

GOOGLE SHEETS – MANAGING YOUR DATA

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USING GOOGLE SHEETS AS A DATABASE

A database is a collection of information arranged in such a way as to make it easy to access. For example, a telephone book is a static database arranged in alphabetical order; however, because it is static, you cannot rearrange the information. You need the capability to manipulate a database. This capability is known as database management. The computer makes the concept of database management possible by enabling you to create, store, and manipulate a database.

Google Sheets has built-in database management capabilities. You can treat a worksheet or portions of a worksheet as a database. Using a Google Sheets database, you can enter, edit, locate, sort, and analyze information.

In Google Sheets, you can define any list as a database, since a list is simply a range of cells made up of columns and rows. The columns contain the field data and the rows contain the record data. Additional rows can be inserted as records are added to the database. In Google Sheets, any list can be used as a database. A valid list does not contain any blank columns or rows.

CREATING A DATABASE

You can create a Google Sheets database. Before creating a database, however, you must consider the specific information you want to collect (that is, the fields or types of information you want to track). You might, for example, need to keep track of a club membership list - name, address, city, state, zip code, telephone number, etc. You can create one field for each type of information.

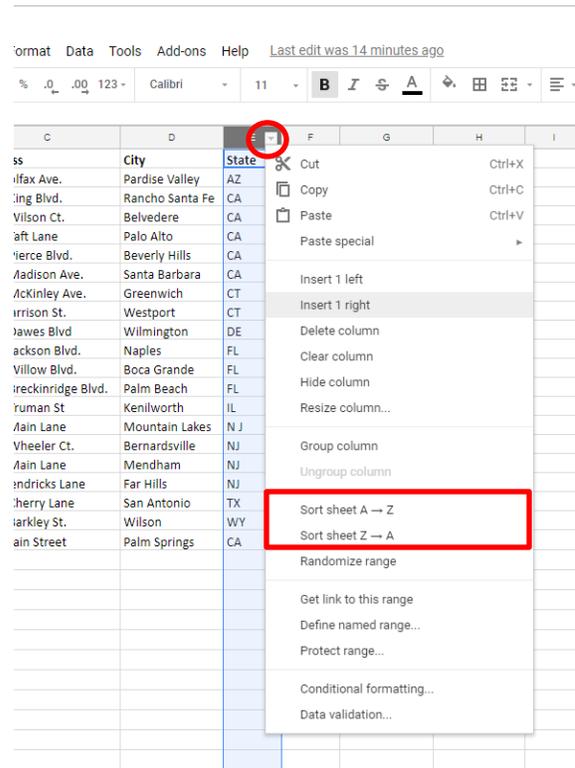
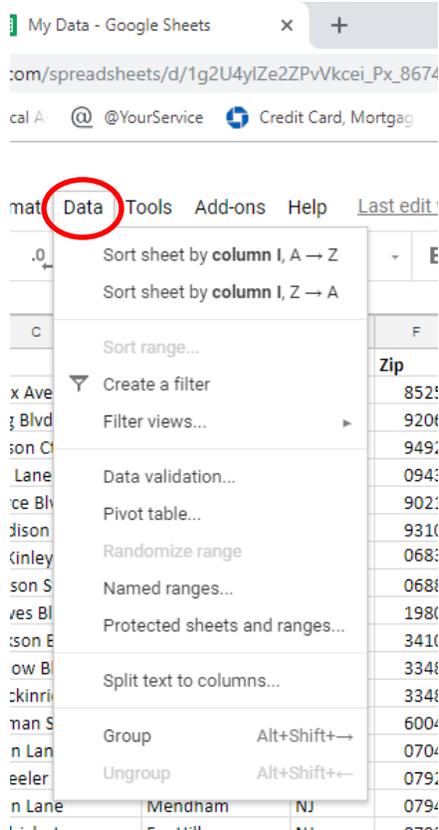
A field occupies a single column of a database and contains a single piece of information in each record. You can enter text, numbers, formulas, dates, or functions into a field. A computed field contains formulas or functions. Google Sheets uses the top row of the list (the column labels) as the field names.

A little planning can save hours of additional work at a later date. For example, to sort a database by last name, you must create two fields (one for the first name and one for the last name). You cannot enter the first and last names in a single field if you want to sort by last name.

Once you have entered the field names for a database, you can enter the records. Each row of a database contains one record. A record contains all the information related to one entry. Although each record contains all the fields in the database, you do not have to enter data into every field.

DATA MENU

From the Data Menu you can sort and filter data any way you want. You can also click the down arrow in the column to sort the data



SORTING LISTS

You can arrange data in a list by the entries in a particular column. A list is a range of cells organized with similar sets of data in each column. You can sort the list alphabetically by name or numerically by a value.

Google Sheets uses the following guidelines when sorting data:

1. Rows with duplicate items in the sort column remain in their original order.
2. Rows with blank cells in the sort column are placed last in the sorted list.

SORTING IN ASCENDING/DESCENDING ORDER

You can sort a list in either ascending (A to Z) or descending order (Z to A). Ascending order sorts a list from the lowest to highest value. Descending orders sorts a list from the highest to lower value. Lists are sorted by the column that contains the active cell.

