GOOGLE SHEETS - BEYOND THE BASICS

The Row Menu

The Row Menu gives you the ability to insert rows, delete rows and clear the contents of a row. To access the row menu, right-click on the row you want to affect:
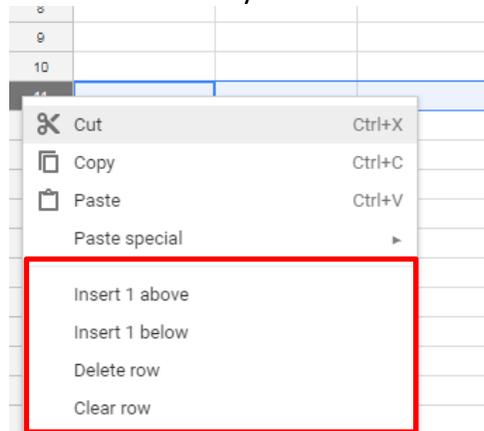
Inserting/Deleting/Clearing Multiple Rows

To insert/delete or clear the contents of multiple rows, select the number of rows you want to affect and right-mouse click to access the Row Menu. The menu will reflect the number of rows you selected.
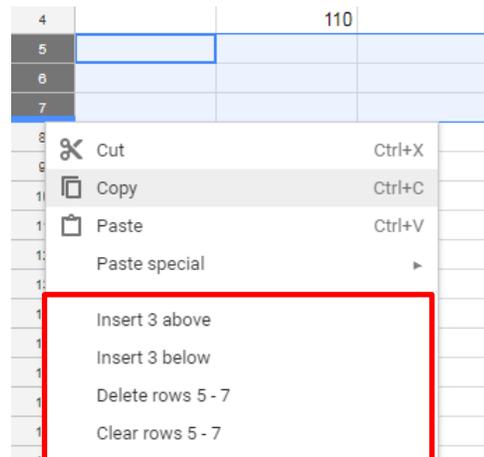
Column Menu

Like the Row Menu, the Column Menu also gives you the ability to insert a column, delete a column and clear the contents of a column.

To access the Column menu, right-mouse click on the column you want to affect or click the down arrow on the column heading:
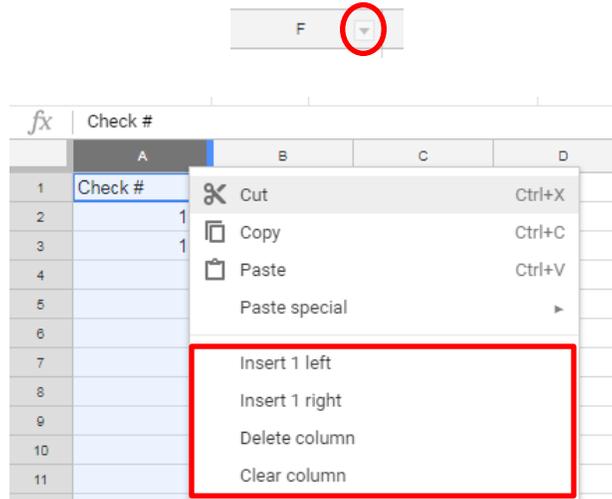
Inserting/Deleting Multiple Columns

To insert/delete or clear the contents of multiple columns, select the number of columns you want to insert/delete and right-mouse click to access the Column Menu. The menu will reflect the number of columns you selected.
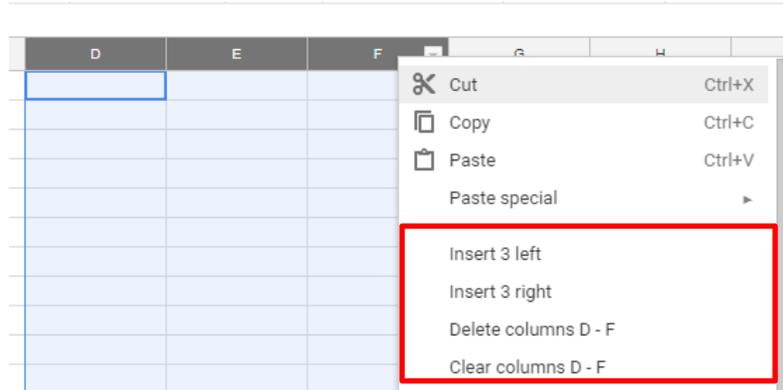
Edit Menu - Moving/Copying Cells
You can use the Edit Menu to copy and move (cut) cell content.
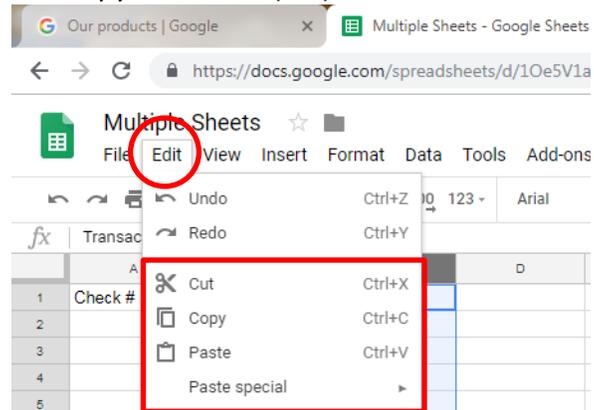
Or you can use the Keyboard:
Copy -
Ctrl+C on a PC
 Cmd+C on a MAC
Cut -
Ctrl+X on a PC
Cmd+X on a MAC)
Paste -
Ctrl+V on a PC
 Cmd+V on a MAC

