

Google Doc Spreadsheets



This document will explain how to create and use spreadsheets in Google Documents. Note: You can export a Google spreadsheet and save it as an Excel spreadsheet (File> Export) or import an Excel spreadsheet (File> Import).

Accessing Google Documents

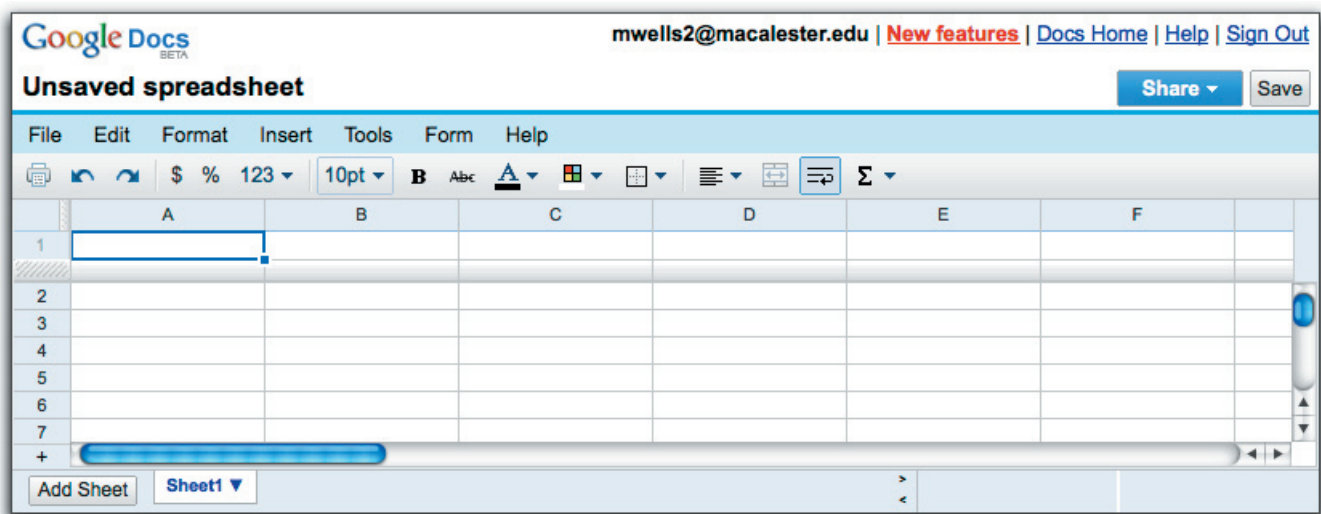
- Log into you e-mail account at *email.macalester.edu*
- Click on the **Documents** link in the upper left corner of the screen

Spreadsheet Basics

Creating a Spreadsheet



- Click the **New** button on the toolbar
- Select **Spreadsheet** from the drop down menu



An untitled blank spreadsheet will open in a new page.

- Click on **Unsaved spreadsheet** and give the spreadsheet a new name, e.g., *Macalester*

Note: As soon as you give the spreadsheet a name, the **Save** button in the upper right corner changes to "Autosaved on (time)". From this point on, your work is continuously autosaved.

- Enter spreadsheet data
- When finished, select File> Save & close from the menu bar

Modifying a Spreadsheet

- In the Document Pane, click on the spreadsheet to open it
- Click on the title if you wish to change the spreadsheet name
- Make changes to the spreadsheet

- Select File> Save & close on the menu bar

Deleting a Spreadsheet

- Click the checkbox in front of an unopened spreadsheet
- Click the **Delete** button on the toolbar

Using Spreadsheets

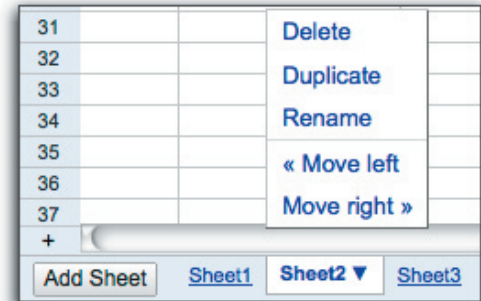
The remainder of the document will deal with the specifics of using a Google Docs spreadsheet for your work.

