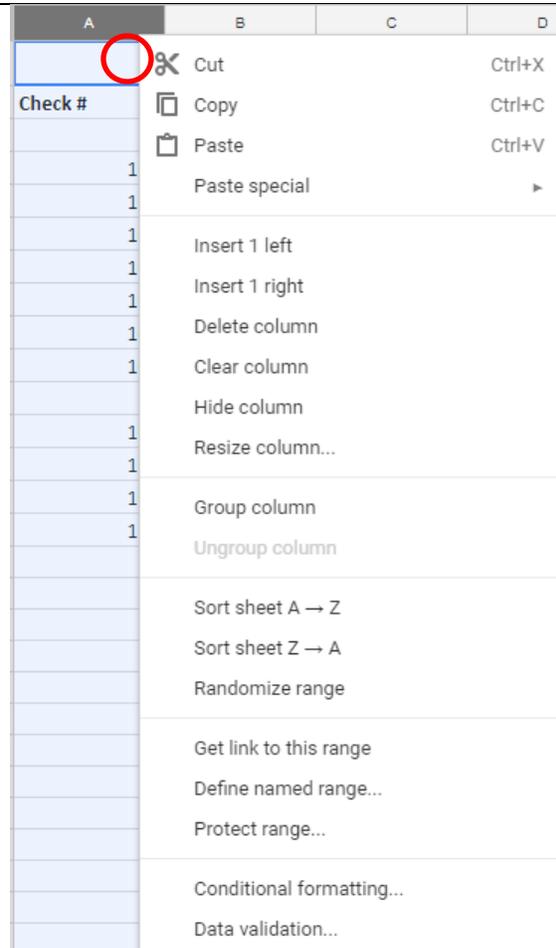
Column Menu	
Sheets Menu Click the + sign to add more sheets	
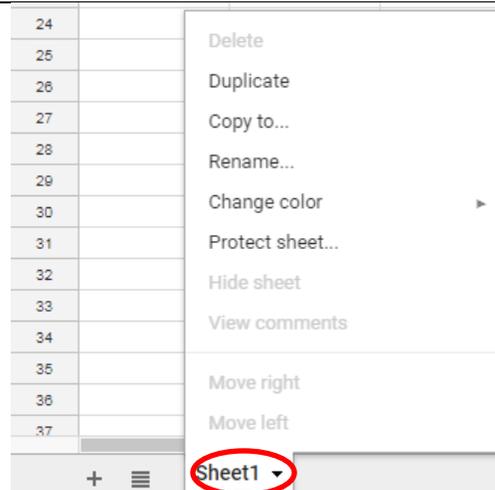
OTHER PARTS OF THE SCREEN	
Toolbar	
Formula Bar	
Home Button	
Templates Click the three dots for a list of more templates to chose from:	
Comments	
Share	
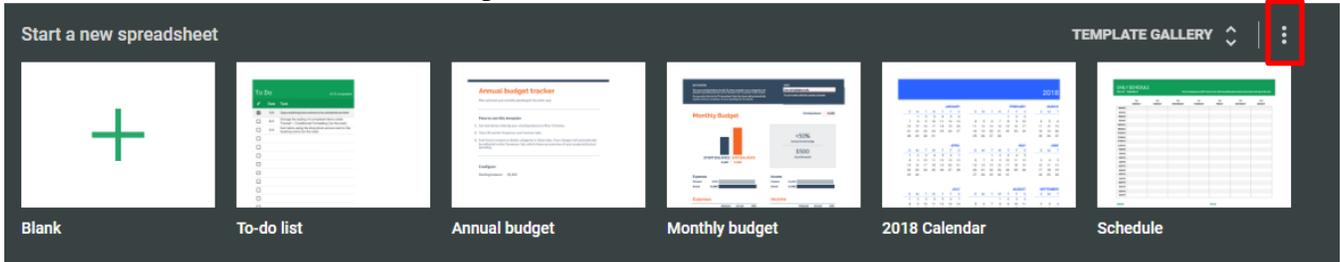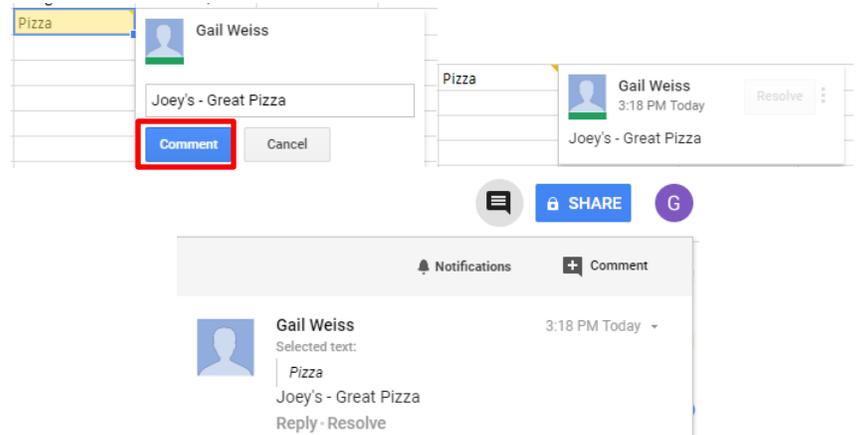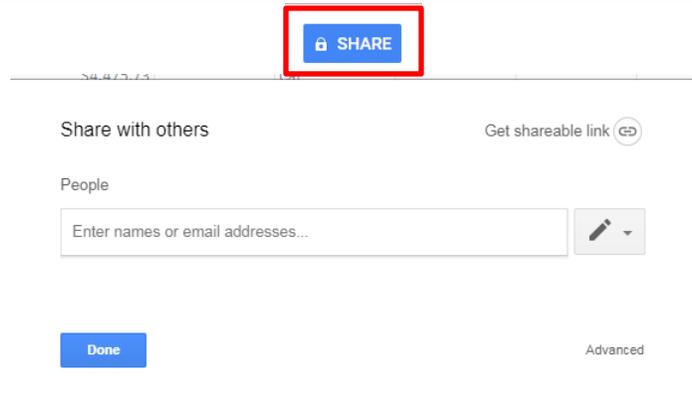
KEYSTROKES

