



# GOOGLE SHEETS CHEAT SHEET

## Google Sheets Home Screen

[sheets.google.com](https://sheets.google.com)

The home screens serve as a central place to collect your spreadsheets in Sheets. From here, you can view and edit your Sheetss as well as any Microsoft Excel files that you own or that have been shared with you.

**Note:** You must be using the Chrome browser and the [Office Editing extension](#) to edit Office files in Google Drive.

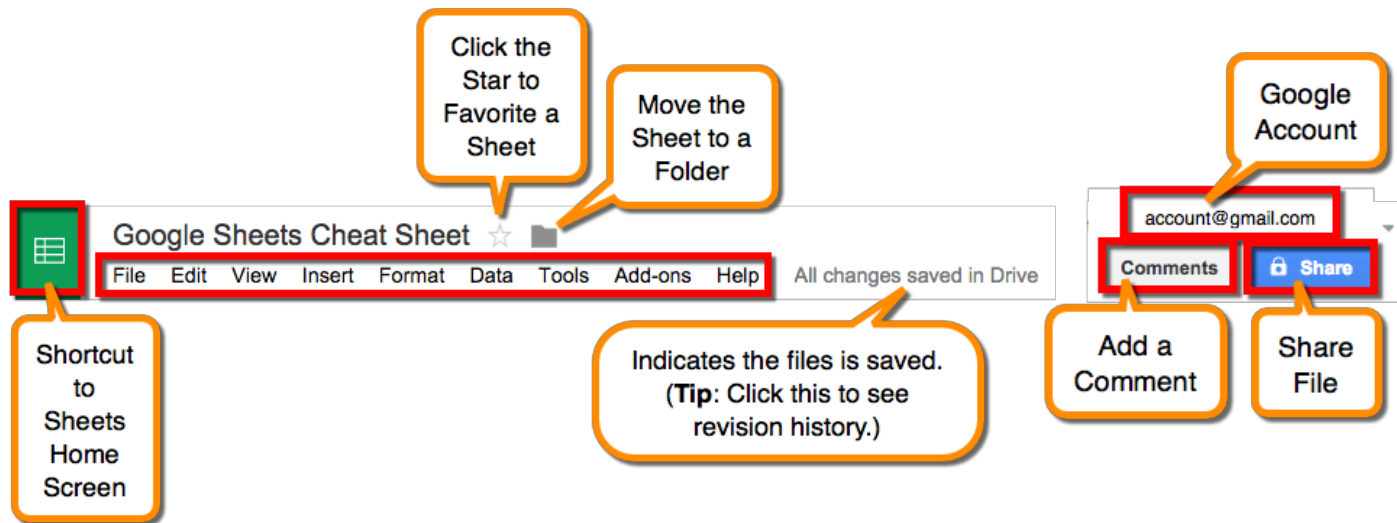
## \*\*[Learn More About Editing Office Files](#)

The screenshot shows the Google Sheets home interface. At the top is the Google logo and a search bar. Below the search bar is a green header bar with the 'Sheets' label and a menu icon. To the right of the header are links for 'Apps', 'Account', 'List View', and 'Sort'. A 'File Picker' callout points to the 'List View' and 'Sort' links, stating: 'File Picker: Search within your files and folders in Google Drive until you find the file you're looking for.' Below the header is a section titled 'Recent spreadsheets' showing three spreadsheets: 'Responses', 'List of Participants', and 'Training'. A 'More' callout points to the three-dot menu icon next to the 'Responses' spreadsheet, which opens a dropdown menu with options: 'Aa Rename', 'Remove', and 'Open in new tab'. A 'Menu' callout points to the hamburger menu icon in the top left. A 'Search Google Drive' callout points to the search bar. A 'Create New Sheet' callout points to the green plus icon in the bottom right corner.