- To sort by ascending order, click into the active cell of the column you want to sort on (i.e. State):

H	I	J	K	L	M	N
Last	First	Address	City	State	Zip	Member Since
Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06830	2/10/2004
Small	Athanasios	3218 Main Lane	Mountain Lakes	NJ	07046	1/7/2010
Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993
Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	93108	11/14/1995
Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994
Rich	Brent	321 Hendricks Lane	Far Hills	NJ	07931	3/1/1992
Tran	Chad	9985 Willow Blvd.	Boca Grande	FL	33480	10/15/1995
Lee	Charles	3513 Breckinridge Blvd.	Palm Beach	FL	33480	10/15/1995
Rojas	Charles	6627 Cherry Lane	San Antonio	TX	78257	5/17/2008
Montgomery	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994
Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001
Castro	Christopher	2981 Truman St	Kenilworth	IL	60043	8/13/1995
Calhoun	Dac	1730 Barkley St.	Wilson	WY	83014	4/19/2008
Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010
Gross	David	9274 Jackson Blvd.	Naples	FL	34102	8/27/2011
Adams	David	1808 Wheeler Ct.	Bernardsville	NJ	07923	1/15/2008
Clarke	Dennis	2605 Wilson Ct.	Belvedere	CA	94920	2/1/2009
Hale	Deon	225 Colfax Ave.	Pardise Valley	AZ	85253	12/4/1990
Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	90210	12/21/1995

- Select **Data – Sort sheet by column (A → Z)** or click the down arrow in the column and select Sort sheet....

H	I	J	K	L	M	N
Last	First	Address	City	State	Zip	Member Since
Hale	Deon	225 Colfax Ave.	Pardise Valley	AZ	85253	12/4/1990
Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	93108	11/14/1995
Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001
Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010
Clarke	Dennis	2605 Wilson Ct.	Belvedere	CA	94920	2/1/2009
Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	90210	12/21/1995
Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06830	2/10/2004
Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994
Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993
Tran	Chad	9985 Willow Blvd.	Boca Grande	FL	33480	10/15/1995
Lee	Charles	3513 Breckinridge Blvd.	Palm Beach	FL	33480	10/15/1995
Gross	David	9274 Jackson Blvd.	Naples	FL	34102	8/27/2011
Castro	Christopher	2981 Truman St	Kenilworth	IL	60043	8/13/1995
Small	Athanasios	3218 Main Lane	Mountain Lakes	NJ	07046	1/7/2010
Rich	Brent	321 Hendricks Lane	Far Hills	NJ	07931	3/1/1992
Montgomery	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994
Adams	David	1808 Wheeler Ct.	Bernardsville	NJ	07923	1/15/2008
Rojas	Charles	6627 Cherry Lane	San Antonio	TX	78257	5/17/2008
Calhoun	Dac	1730 Barkley St.	Wilson	WY	83014	4/19/2008

- The list is now sorted by State from A to Z.

NOTE: You can click on the Undo Button  to return the data to the original order.

- To sort by descending order, click into the active cell of the column you want to sort on (i.e. Member Since):

Last	First	Address	City	State	Zip	Member Since
Hale	Deon	225 Colfax Ave.	Pardise Valley	AZ	85253	12/4/1990
Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	93108	11/14/1995
Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001
Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010
Clarke	Dennis	2605 Wilson Ct.	Belvedere	CA	94920	2/1/2009
Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	90210	12/21/1995
Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06830	2/10/2004
Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994
Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993
Tran	Chad	9985 Willow Blvd.	Boca Grande	FL	33480	10/15/1995
Lee	Charles	3513 Breckinridge Blvd.	Palm Beach	FL	33480	10/15/1995
Gross	David	9274 Jackson Blvd.	Naples	FL	34102	8/27/2011
Castro	Christopher	2981 Truman St	Kenilworth	IL	60043	8/13/1995
Small	Athanasios	3218 Main Lane	Mountain Lakes	NJ	07046	1/7/2010
Rich	Brent	321 Hendricks Lane	Far Hills	NJ	07931	3/1/1992
Montgomi	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994
Adams	David	1808 Wheeler Ct.	Bernardsville	NJ	07923	1/15/2008
Rojas	Charles	6627 Cherry Lane	San Antonio	TX	78257	5/17/2008
Calhoun	Dac	1730 Barkley St.	Wilson	WY	83014	4/19/2008

- Select **Data – Sort sheet by column (Z → A)** or click the down arrow in the column and select Sort sheet....