Keystrokes for Navigation	
Keystrokes for Selecting	

MOUSE SHAPE	
Arrow – Used to select a cell, range of cells, column(s) and row(s)	
AutoFill Handle – User to copy cell contents or formulas to adjoining cells	
Hand - Used to Move or Copy text using the Drag & Drop feature	

FORMATTING OPTIONS

Since calculations can be performed on Dates and Numbers, do NOT mix Text, Dates, and Numbers in the same column or row.

TEXT
Sheets considers any cell containing any text, even if it contains both text and numbers as "TEXT" (addresses and telephone numbers are text.)

DATE
Sheets recognizes several different ways of inserting a date:
November 1, 2018
11/1/18
Nov-01
Nov-2018
11/01/18

The current date can be inserted by pressing CTRL + ; at the same time

TIME
Sheets also recognizes several different ways of inserting the time.
13:30
10:21AM
20:00 (military time)
The current time can be inserted by pressing CTRL + SHIFT + ; at the same time
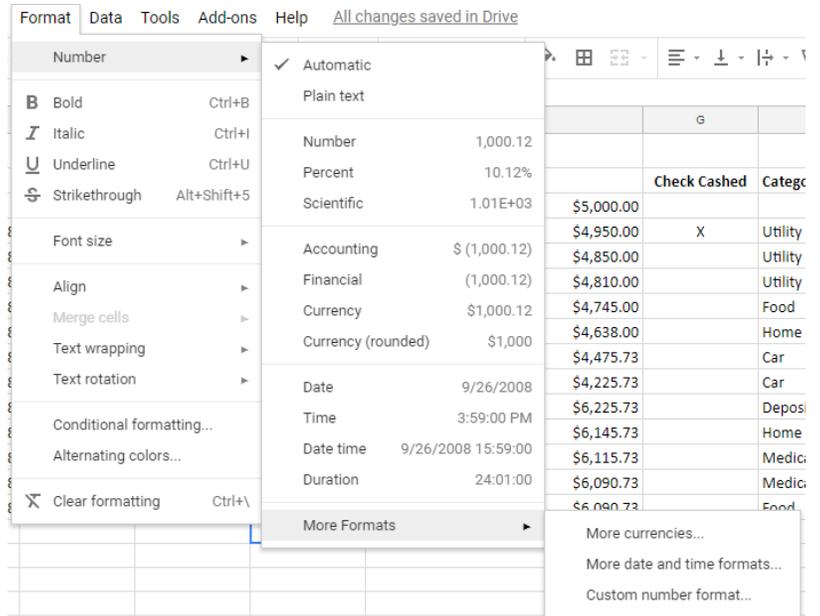
NUMBERS
You can enter numbers with many different formats in Sheets.

