GOOGLE SHEETS BASICS

Google Sheets is a spreadsheet application, similar to MS Excel. It is a free 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.

| ACCES | SSING GOOGLE SHEETS |
|--|--|
| Open a web browser and go to the Google Website – www.google.com | G Google × + ← → C ♠ https://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 . | Images Images Images <t< td=""></t<> |
| | More |



| The application will open. | A 1 | My Drive - Google | Drive | × | 🖽 Unt | titled spread | lsheet - (| Google S | × | + | | | | | | | | |
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| GOO |)GLE SHEETS - MENU |
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| File Menu | File Edit View Insert Format Data Tools Add-ons Help |
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| | New ► |
| | Open Ctrl+O |
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| | Find and replace Ctrl+H |
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| | Search the menus (Alt+/) |
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| | Report a problem |
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| | Editing | Navigation | | |
| | Menus | Chat | Shift+Esc | |
| | Formatting | Enter current comment | Ctrl+Alt+E Ctrl+Alt+C | |
| | Data | Find and replace | Ctrl+H | |
| | Data | Find | Ctrl+F | |
| | Review | Focus database pill | Ctrl+Shift+' | |
| | Selection | Focus pop up | Ctrl+Alt+E Ctrl+Alt+P | |
| | Screen reader support | Focus quicksum | Alt+Shift+Q | |
| | File commands | Move focus out of editing area | Ctrl+Alt+Shift+M | |
| | View | Move to beginning of sheet | Ctrl+Home | |
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| | Formatting | Select column | Ctrl+Space | |
| | Formatting | Select row | Shift+Space | _ |
| | Data | | | |

| | MOUSE SHAPE |
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| 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 | |
| | cm |

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

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You can enter numbers with many different formats in Sheets.

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| | FUNCTION | S | | | | | | |
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| Auto Calculate Feature | | r | Σ. | | | | | |
| You can quickly get a sum, average, count of | | | SUM | 4 | | | | |
| a range of numbers without entering a | | к | SUN | BACE | | м | | |
| formula with the Auto Calculate Feature. | | | AVE | RAGE | | | | |
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| | | =SUM(_) | | | | | | |
| | | SUM(<mark>valu</mark> | u <mark>e1</mark> , [| value2,]) | | ~ 3 | × | |
| | | Example SUM(<mark>A2:</mark> / | A100, | 101) | | | - | |
| | | Summary | | | | | _ | |
| | | Returns the | e sum of | a series of numbers | and/or o | cells. | | |
| | - | The first nu | imber or | range to add togeth | er. | | _ | |
| | | value2 [(Additional I | optional] numbers | repeatable s or ranges to add to | value1. | | - | |
| | | Learn more | e about S | SUM | | | | |
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| | | | | =SUM(<u>C16:C19</u>) |) | | | |

| <i>Average</i> | 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 |
| ٨ | =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 | |
| \diamond | 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 $CTRL + \sim (tilda)$.