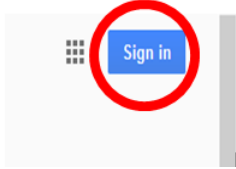# How to Create a Google Sheets

G Suite Learning Center Instructions (start fresh or switch from Microsoft Excel):
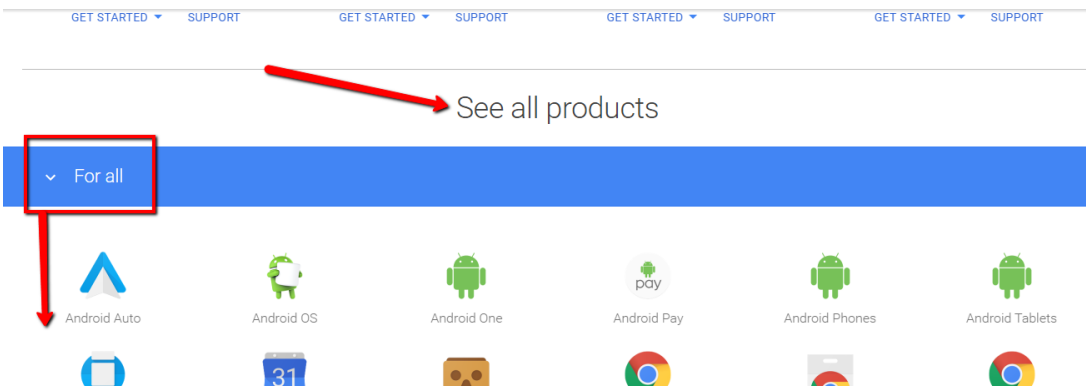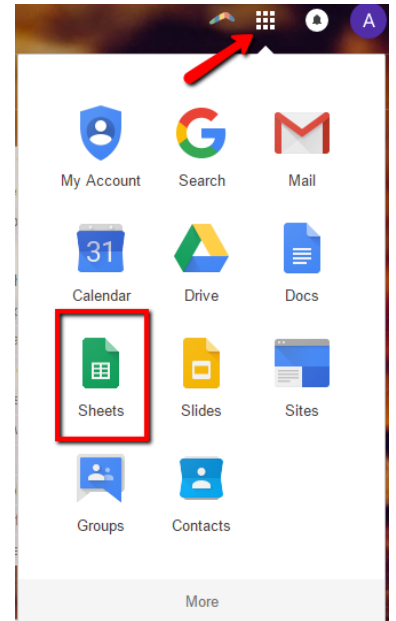
1. Log into your google account at the top right corner of google.com

2. Select the waffle at the top right corner of the page.

3. Select the "Sheets" icon. If you do not see this icon select "more"* at the bottom (next to red arrow) until you find it.
*This "more" section may look different than what you're used to seeing: scroll all the way down until you get to the "See all products"
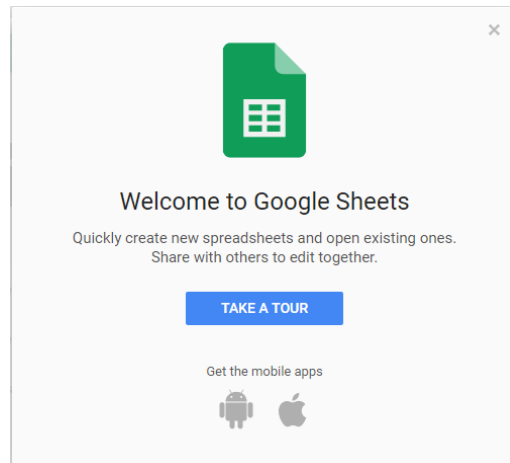
section. Select "For all" and scroll down until you see the Sheets icon.
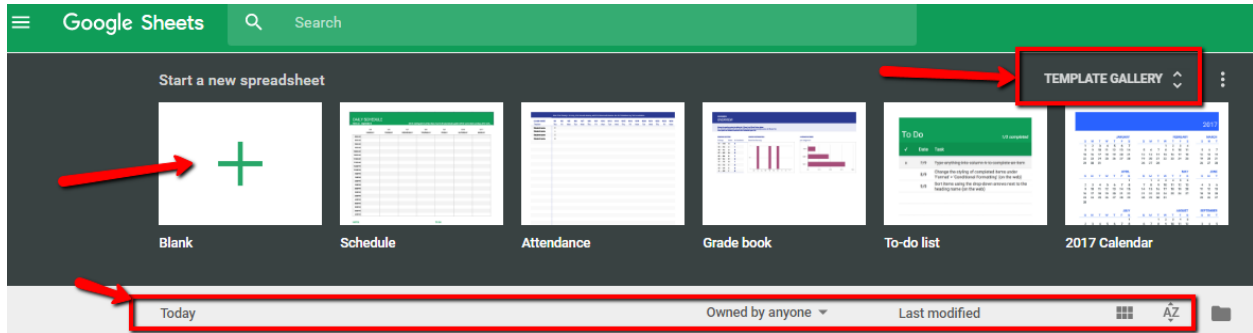