General Number	99
Comma	5,400
Percent	20%
Decimal	3.12345
Currency	$34,000.00
Exponent	1.2E+08

FUNCTIONS

Auto Calculate Feature
You can quickly get a sum, average, count of a range of numbers without entering a formula with the Auto Calculate Feature.
*Click the Functions Icon on the Toolbar and select the function.
*Select the range of cells you want to calculate.
*Press ENTER.

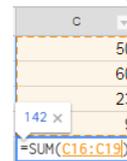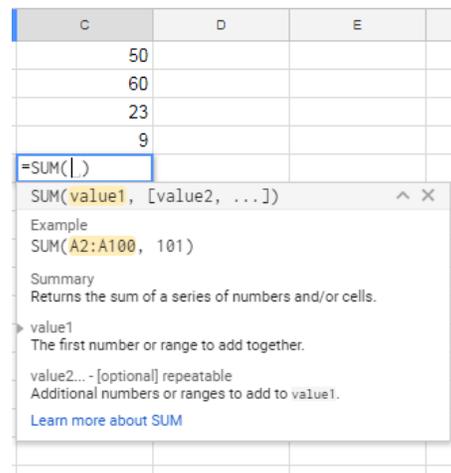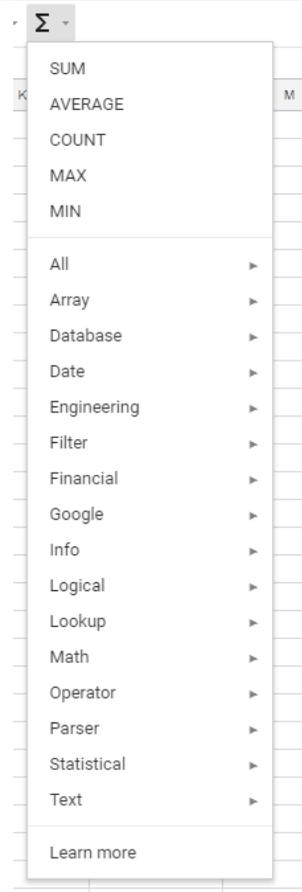| CALCULATIONS PERFORMED WITH AUTOCALCULATE	
Average	Gives you the average of a range of numbers.
Count	Counts the number of cells in a range
Numeric Count	Counts the number of cells that contain numbers in the range.
Maximum	Returns the maximum value in the range.
Minimum	Returns the minimum value in the range.
Sum	Gives you the sum of the range.

RULES FOR CREATING FORMULAS

Every formula must begin with an equal sign (=).

No spaces are to appear in the formula.

Numbers or cell addresses can be referenced.

Numbers can be used in formulas as follows:
=Sum(45+67+123+567)

Formulas can use cell addresses as follows:
=sum(D5+D6+D7+D8)

The cell addresses can be typed in capital or lowercase.

Formulas can contain both numbers and cell addresses
=sum(D9+6+D10+8)

ARITHMETIC OPERATORS		
Operator	*Formula*	*Type of Operation*
+	=2+2 or =A1+A2	Addition
-	=10-3 or =A1-A2	Subtraction
*	=4*4 or =A1*A2	Multiplication
/	=20/5 or =A1/A2	Division
%	=10%	Percent
^	=5^2 or =A1^A2	Exponentiation (to the power of)

COMPARATIVE OPERATORS	
Operator	*Type of Operation*
=	Equal to
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<>	Not equal to

RULES FOR CREATING FORMULAS WITH FUNCTIONS

All formulas must start with an equal sign (=), followed by the function name.

The arguments must be in parentheses.

AND NO SPACES are to appear.

=SUM(2,4,5,B6,C15,D21)

NOTE: By default EXCEL always displays the results of the formula in the cell of the worksheet. If you want to see the actual formulas in the worksheet, press **CTRL + ~ (tilda)**.