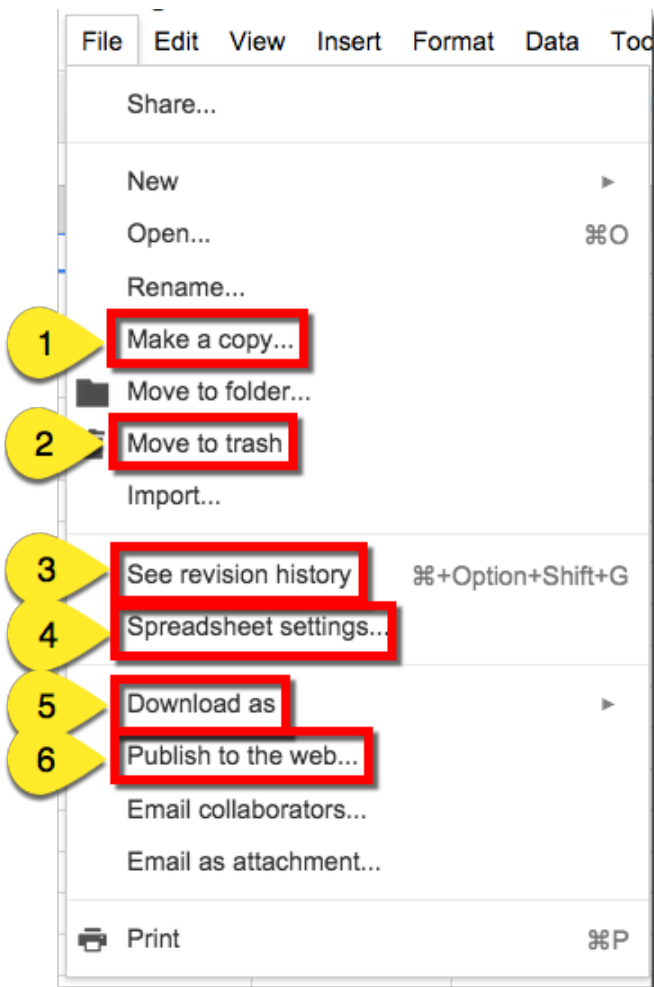
## [Add Ons](#)

To add more functionality to your documents and spreadsheets, you can install add-ons, tools built by third-party developers for Google Apps. Once add-ons are installed, you can manage each one individually, and turn them on and off at any time.

# Google Sheets Menu



## File Menu Highlights



**1. Make a Copy:** This will make a duplicate copy in your Drive. You can copy others files as well as your own.

**2. Move to Trash:** This will move the file into your Drive trash. Remember to empty your trash to permanently delete the file.

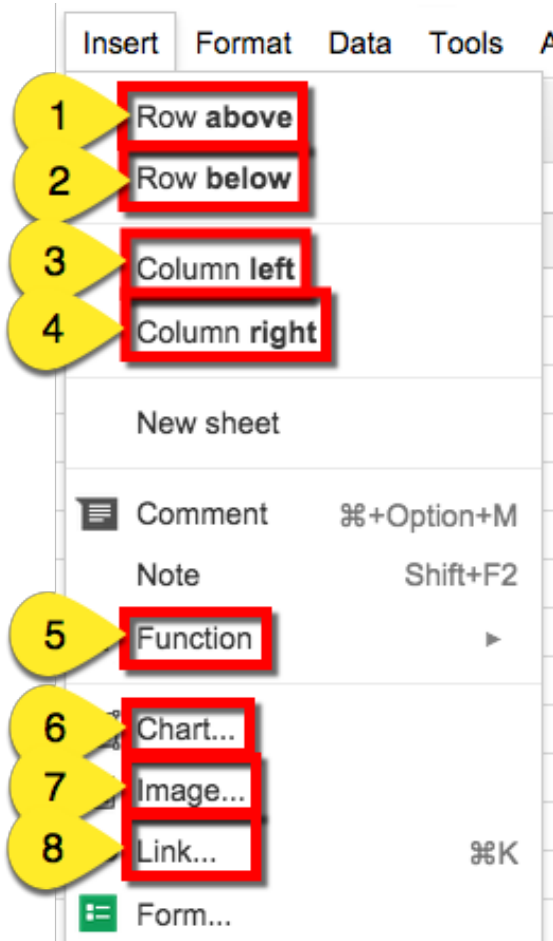
**3. See Revision History:** This will allow you to see who has made changes, what they changed, and a timestamp. You can also restore revisions. Great for making sure every student is contributing, and when text is accidentally deleted!

