

Google Spreadsheets

Google spreadsheet looks and acts similar to other spreadsheet software. To get started entering content into a cell, just click a cell and start typing.

Entering Data

To edit a cell that already has content, follow these steps:

1. Choose one of the options below to place the cursor in the cell:
 - Double-click the cell.
 - Click the cell and press Enter.
 - Click the cell and press F2.
2. Edit the cell's content.

You can create lines (new lines, or line breaks) within a cell while editing; this is helpful when you want to improve the look of text that involves distinct lines, such as addresses. Here's how:

1. Place the cursor in the appropriate cell.
2. Use one of these browser-specific options to create lines:
 - In Internet Explorer 7, click Ctrl+Enter.
 - In other IE versions, or in Mozilla Firefox, click Alt+Enter or Ctrl+Enter.

Change Cell Data Type

There are several different data types a cell can be, including various currencies, date, time, percentages, and rounding

The data type of a cell applies to the whole cell. For example, you cannot have one part of the cell be a currency and the other a percent.

To select a different data type for a cell, follow these steps:

1. While editing the spreadsheet, select the cell/s you'd like to change
2. Open the 123 drop-down menu.
3. Select the desired data type.

Copy and Paste

Google Docs is designed to let you copy and paste text and images between all of your online documents – even if you're going from one document type to another.

Since the copying and pasting takes place online, you can copy on one computer, then sign in and paste on another one. Here are some examples of things you can do:

- Copy a set of cells in a spreadsheet, and paste it into a document as a properly formatted table.
- Copy something in your school computer and paste it into another when you access your Google Account from your home computer.
- Access items you previously copied, as long as you were signed in.

Keyboard shortcuts: Ctrl-C and Ctrl-V For most copying and pasting, you can use the familiar keyboard shortcuts, **Ctrl-C** (Copy) and **Ctrl-V** (Paste). This even works when going from one doc type to another.

Formulas

One of the primary differences between a table you create in a word processing document to segment data and a spreadsheet is the ability to evaluate data that is entered into cells with formulas. These can include the typical mathematical formulas (add, subtract, multiple, divide) to comparisons (greater than, less than) to more complex statistical and engineering concepts. You can use formulas with text, too, for things like finding a character, splitting the text in a cell, forcing the cell uppercase or lowercase, etc.

To add formulas to your spreadsheets, follow these steps:

1. Double-click an empty cell.
2. Click the **Formulas** button on the toolbar.
3. Select a formula from the list that appears.
4. Click the **More** link to see additional formulas.

The formula is inserted into the cell you selected in step 1 and you can begin to enter symbols and attributes to see the formula computation.

One of the most common functions in spreadsheets is to add up values in cells. If you just want to see a sum of a few cells but don't need to record the answer in a formula, you can use the Quick sum feature.

Quick sum lets you see the sum of selected cells right in the spreadsheet, without entering any functions or formulas.

To use this feature, first go to **File > Spreadsheet settings** and make sure that your spreadsheet's Locale setting is United States. Then, highlight the cells of data that you'd like to total:

The sum appears in the bottom-right corner of the page

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