Last	First	Address	City	State	Zip	Member Since
Gross	David	9274 Jackson Blvd.	Naples	FL	34102	8/27/2011
Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010
Small	Athanasios	3218 Main Lane	Mountain Lakes	NJ	07046	1/7/2010
Clarke	Dennis	2605 Wilson Ct.	Belvedere	CA	94920	2/1/2009
Rojas	Charles	6627 Cherry Lane	San Antonio	TX	78257	5/17/2008
Calhoun	Dac	1730 Barkley St.	Wilson	WY	83014	4/19/2008
Adams	David	1808 Wheeler Ct.	Bernardsville	NJ	07923	1/15/2008
Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06830	2/10/2004
Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001
Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	90210	12/21/1995
Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	93108	11/14/1995
Tran	Chad	9985 Willow Blvd.	Boca Grande	FL	33480	10/15/1995
Lee	Charles	3513 Breckinridge Blvd.	Palm Beach	FL	33480	10/15/1995
Castro	Christopher	2981 Truman St	Kenilworth	IL	60043	8/13/1995
Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994
Montgomi	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994
Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993
Rich	Brent	321 Hendricks Lane	Far Hills	NJ	07931	3/1/1992
Hale	Deon	225 Colfax Ave.	Pardise Valley	AZ	85253	12/4/1990

- The list is now sorted by Membership Date from newest to oldest member.

FILTERING DATA

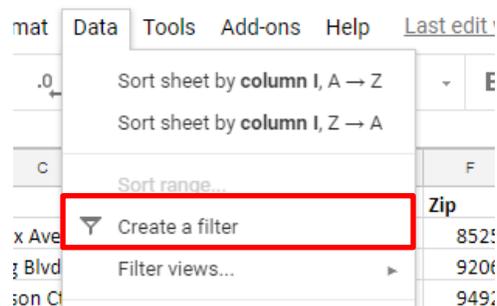
A list is a range of cells organized with similar sets of data in each column. Column labels describe the data in the corresponding column, also known as a **field**. The information displayed across each row is called a **record**.

When data is in an organized list, you can filter the data to display only selected information. A filter is a set of conditions (criteria) that must be met. When you enable a filter, only the rows (records) matching the filter conditions appear.

The AutoFilter feature allows you to easily create and change filters in a list. When AutoFilter is enabled, AutoFilter arrows appear in the column label cells. Since AutoFilter adds drop-down lists to column label cells, the list must contain column labels in order to use this feature.

- To turn on AutoFilter, select **Data – Create a filter** or

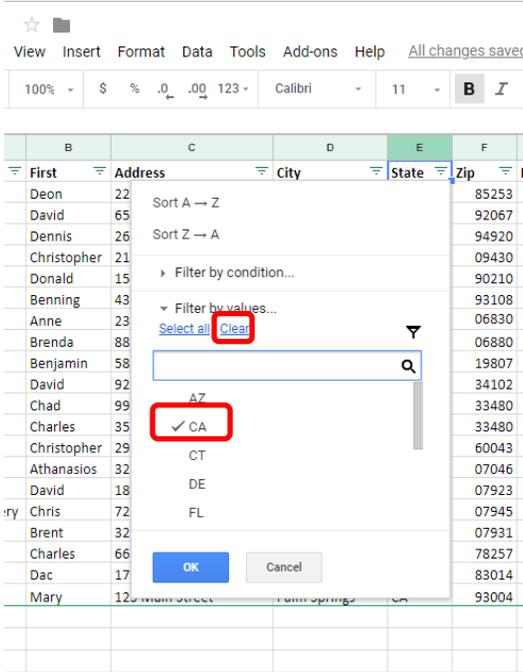
on the Toolbar click  :



- AutoFilter arrows will now appear in the column label cells.

	A	B	C	D	E	F	G	H
1	Last	First	Address	City	State	Zip	Member Sin	2016 Donati

- To display only those members that live in California, click the down arrow next to State.
- Click **Clear** and then select **CA**:



- Only those members that live in CA will appear:

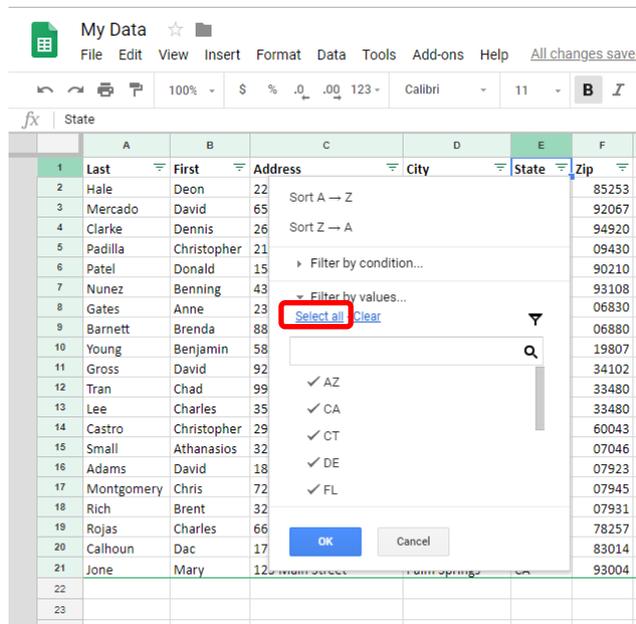
	A	B	C	D	E	F	G	H
1	Last	First	Address	City	State	Zip	Member Since	2016 Donations
3	Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010	2,000.00
4	Clarke	Dennis	2605 Wilson Ct.	Belvedere	CA	94920	2/1/2009	1,000.00
5	Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001	3,000.00
6	Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	90210	12/21/1995	50.00
7	Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	93108	11/14/1995	100.00
21	Jone	Mary	123 Main Street	Palm Springs	CA	93004	3/8/2010	1,000.00
22								

The filtered field shows the filter icon.