**4. Spreadsheet Settings:** Change the locale, time zone, and recalculation settings.

**5. Download As:** Download your spreadsheet in various formats, including .xlsx and .pdf.

**6. Publish to the Web:** Turn your sheet into a webpage! Even get embed code to add to your website.

## Insert Menu Highlights



**1. Insert Row Above:** Insert a row above the selected cell or area.

**2. Insert Row Below:** Insert a row below the selected cell or area.

**3. Insert Column Left:** Insert a column to the left of the selected cell or area.

**4. Insert Column Right:** Insert a column to the right of the selected cell or area.

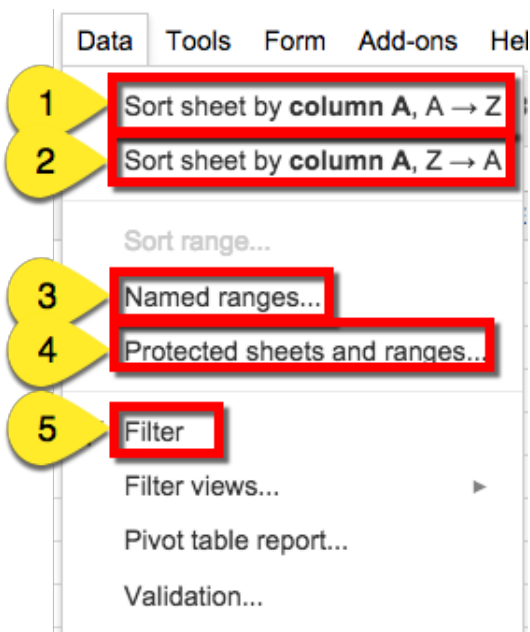
**5. Insert Function:** Insert a specific function into the cell.

**6. Insert Chart:** Insert a chart into the sheet.

**7. Insert Image:** Insert an image into the sheet.

**8. Insert Link:** Insert a link into the sheet.

## Data Menu Highlights



**1. Sort Sheet by Column A-Z:** Sort your data in alphabetical order A to Z.

**2. Sort Sheet by Column Z-A:** Sort your data in reverse alphabetical order from Z to A.


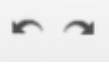


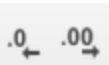

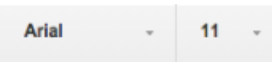





**3. Named Ranges:** Create a named range of cells. (Tip: Use named ranges in formulas. They are easy to reuse, recall, and read.)

**4. Protected Sheets and Ranges:** Protect ranges to control who can edit specific ranges on a sheet.

**5. Filter:** Create and add a filter to allow you to view only that data you want to view.

# The Toolbar



|   |  |
|---|--|
|    | Print  |
|    | Undo/Redo  |
|    | <a href="#">Paint Format Tool</a> : Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool. |
|    | Format as Currency/Format as Percent   |
|    | Decrease Decimal Places/Increase Decimal Places  |
|    | More Numerical Formats   |
|   | Font and Font Size   |
|  | Bold, Italics, Strikethrough and Font Color  |
|  | Fill Color, Borders, and Merge Cells   |
|  | Horizontal Alignment, Vertical Alignment, and Wrap Text  |
|  | Insert Link/ <a href="#">Insert Comment</a>  |
|  | Insert Chart, Insert Filter, and Insert Function<br>( <a href="#">Google Spreadsheet Functions List</a> )  |

## Ready for More?

Check out the other [Cheat Sheets and Guides](#) and [Google Tricks and Tips](#) on [ShakeUpLearning.com](#)!



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