4. If you

have never used Google Sheets on this google account you will have an option to take a tour.

5. If you have used Google Sheets before you will see a screen like this.

At this point you have several choices: you may...
- select a blank sheet to work with
- select a template (select the arrows next to "Template Gallery")
- Import or convert old spreadsheets to Sheets
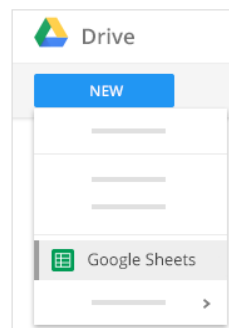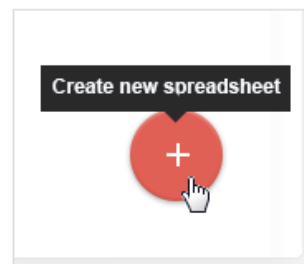- access recent Sheets

6. Once you select the template you are interested in using, you will be able to edit it to fit your needs.
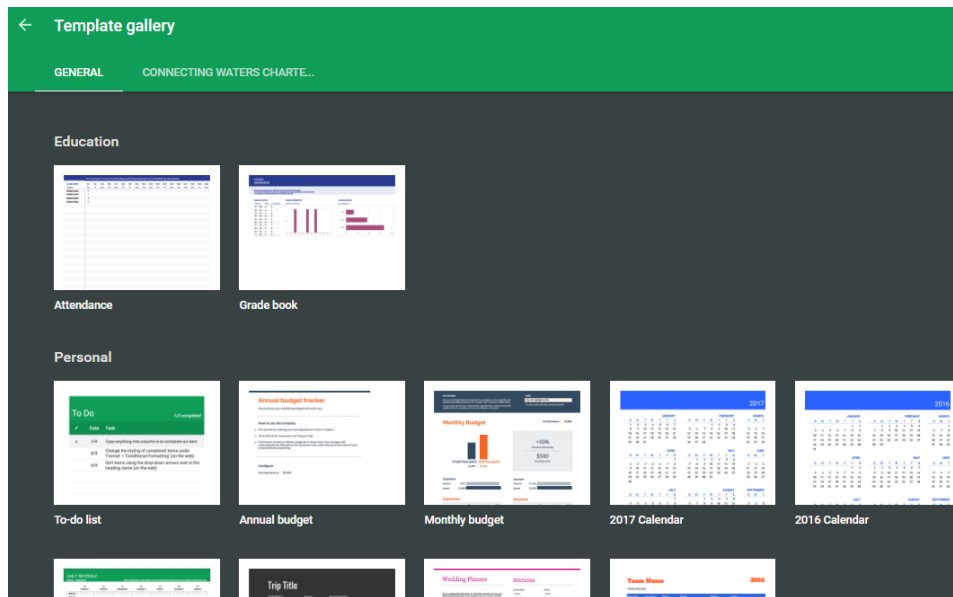
7. To create a new spreadsheet from either sheets homepage or Google Drive:

From the Sheets homepage: Click Create new spreadsheet ⊕.