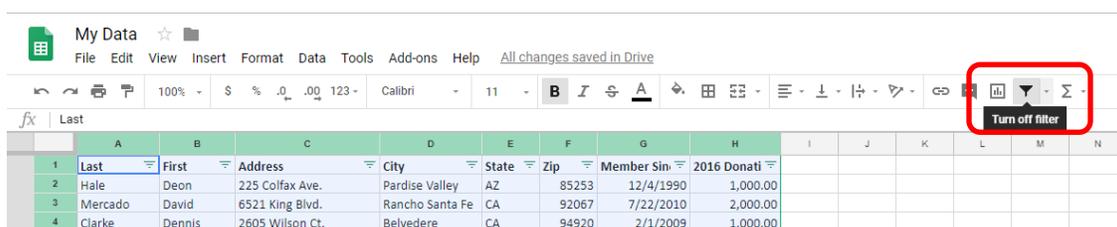
CLEARING FILTER

You can clear AutoFilter criteria to remove a filter and display all rows in a list. AutoFilter is flexible enough to allow you to display and hide records without the fear of deleting data.

- If you have filtered on multiple fields, you must **Select all** from each AutoFilter list to display all records.



- You can also click the **Filter Icon** on the Toolbar turn off the filter.

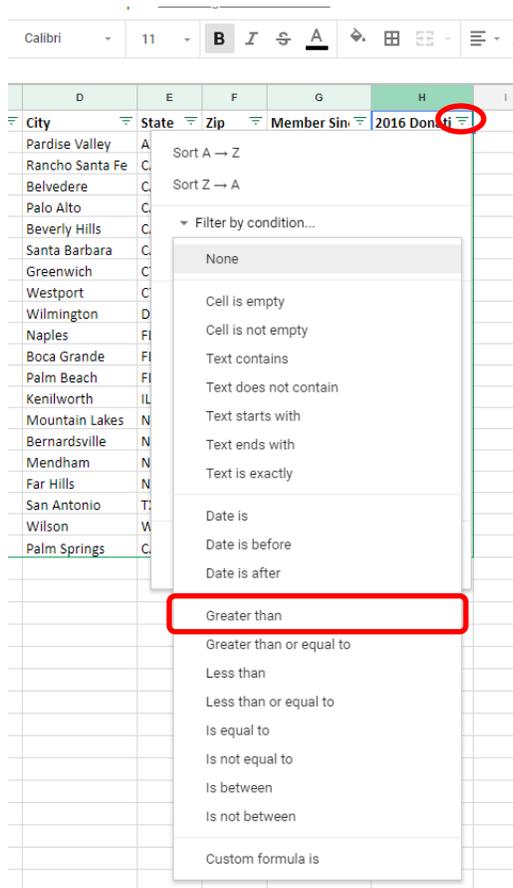


FILTERING BY CONDITION

You will have the ability to Filter By Condition by choosing from a list of conditions or you can write your own.

For example, you may want to view all the members who donated more than a \$1,000.

Click the Filter Icon and select **Greater than**:



Enter the Value and click **OK**.

The screenshot shows a Google Sheets spreadsheet with a filter dialog box open for the '2016 Donati' column. The dialog box is titled 'Filter 3' and shows the range 'A1:H21'. The 'Filter by condition...' section is selected, with 'Greater than' chosen from the dropdown menu and '1000' entered in the input field. The background spreadsheet shows a list of members with their donation amounts.

Last	First	Address	City	State	Zip	Member Sin	2016 Donati
Hale	Deon	225 Colfax Ave.	Pardise Valley	CA	92067	7/22/2010	2,000.00
Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010	2,000.00
Clarke	Dennis	2605 Wilson Ct.	Belvedere	CA	09430	12/13/2001	3,000.00
Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001	3,000.00
Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	06830	2/10/2004	2,000.00
Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	06830	2/10/2004	2,000.00
Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06880	10/11/1994	4,000.00
Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994	4,000.00
Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993	5,000.00
Gross	David	9274 Jackson Blvd.	Naples	FL	19807	10/20/1993	5,000.00
Tran	Chad	9985 Willow Blvd.	Boca Grande	FL	19807	10/20/1993	5,000.00
Lee	Charles	3513 Breckinridge Blvd.	Palm Beach	FL	19807	10/20/1993	5,000.00
Castro	Christopher	2981 Truman St	Kenilworth	IL	07945	7/25/1994	3,000.00
Small	Athanasios	3218 Main Lane	Mountain Lakes	NJ	07945	7/25/1994	3,000.00
Adams	David	1808 Wheeler Ct.	Bernardsville	NJ	07945	7/25/1994	3,000.00
Montgomery	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994	3,000.00
Rich	Brent	321 Hendricks Lane	Far Hills	NJ	07945	7/25/1994	3,000.00
Rojas	Charles	6627 Cherry Lane	San Antonio	TX	07945	7/25/1994	3,000.00
Cathoun	Dac	1730 Barkley St.	Wilson	VA	07945	7/25/1994	3,000.00
Jone	Mary	123 Main Street	Palm Springs	CA	07945	7/25/1994	3,000.00