View Menu - Freezing Panes

To freeze the column headings so that they remain in view as you scroll down the rows, select **View – Freeze** and then select the number of rows you want to remain.
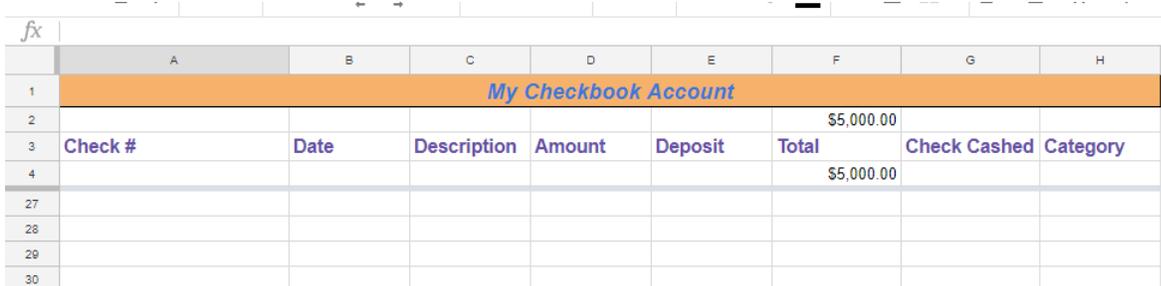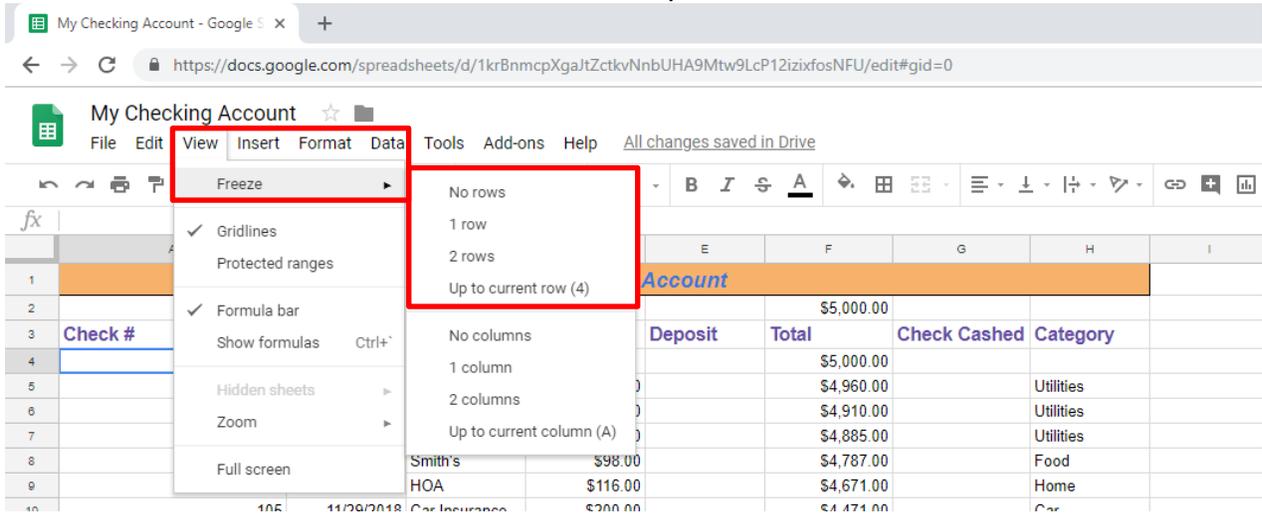
The Sheets Menu

