Getting started with Google Sheets
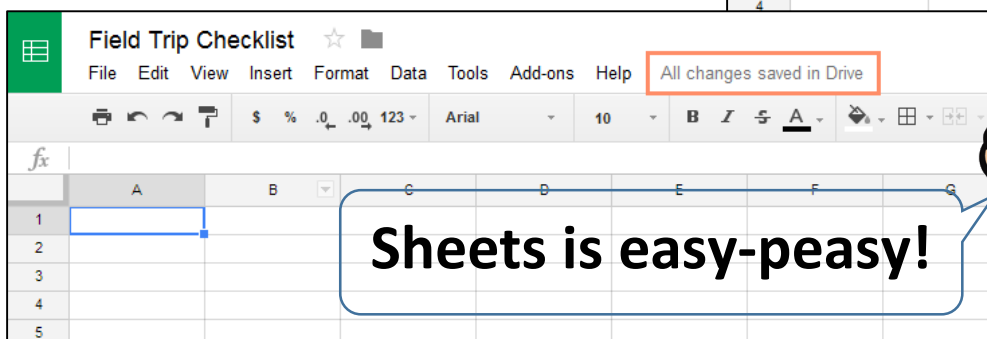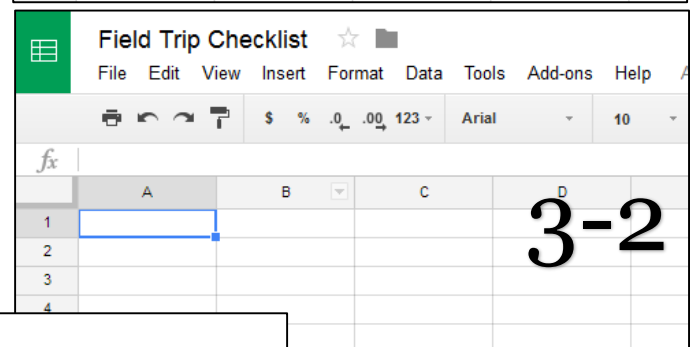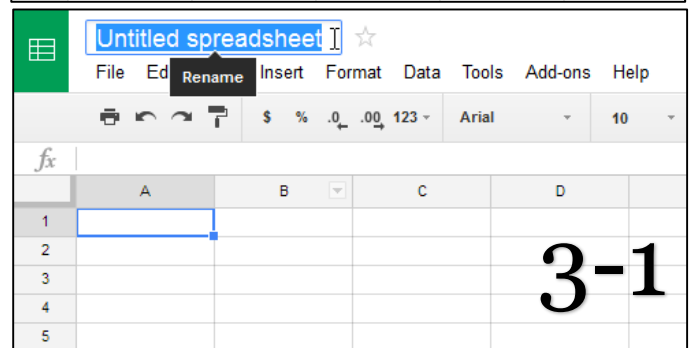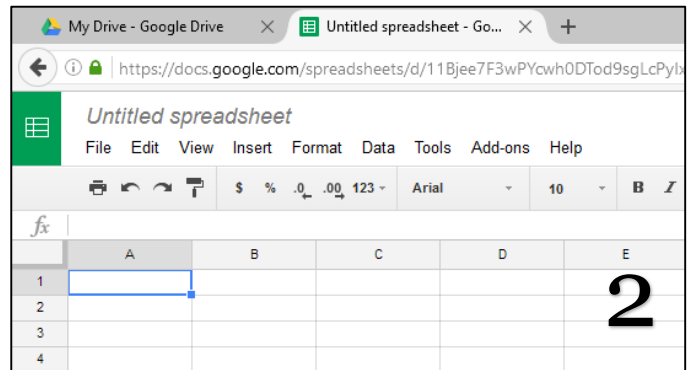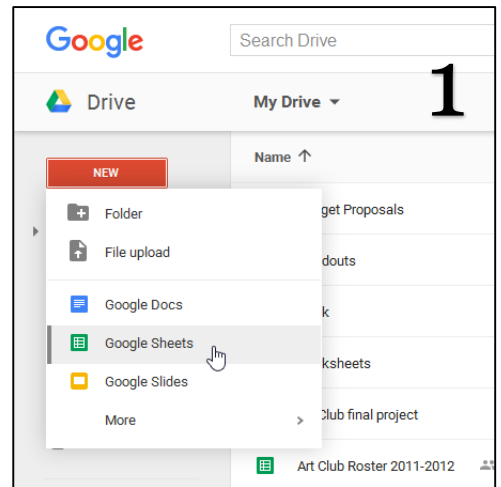
A spreadsheet is a computer program that can capture, display and work with data arranged in rows and columns. Google Sheets allows you to organize, edit, and analyze different types of information using spreadsheets. To get started, please watch the video link below:

https://tinyurl.com/Breitsprecher

To create a new Google spreadsheet

1. While viewing your Google Drive, click New and select **Google Sheets** from the drop-down menu.

2. The spreadsheet will appear in a **new browser tab**.

3. To name your spreadsheet, locate and **select Untitled spreadsheet at the top of the page. Type a name for your spreadsheet**, then press Enter on your keyboard.

4. Whenever you need to view or edit your spreadsheet, you can access it again from your Google Drive, where it will be saved automatically.

You may notice that there is no save button. **This is because Google Drive uses autosave**, which automatically and immediately saves your files as you edit them.

Sheets is easy-peasy!

Field Trip Checklist

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help   All changes saved …

This is the Toolbar Menu.

lakestone.omason@gmail.com

Comments   Share

Arial   10   More

fx   This is called the Formula Bar

A cell address is a column letter and a row number. This cell's address is A1.

A column is a group of cells that runs vertically from top to bottom. Columns are identified by letters. Column C is selected in this example.

This is the Shortcut Toolbar. This toolbar provides convenient shortcut buttons for formatting the data in your spreadsheet, like font size, text alignment, and text color.

These are rows. They are identified with a number

Sheet1   Sheet2   Sheet3

Spreadsheet Terms

Active cell: An active is the cell you are currently working on

Auto Sum: A formula that will add up a column of numbers

Cell: Each individual box on the spreadsheet

Cell Reference: The column letter and the row number of a cell

Cell Range or Range: A group of cells identified by first cell:last cell.
Examples of cell ranges: A1:A30 or A1: C30 or B3:M30

Column: The vertical division of a spreadsheet

Formula: A math statement that must "=" signs and what the calculation(s) are for each cell.

Function: Predefined formula built into Google Sheets that performs calculations using specific values in a particular order

Graph: A visual representation of data

Grid Lines: The horizontal and vertical lines on the spreadsheet

Row: The horizontal division on the spreadsheet

Selecting: To highlight a set of cells

Sheet: One page of a worksheet

Sheet tabs: Tabs that identify the worksheets in a workbook

Spreadsheets: A grid that organizes data

Value: A number that can be entered into a cell

Workbook: Many worksheets

Worksheet: One page of a spreadsheet