From Google Drive: Click **New** > **Google Sheets**.

8. To import and convert an existing spreadsheet that you've already made using Excel (or another program):

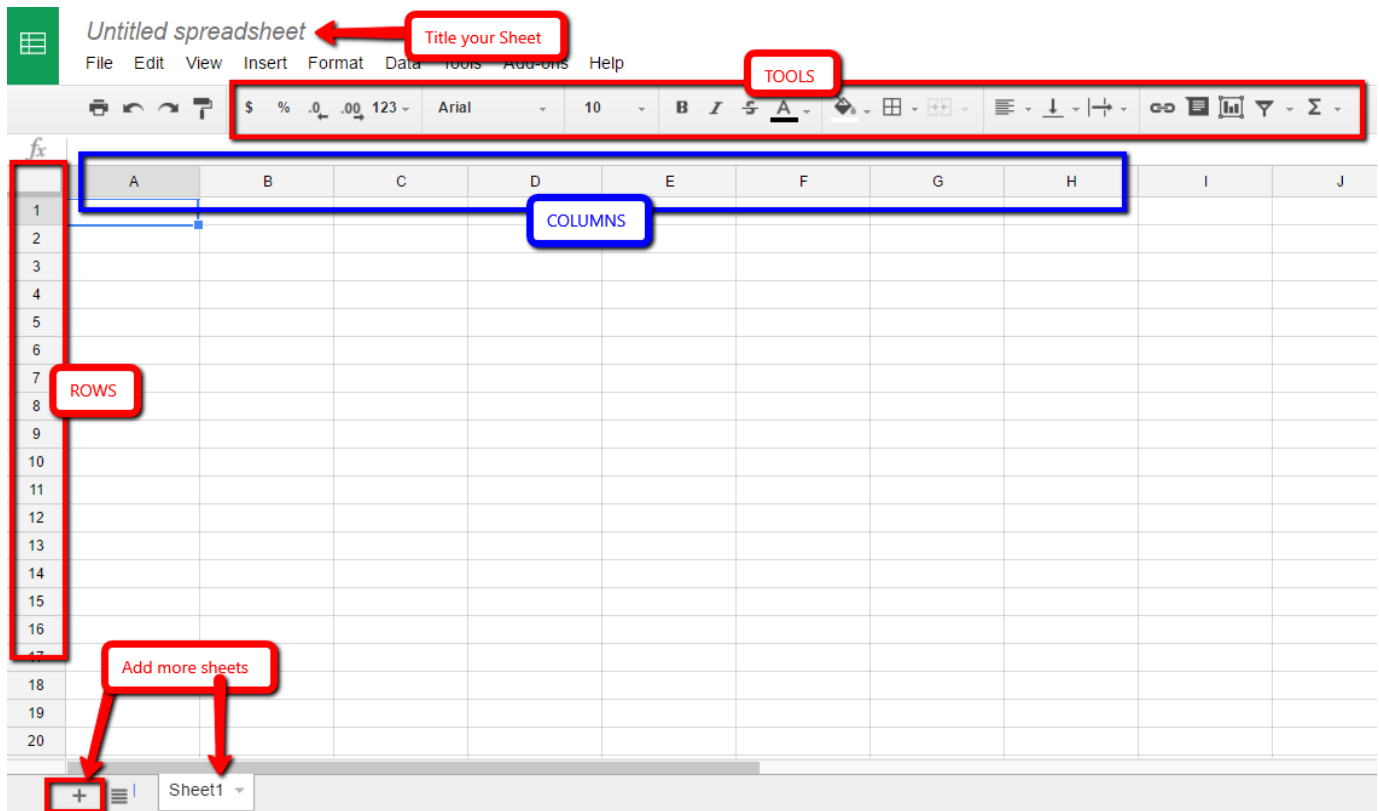## Import and convert old spreadsheets to Sheets

If you have an existing spreadsheet you created in another program, you can easily import and convert it to Sheets.