A list of members who donated more than \$1,000:

A	B	C	D	E	F	G	H
Last	First	Address	City	State	Zip	Member Sin	2016 Donati
Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010	2,000.00
Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001	3,000.00
Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06830	2/10/2004	2,000.00
Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994	4,000.00
Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993	5,000.00
Montgomery	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994	3,000.00

To clear the filter, click the Filter Icon on the Toolbar:



NAMING AND SAVING A FILTER

Google Sheets gives you the ability to name and save a filter to use over again. Click into the Name field and enter a name:

Name: Donations Over 1000		Range: A1:H21						
	A	B	C	D	E	F	G	H
1	Last	First	Address	City	State	Zip	Member Sim	2016 Donati
3	Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010	2,000.00
5	Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001	3,000.00
8	Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06830	2/10/2004	2,000.00
9	Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994	4,000.00
10	Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993	5,000.00
17	Montgomery	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994	3,000.00

The filter will be saved to use again. Click on the Filter Icon from the Toolbar and the filter will be listed to select. You can create as many filters as needed.

The screenshot shows the Google Sheets interface with a spreadsheet titled 'My Data'. The spreadsheet contains a list of donors with columns for Last, First, Address, City, State, Zip, Member Since, and 2016 Donation. A filter menu is open over the spreadsheet, showing the following options:

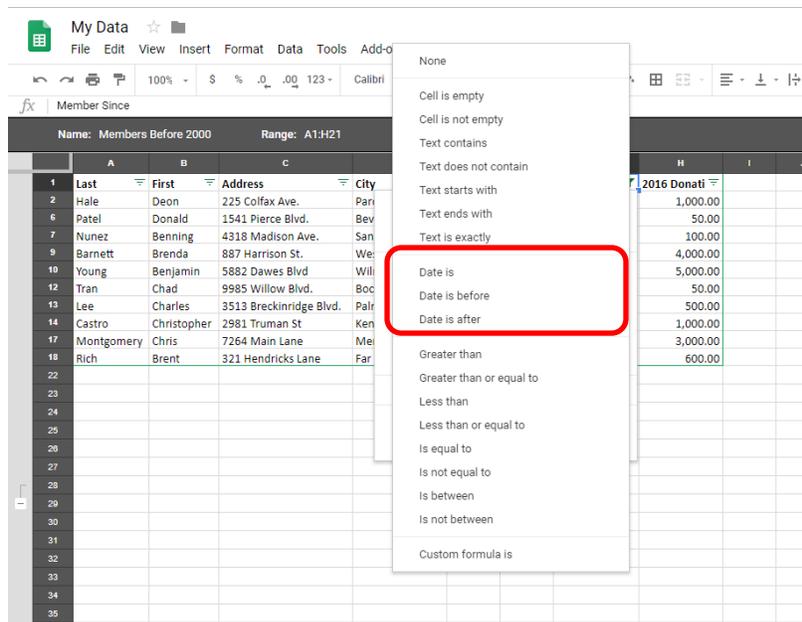
- Create new filter view
- Filter view options
- Donations Over 1000
- Learn more

The 'Donations Over 1000' option is highlighted, indicating it is the active filter. The spreadsheet data is as follows:

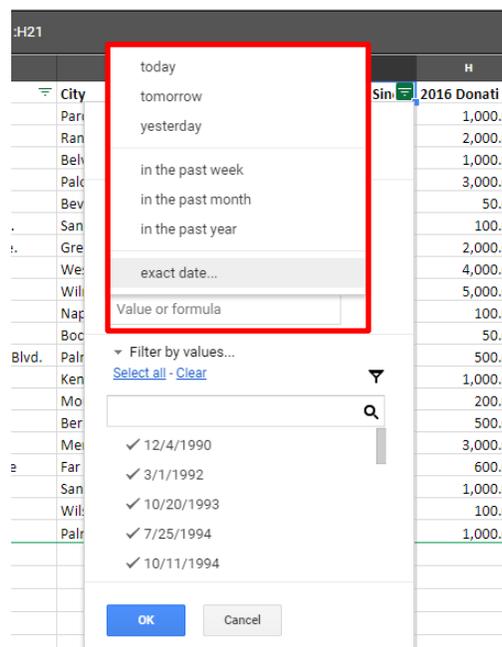
	A	B	C	D	E	F	G	H	I	J	K	L
1	Last	First	Address	City	State	Zip	Member Since	2016 Donation				
2	Hale	Deon	225 Colfax Ave.	Pardise Valley	AZ	85253	12/4/1990	1,000.00				
3	Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010	2,000.00				
4	Clarke	Dennis	2605 Wilson Ct.	Belvedere	CA	94920	2/1/2009	1,000.00				
5	Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001	3,000.00				
6	Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	90210	12/21/1995	50.00				
7	Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	93108	11/14/1995	100.00				
8	Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06830	2/10/2004	2,000.00				
9	Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994	4,000.00				
10	Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993	5,000.00				
11	Gross	David	9274 Jackson Blvd.	Naples	FL	34102	8/27/2011	100.00				
12	Tran	Chad	9985 Willow Blvd.	Boca Grande	FL	33480	10/15/1995	50.00				
13	Lee	Charles	3513 Breckinridge Blvd.	Palm Beach	FL	33480	10/15/1995	500.00				
14	Castro	Christopher	2981 Truman St	Kenilworth	IL	60043	8/13/1995	1,000.00				
15	Small	Athanasios	3218 Main Lane	Mountain Lakes	NJ	07046	1/7/2010	200.00				
16	Adams	David	1808 Wheeler Ct.	Bernardsville	NJ	07923	1/15/2008	500.00				
17	Montgomery	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994	3,000.00				
18	Rich	Brent	321 Hendricks Lane	Far Hills	NJ	07931	3/1/1992	600.00				
19	Rojas	Charles	6627 Cherry Lane	San Antonio	TX	78257	5/17/2008	1,000.00				
20	Calhoun	Dac	1730 Barkley St.	Wilson	WY	83014	4/19/2008	100.00				
21	Jone	Mary	123 Main Street	Palm Springs	CA	93004	3/8/2010	1,000.00				
22												
23												
24												
25												
26												