Basics for Working with Sheets

- To create a new sheet, click the **Add Sheet** button in the bottom left corner of the window
- To name a sheet, click the sheet link and then click the arrow to display the pop-up menu
- Select **Rename**

- Enter a name and click the **OK** button
- To duplicate a sheet, click the sheet name and select **Duplicate**
- To move a sheet, click the sheet name and select **Move right** or **Move left**

- To delete a sheet, click the sheet name and select **Delete**
- Click the **OK** button to confirm deletion



Cells

Cell Corrections

- Click once in the cell and retype the correct information
- For a partial correction, double click in the cell

Changing the Cell Format

- Select the cell or cells you want to change
- Select Format> on the menu bar



- Select a format
- To clear cell formatting for the selected cell(s) choose Format> Clear Styles

Background Color and Borders



- Select the cell or cells you want to format
- To change the background color of the cell(s), click the **Background color** button on the toolbar and select a color
- To change the borders of the cell(s), click the **Borders** button on the toolbar and select a border style

Merging Cells



- Select the cells you want to merge
- Click the **Merge across** button on the toolbar
- To then split merged cells, click the **Break apart** button on the toolbar

Rows and Columns

Selecting Rows and Columns

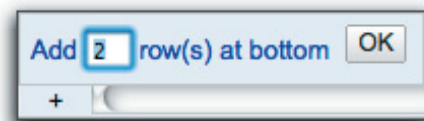
- Click the row number to select a row; drag over the row numbers to select multiple rows
- Click on the column letter to select a column

Inserting a Row or Column

- Click in the sheet where you want to add a row or column
- Select Insert> Row above, Row below, Column left or Column right on the menu bar

Or to quickly add rows to the bottom of the sheet:

- Click the **plus sign** (Add Rows button) in the bottom left corner of the window
- Enter the number of rows you want to add and click the **OK** button



Deleting Rows and Columns

- Select the row or column you want to delete and press the <Delete> key

Freezing Rows or Columns

You can freeze rows and columns to keep them visible as you scroll through a sheet. The first row is frozen by default.

- To freeze rows, choose Tools> Freeze rows and select how many rows you want to freeze
- To freeze columns, choose Tools> Freeze columns and select how many columns you want to freeze
- To unfreeze rows or columns, select Tools> No frozen rows or No frozen columns

If you want the first row frozen, go back and choose it.

Miscellaneous

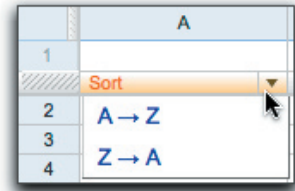
Creating a Chart

- Select the data to create a chart
- Select Insert> Chart
- Select a chart type in the **What type?** section
- Enter or select label information in the **Labels** section
- Click the **Save chart** button

- To move the chart, click on it to select and drag by the grey bar
- To edit the chart, click on the Chart drop-down menu and choose Edit

Sorting Data

- Place your cursor in the gray box at the top of any column and the orange Sortbar will appear
- Click the arrow at the far right
- Select a sort order for the data in that column



Adding a Formula

- Click in the cell where you want to add a formula
- Click on the **Formulas** button
- Select a formula option and enter formula information in the cell; e.g., to sum the data in C1 through C3 the formula would be **=SUM(C1:C3)**
- Press the <Enter> key when you are finished

Note: Place the cursor over the small square in the right corner of the cell. When it changes to a plus sign, drag down to copy the formula to the cell(s) below. Point to the bottom line of the cell (cursor changes to a hand) and click and drag to another location to move the contents of the cell.

Revision History

Using the File> Revision history feature will show if others are editing the file. You can also revert to previous versions.

Sharing and Publishing

See the *Getting Started With Google Docs* for sharing and publishing information.