1. Go to Drive.

2. Click **New** > **File Upload**.

3. Choose the existing spreadsheet from your computer to add it to Drive. Supported files include .xls, .xlsx, .xlt, .ods, .csv, .tsv, .txt, and .tab.

4. In Drive, right-click the spreadsheet you want to convert.

5. Select **Open with** and choose **Google Sheets**.
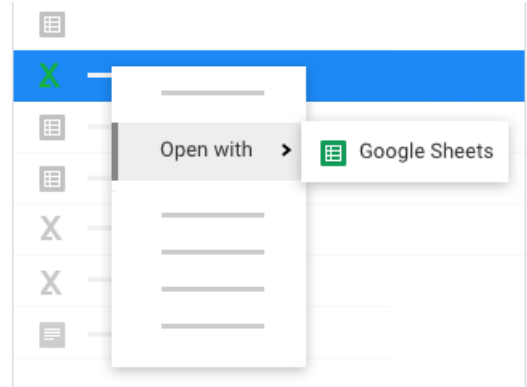
Converting your spreadsheet from another program creates a copy of your original file in the Sheets format. You can then edit it in your browser like any other Sheet.

Open with   >   Google Sheets

9. Once you have your spreadsheet open, you can add content to change the look and feel of your Sheet. **Remember: Sheets automatically saves every change you make!**

Untitled spreadsheet ← Title your Sheet

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help

TOOLS

COLUMNS

ROWS

Add more sheets

Sheet1

Enter and edit your data

1 **Rename your spreadsheet:** Click **Untitled spreadsheet** and type a new name.

2 **Enter text or data:** Just click a cell and start typing.

3 **Insert more items:** Click the **Insert** menu to add notes, functions, charts, images, drawings, and more.

Note: To see which functions are available, see the Google spreadsheets function list.
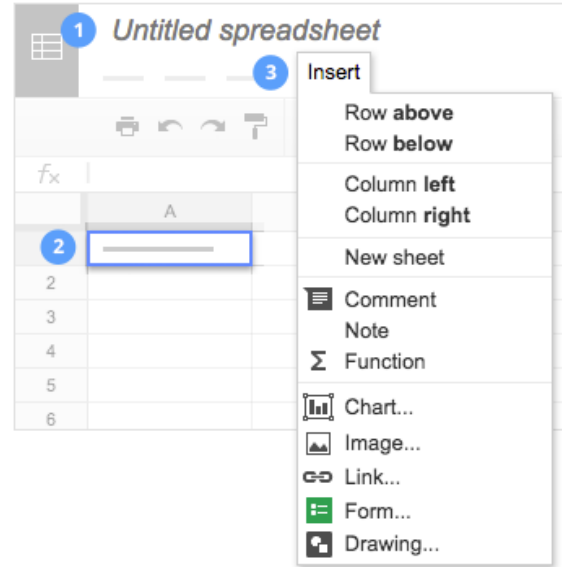
Take the time to familiarize yourself with all of the tools. Keep in mind that there is sometimes an arrow on the right-hand side with more tool options (the size of your slide window may shorten your tool list).

Add rows, columns, and cells:
1. Select the row, column, or cell near where you want to add your new entry.
2. Right-click the highlighted row, column, or cell ˃ Insert ˃ *choose where to insert the new entry*.

Delete, clear, or hide rows and columns: Right-click the row number or column letter ˃ Delete, Clear, or Hide.

Delete cells: Select the cells and right-click ˃ Delete cells ˃ Shift left or Shift up.

**Move rows or columns:** Select the row number or column letter and drag it to a new location.

Move cells:
1. Select the cells.
2. Point your cursor to the top of the selected cells until a hand appears.
3. Drag the cells to a new location.