You can add multiple sheets to your file. Click the plus sign below to add a sheet. You can add as many sheets as needed. You can rename or color each sheet. You can duplicate a sheet or delete a sheet if you no longer need it.
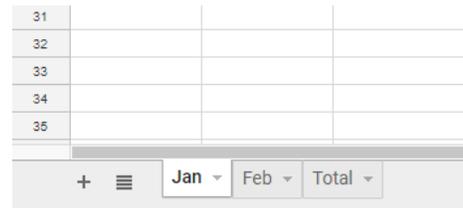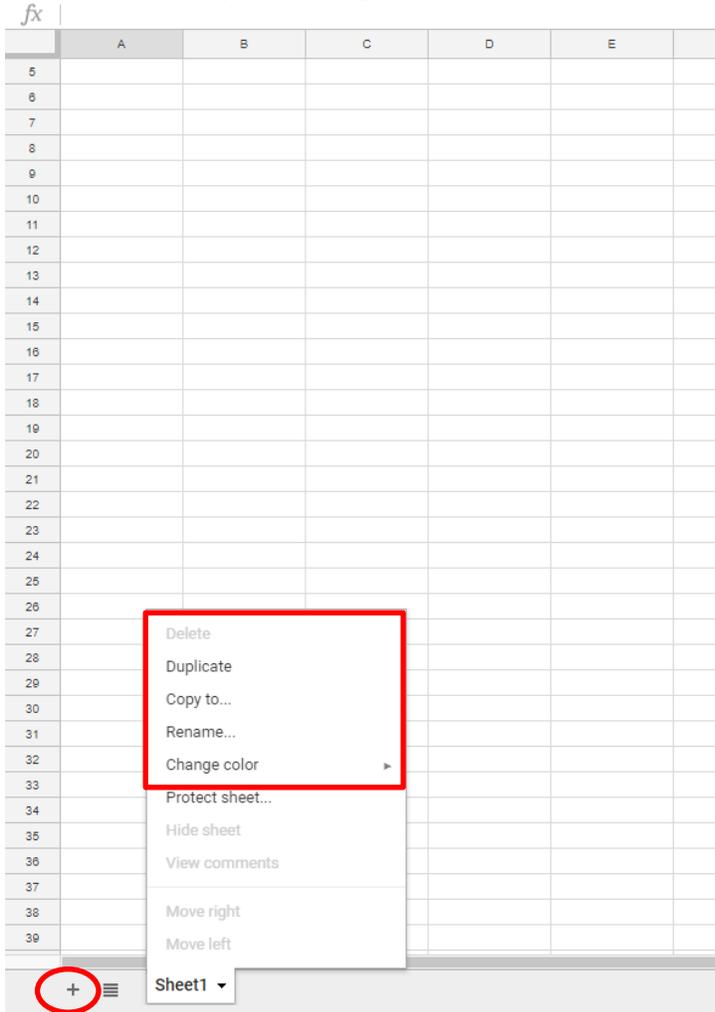
When you select **Copy to..** from the **Sheet Menu**, you have ability to copy the sheet to existing file:
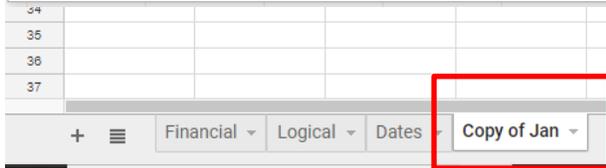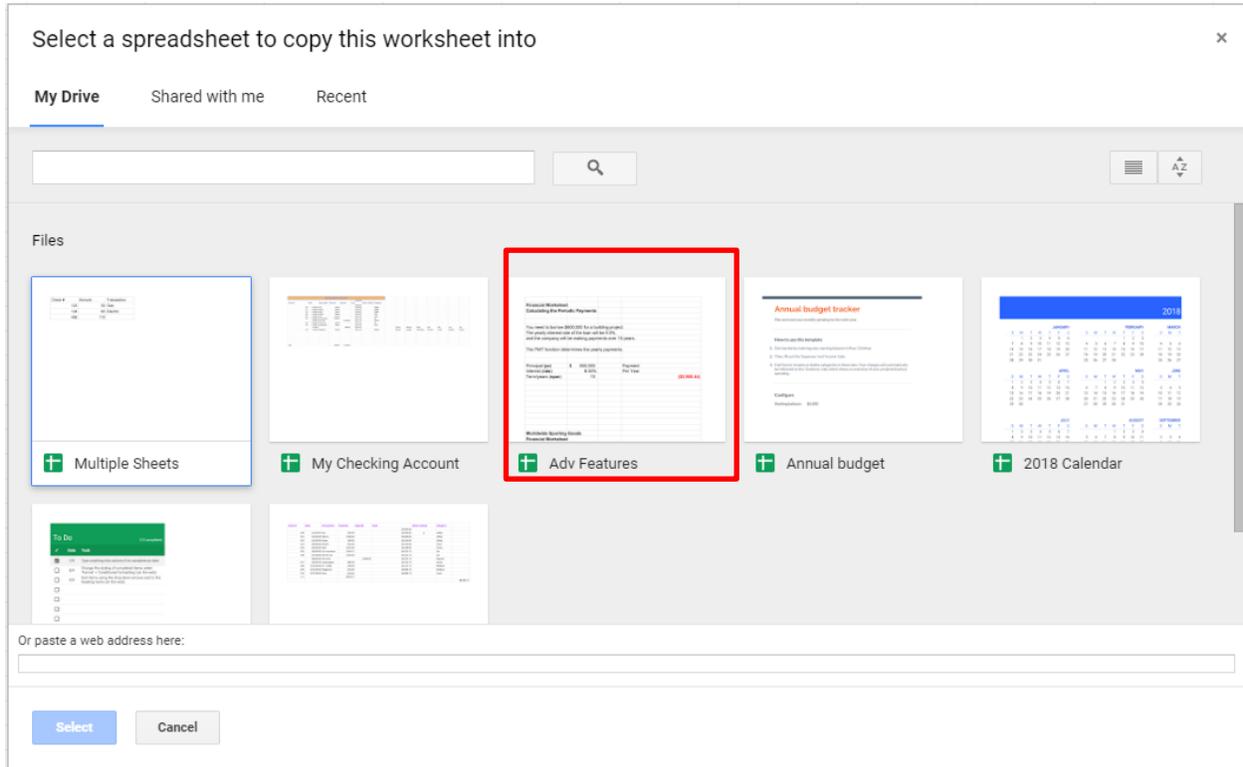
Using the Auto-Fill Handle to creating a Series
Google Sheets has the ability to create a series of numbers, dates or even text.

