

Hands-On with Google Spreadsheets

Suggested Time: 45 minutes

Google Spreadsheets

What is a Google Spreadsheet?

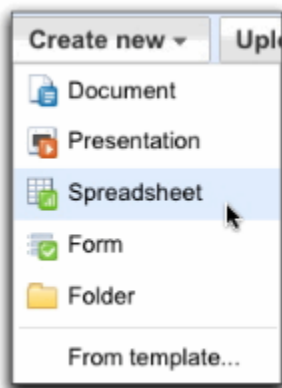
With Google Spreadsheets, you can easily create, share, and edit spreadsheets online. You can:

- Import and export these file types: .xls, .csv, .txt and .ods. You can also export data to a PDF or an HTML file.
- Format your cells and edit formulas so you can calculate results and make your data look the way you want it.
- Chat in real time with others who are editing your spreadsheet.
- Embed a spreadsheet, or a section of a spreadsheet, in your blog or website.

There are different ways of getting started using Google Spreadsheets: you can create a new online spreadsheet, you can upload an existing one, or you can use a template from our templates gallery.

Creating & Saving a Spreadsheet

1.



To create a new spreadsheet, go to your Docs list, click the **Create new** drop-down menu, and select **Spreadsheet**.

2. Click the **Save** button in the top right corner of the spreadsheet, enter a name for the spreadsheet in the window that appears, and click **OK**. When your spreadsheet is saved, it will appear in your Docs list.

3. **Auto-save:** Google Docs auto-saves your spreadsheet multiple times each minute. The time when the spreadsheet was last saved is shown in the top right corner of the screen.

4. If you'd like to save and close a newly created spreadsheet, click the **File** button and select **Save and close** from the drop-down menu.

5. To save a local copy of a spreadsheet, you can download it to your computer. To do this, open your spreadsheet, click the **File** menu and point your mouse to the Download as option. You'll see these file types: .csv, .html, .ods, .pdf, .xls, .txt. Select a file type for download, then click OK in the browser window that appears.

Editing and Formatting

Editing cells--To enter content in an empty cell, just click the cell and add your content. To edit a cell that already has content, follow these steps. Choose one of the options below to place the cursor in the cell:

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1. Double-click the cell.
2. Click the cell and press Enter.
3. Click the cell and press F2.
4. Edit the cell's content.

Follow the link below to see What each button on the toolbar does:

[What each button does](#)

Merging Cells

-Highlight the Cells you wish to Merge

-Select **Merge Across**

-If you wish to **Center**, click on the **Align** button and choose **Center**

Formatting your data--You can format data in your spreadsheets in a variety of ways. You'll find the formatting options on the Google Docs toolbar.

Borders

-Highlight the Cells you wish to Border

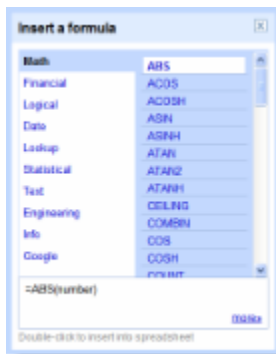
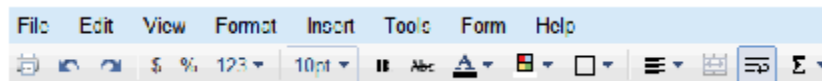
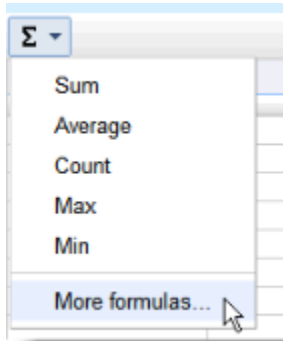
-Click the **Border** button (looks like a box)

-Select the appropriate border

Formulas

To add formulas to your spreadsheets, follow these instructions:

- ÿ Double-click an empty cell.
- ÿ Click the **Formulas** button on the toolbar (looks like a Greek E).
- ÿ Select a formula from the list, and the formula is inserted into the selected cell. Click the **More formulas...** link to see additional formulas.
- ÿ Select the values (numbers) that you wish to use in the formula



Making a Chart

- In order to make a chart, select the rows and columns that you wish to use
- Click on **Insert**, then **Chart**
- Select the type of chart you wish to make (Bar, Pie, etc)

Sharing your spreadsheets

Now that you've created your Google Spreadsheet, you can share it with your friends, family, or coworkers. You can do this from your Docs list or directly from the spreadsheet. From the Docs list, select the checkbox next to the item you want to share (you can also select multiple spreadsheets), and click the **Share** drop-down menu in the toolbar. In the Share dialog, you can also check who has access to your spreadsheet, remove collaborators and viewers, and change editing rights.

Simultaneous Editing and Viewing

If multiple people are editing or viewing the same spreadsheet at the same time, you'll see right below the **Share** drop-down menu the names of those who opened the spreadsheet. Click the arrows to the right of the names, to start chatting with viewers or collaborators about changes you're making.