Freeze header rows and columns: Keep a row or column in the same place as you scroll through your spreadsheet. On the menu bar, click View ˃ Freeze and choose an option.
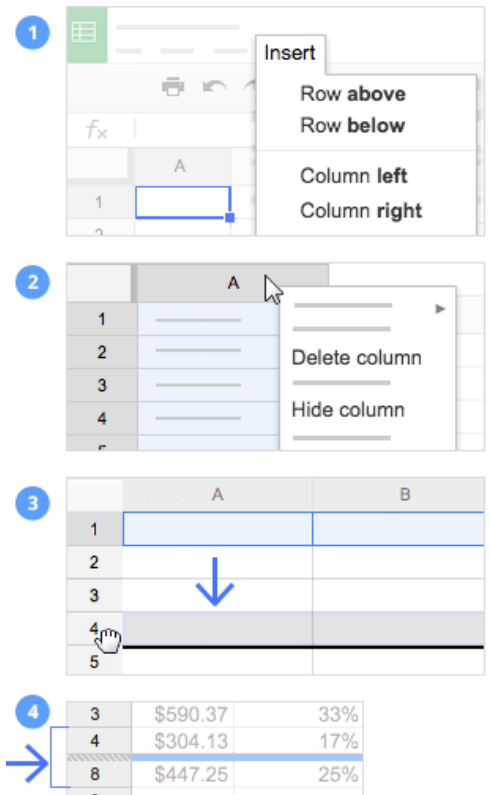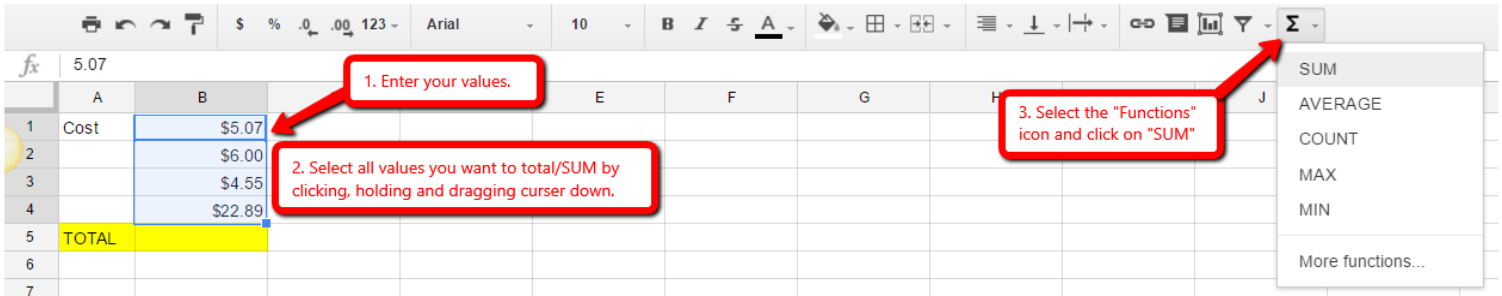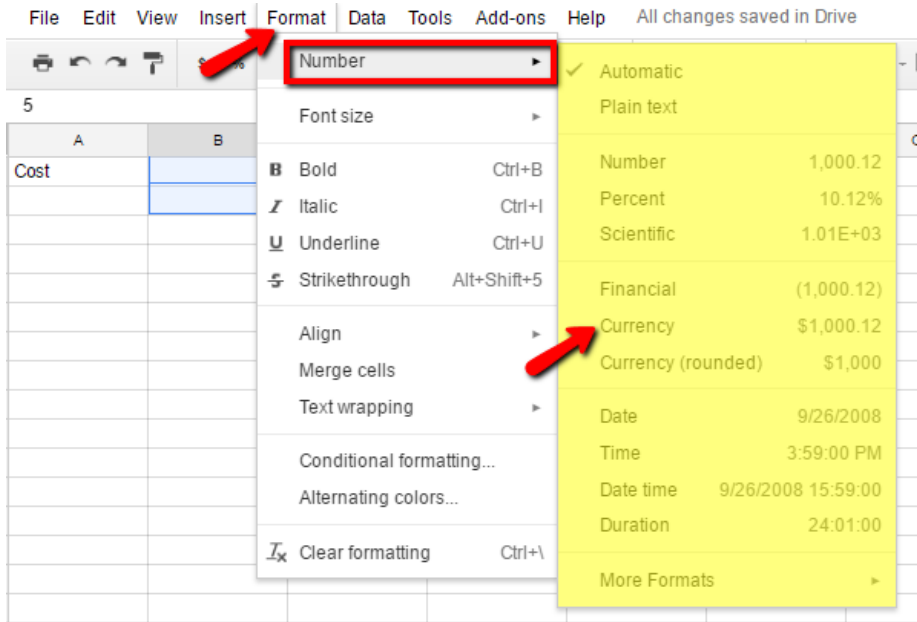
You can also add more rows by scrolling to the bottom of your sheet.
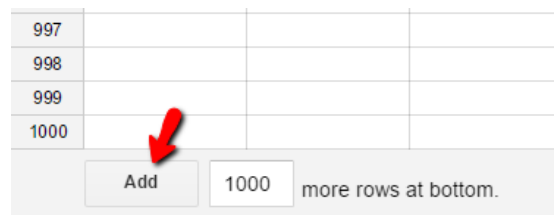
10. Advanced options - Sheets Tips