FILTERING BY DATE

- When filtering by Date, you can chose **Date Is, Before or After.**



- For the Value, you have the following options:



Here is this example, the Date is filtered by **Date is Before, Exact Date 12/31/1999**:

The screenshot shows a Google Sheets spreadsheet with a filter applied to the 'Member Since' column. The filter dialog box is open, showing the following settings:

- Filter by condition...
 - Date is before
 - exact date...
 - 12/31/1999
- Filter by values...

The background spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
1	Last	First	Address	City	State	Zip	Member Sin	2016 Donati
2	Hale	Deon	225 Colfax Ave.	Pari				1,000.00
6	Patel	Donald	1541 Pierce Blvd.	Bev				50.00
7	Nunez	Benning	4318 Madison Ave.	San				100.00
9	Barnett	Brenda	887 Harrison St.	Wei				4,000.00
10	Young	Benjamin	5882 Dawes Blvd	Wili				5,000.00
12	Tran	Chad	9985 Willow Blvd.	Boc				50.00
13	Lee	Charles	3513 Breckinridge Blvd.	Palm				500.00
14	Castro	Christopher	2981 Truman St	Ken				1,000.00
17	Montgomery	Chris	7264 Main Lane	Mend				3,000.00
18	Rich	Brent	321 Hendricks Lane	Far				600.00

A list of Members Who Joined Before 2000 will appear:

Name: Members Before 2000 Range: A1:H21								
	A	B	C	D	E	F	G	H
1	Last	First	Address	City	State	Zip	Member Sin	2016 Donati
2	Hale	Deon	225 Colfax Ave.	Pardise Valley	AZ	85253	12/4/1990	1,000.00
6	Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	90210	12/21/1995	50.00
7	Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	93108	11/14/1995	100.00
9	Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994	4,000.00
10	Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993	5,000.00
12	Tran	Chad	9985 Willow Blvd.	Boca Grande	FL	33480	10/15/1995	50.00
13	Lee	Charles	3513 Breckinridge Blvd.	Palm Beach	FL	33480	10/15/1995	500.00
14	Castro	Christopher	2981 Truman St	Kenilworth	IL	60043	8/13/1995	1,000.00
17	Montgomery	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994	3,000.00
18	Rich	Brent	321 Hendricks Lane	Far Hills	NJ	07931	3/1/1992	600.00

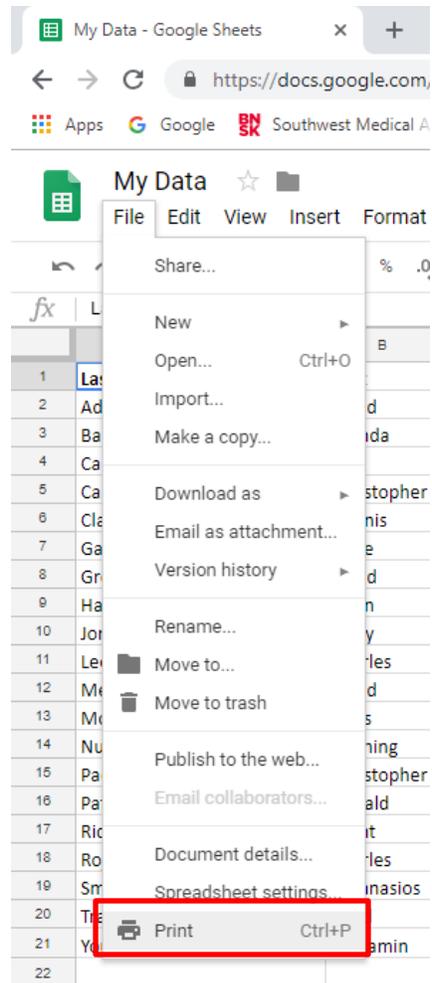
For a list of saved filters, click the Filter Icon from the Toolbar:

The screenshot shows a Google Sheets spreadsheet titled "My Data" with a table of member information. The table has columns for Last, First, Address, City, State, Zip, Member Since, and 2016 Donation. A filter icon in the toolbar is active, and a dropdown menu is open, showing filter view options. The options "Donations Over 1000" and "Members Before 2000" are highlighted with a red box.