You must first select at least two cells so that Sheets can determine the series you are trying to accomplish. Then click into the lower right of the 1st cell and using the Auto-Fill Handle drag down or across to create the series.
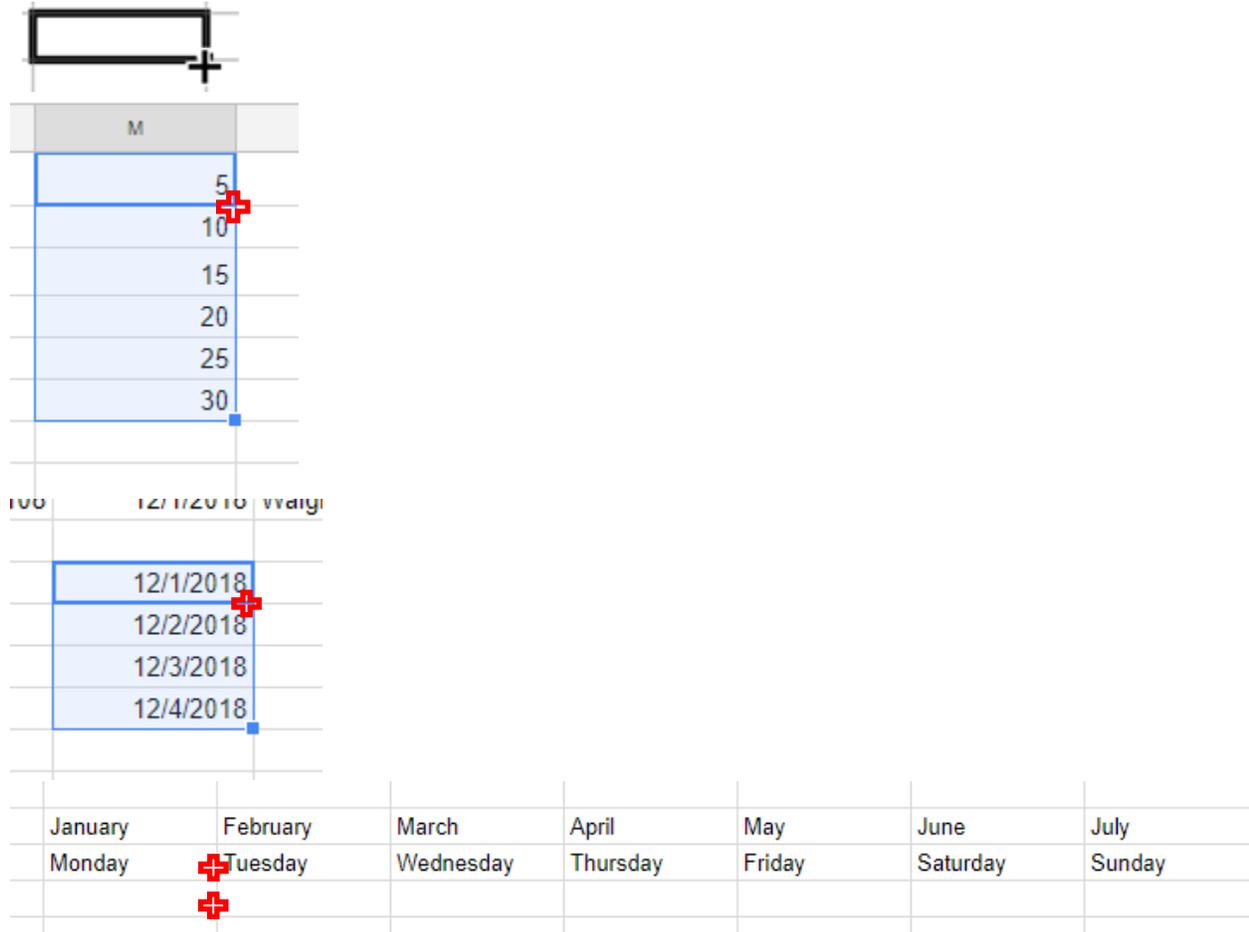
M
5
10
15
20
25
30