One helpful feature of Sheets is the "SUM" function. This allows you to add up numbers in rows or columns. You can change for format of your number under the "Format" menu heading.

Once you select SUM, you will see the Sheet perform a "function", indicating this in the "fx" section above your rows, as well as below the values being added. Simply click "ENTER" or "RETURN" on your computer keyboard and the addition will be done for you!
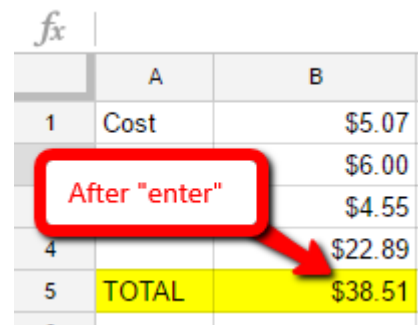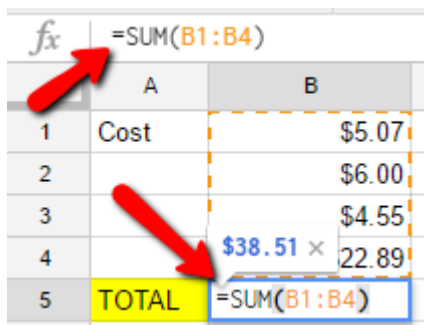
11. You can share your document with others if needed. Enter the email addresses or Google Groups you want to share with.

Share with others

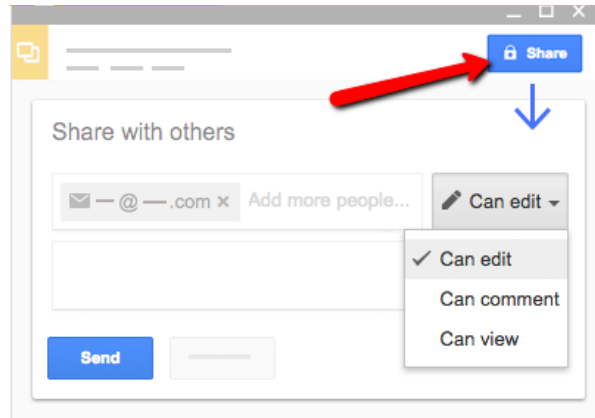✉ — @ —.com ✕ Add more people...   ✎ Can edit ▾

✓ Can edit
Can comment
Can view

Send

12. Once complete, you can:
- Print your spreadsheet
- Download versions in other formats
- Make a copy in Sheets
- Email a copy as an attachment

Untitled spreadsheet

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help

Share...

New ▸
Open...   Ctrl+O
Rename...
Make a copy...
Move to trash
Import...

See revision history   Ctrl+Alt+Shift+H
Spreadsheet settings...

Download as ▸
Publish to the web...
Email collaborators...
Email as attachment...

Document details...
🖶 Print   Ctrl+P

Microsoft Excel (.xlsx)
OpenDocument format (.ods)
PDF document (.pdf)
Web page (.html, zipped)
Comma-separated values (.csv, current sheet)
Tab-separated values (.tsv, current sheet)