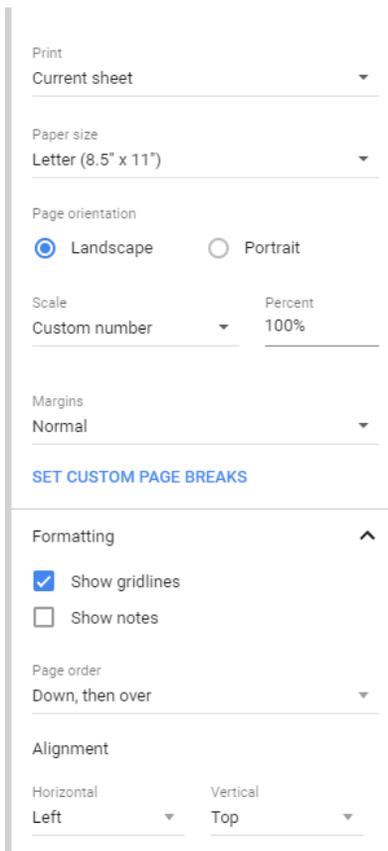
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last	First	Address	City	State	Zip	Member Since	2016 Donation					
2	Hale	Deon	225 Colfax Ave.	Pardise Valley	AZ	85253	12/4/1990	1,000.00					
3	Mercado	David	6521 King Blvd.	Rancho Santa Fe	CA	92067	7/22/2010	2,000.00					
4	Clarke	Dennis	2605 Wilson Ct.	Belvedere	CA	94920	2/1/2009	1,000.00					
5	Padilla	Christopher	2114 Taft Lane	Palo Alto	CA	09430	12/13/2001	3,000.00					
6	Patel	Donald	1541 Pierce Blvd.	Beverly Hills	CA	90210	12/21/1995	50.00					
7	Nunez	Benning	4318 Madison Ave.	Santa Barbara	CA	93108	11/14/1995	100.00					
8	Gates	Anne	2333 McKinley Ave.	Greenwich	CT	06830	2/10/2004	2,000.00					
9	Barnett	Brenda	887 Harrison St.	Westport	CT	06880	10/11/1994	4,000.00					
10	Young	Benjamin	5882 Dawes Blvd	Wilmington	DE	19807	10/20/1993	5,000.00					
11	Gross	David	9274 Jackson Blvd.	Naples	FL	34102	8/27/2011	100.00					
12	Tran	Chad	9985 Willow Blvd.	Boca Grande	FL	33480	10/15/1995	50.00					
13	Lee	Charles	3513 Breckinridge Blvd.	Palm Beach	FL	33480	10/15/1995	500.00					
14	Castro	Christopher	2981 Truman St	Kenilworth	IL	60043	8/13/1995	1,000.00					
15	Small	Athanasios	3218 Main Lane	Mountain Lakes	N J	07046	1/7/2010	200.00					
16	Adams	David	1808 Wheeler Ct.	Bernardsville	NJ	07923	1/15/2008	500.00					
17	Montgomery	Chris	7264 Main Lane	Mendham	NJ	07945	7/25/1994	3,000.00					
18	Rich	Brent	321 Hendricks Lane	Far Hills	NJ	07931	3/1/1992	600.00					
19	Rojas	Charles	6627 Cherry Lane	San Antonio	TX	78257	5/17/2008	1,000.00					
20	Calhoun	Dac	1730 Barkley St.	Wilson	WY	83014	4/19/2008	100.00					
21	Jone	Mary	123 Main Street	Palm Springs	CA	93004	3/8/2010	1,000.00					
22													
23													
24													

PRINTING

To print, select File – Print or click the Print Icon:

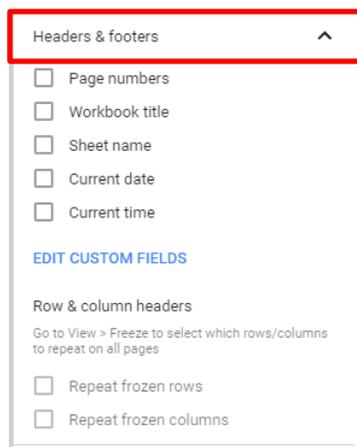


There are many printing options to select under Formatting:



The image shows a vertical menu of print settings. At the top, it says 'Print' with a dropdown menu set to 'Current sheet'. Below that is 'Paper size' set to 'Letter (8.5" x 11")'. 'Page orientation' has 'Landscape' selected with a radio button and 'Portrait' unselected. 'Scale' is set to 'Custom number' with a dropdown and '100%' in a separate field. 'Margins' is set to 'Normal'. A blue link 'SET CUSTOM PAGE BREAKS' is present. The 'Formatting' section is expanded, showing 'Show gridlines' checked and 'Show notes' unchecked. 'Page order' is set to 'Down, then over'. 'Alignment' is set to 'Horizontal' (Left) and 'Vertical' (Top).