100	12/1/2016	Weigh

12/1/2018
12/2/2018
12/3/2018
12/4/2018

January	February	March	April	May	June	July
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Help Menu – Keyboard Shortcuts

You can find a list of Keyboard Shortcuts under the Help Menu:
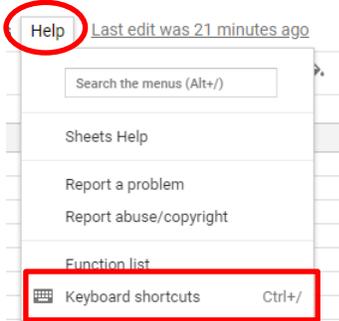
There are keyboard shortcuts for Editing to Navigation:
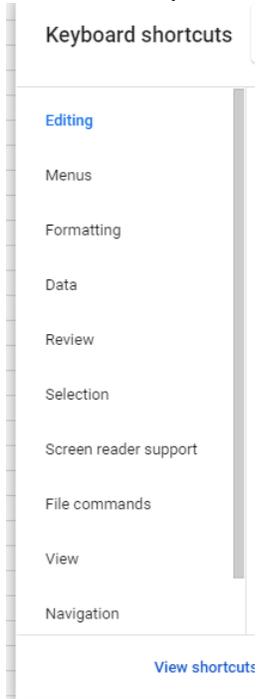
Common Functions

=SUM()
Returns the sum of a series of numbers or cells.

C	D
	20
	45
	65
	70
Total	200

C	D
	20
	45
	65
	70
Total	=sum(D1:D4)

=MIN()
Returns the minimum value of a series of numbers or cells.

C	D
	20
	45
	65
	70
Minimum	20

C	D
	20
	45
	65
	70
Minimum	=min(D1:D4)

=MAX()
Return the maximum value of a series of numbers of cells.

C	D
	20
	45
	65
	70
Maximum	70

C	D
	20
	45
	65
	70
Maximum	=MAX(D1:D4)

=AVERAGE()
Returns the average value of a series of numbers or cells.

C	D
	20
	45
	65
	70
Average	43.3

C	D
	20
	45
	65
	70
Average	=average(D1:D3)

Calculations on Dates

DATE	Returns the serial number of a particular date
NOW	Returns the serial number of the current date and time
TODAY	Returns the serial number of today's date
YEAR	Converts a serial number to a year

=DATE(year,month,day)
The **DATE** function is used to enter a specific date into a cell. You enter the number of the month, day and year.

=TODAY()
The **TODAY** function displays the current date in a date format.

=NOW()
The **NOW** function displays the current date and time in a date format.

=YEAR() - Converts a serial number to year.

Calculate the numbers of days (till Christmas):

A		A
12/2/2018		=Today()
12/25/2018		=date(2018, 12, 25)
23		=A2-A1

=PMT()

Can be used to calculate the monthly payment of a loan.

	A	B	C	D
34				
35				
36	Payments (**pmt**)	$ 120,000		Monthly Payment
37	Interest (**rate**)	8.00%		($881)
38	Term/years (**nper**)	30		
39				

Monthly Payment
=PMT(B37/12,B38*12,B36)

PMT()
Payment Divided By 12 Months
Interest Multiplied By 12 Months
Term of the Loan in Years