You can also create Headers, for text to print on the top of every page, or Footers, for text to print on the bottom of every page.

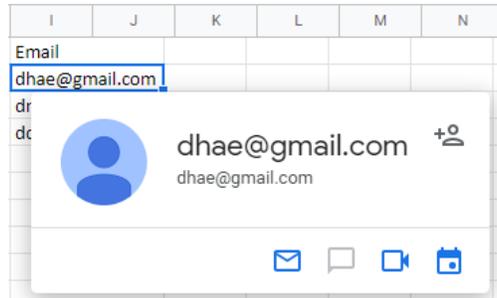


The image shows the 'Headers & footers' settings menu. The title 'Headers & footers' is highlighted with a red box. Below it are five unchecked checkboxes: 'Page numbers', 'Workbook title', 'Sheet name', 'Current date', and 'Current time'. A blue link 'EDIT CUSTOM FIELDS' is present. The 'Row & column headers' section includes the instruction 'Go to View > Freeze to select which rows/columns to repeat on all pages' and two unchecked checkboxes: 'Repeat frozen rows' and 'Repeat frozen columns'.

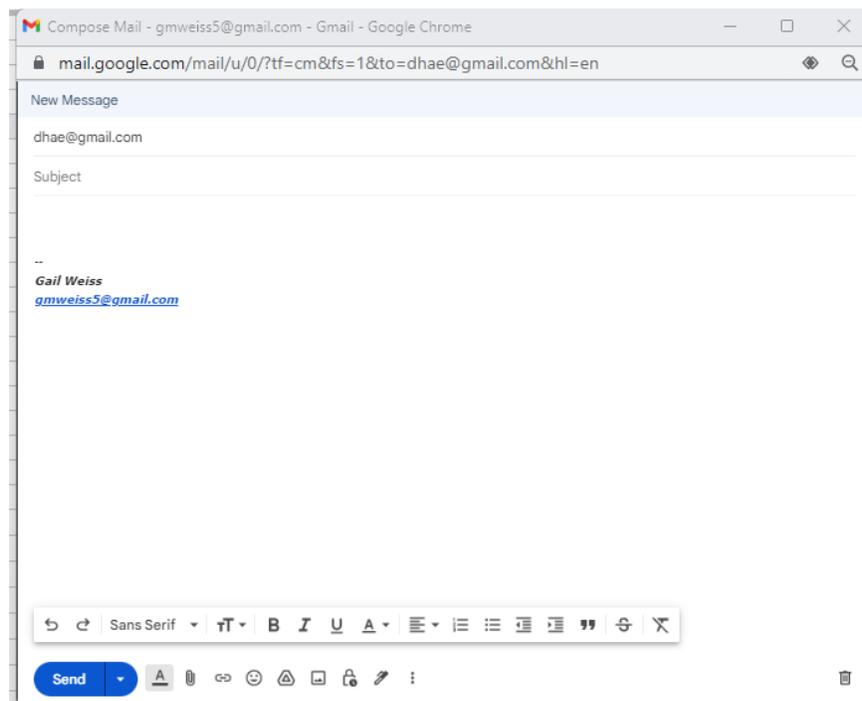
EMAIL

If you have email addresses as one of your fields, you can email the contact directly from the sheet.

Hover over the email address and the following will appear. Then click the envelope icon.



An email message will appear addressed to the contact selected.



MOST COMMONLY USED FUNCTIONS

=**SUM** Adds all the numbers in a range of cells.

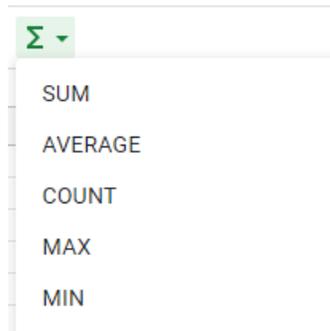
H	I	J	K
2016 Donation			
1,000.00			
2,000.00			
1,000.00			
3,000.00			
50.00			
100.00			
2,000.00			
4,000.00			
5,000.00			
100.00			
50.00			
500.00			
1,000.00			
200.00			
500.00			
3,000.00			
600.00			
1,000.00			
100.00			
1,000.00			
=sum			
SUM(H2:H21) 26,200.00			
SUM Sum of a series of numbers and/or cells.			

=**MAX** Returns the largest number in a set of values.

=**MIN** Returns the smallest number in a set of values.

=**AVERAGE** Returns the average of an argument.

AUTOFUNCTION BUTTON



The AutoFunction button is a shortcut to using the most commonly used functions. AutoFunction will automatically insert the formula for you. All you have to do is reference the cell addresses or the range of the cells.

- Select the range of cells to perform the function on.
- Click on the **AutoSum** button.
- Press the **ENTER** key.

NOTE: The AutoSum feature will not work if there are blank cells above and may or may not work when referencing cells to the left of the formula.