



Center for Teaching & Learning

Google Sheets

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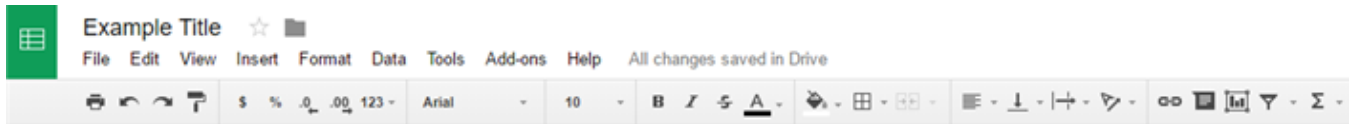
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Opening Google Sheets

Open Google Chrome, go to drive.google.com, and use your USD credentials to log-in. Click the white **New** button, then **Google Sheets**.

Components of Google Sheets



Although Google Sheets is similar to Microsoft Excel, the tabs are reorganized. Both applications have the **File**, **View**, and **Insert** tabs, but the rest of the tabs are reorganized.

Under the **File** Tab, you will find: **New, Open, Import, Make a copy, Share, Email, Download, Rename, Move to trash, Version history, Make available offline, Details, Settings, and Print**. You will primarily use this tab for downloading and printing your spreadsheet.

Under the **Edit** tab, you will find: **Undo, Redo, Cut, Copy, Paste, Paste Special, Move, Delete, and Find and Replace**.

Under the **View** tab, you will find: **Show, Freeze, Group, Hidden Sheets, Zoom and Full Screen**.

From the **Insert** tab, you can add **rows** and **columns**, a **comment, function, chart, image, link, pivot table, and drawing**.

From the **Format** tab, you can format the **Number, Text, Alignment, Wrapping, Rotation, Conditional Formatting, Alternating Colors, and Clear Formatting**.

The **Data** tab is where you **sort** and **filter** your data.

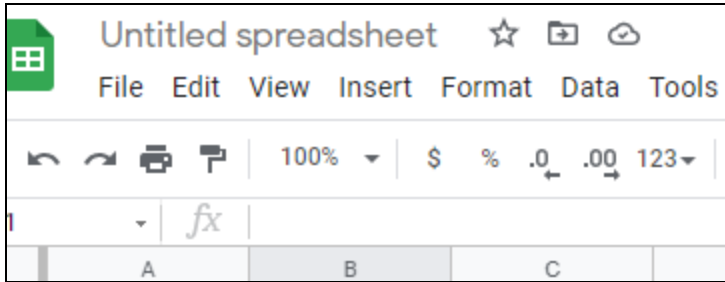
Under the **Tools** tab, you will see: **Create a form, Spelling, Suggestion Controls, Notification Settings, and Accessibility**.

The **Extensions** tab is where you can add extra features.

The **Help** tab is where you can search for general information about a help topic.

Rename a Sheet

To change the name of a sheet in a spreadsheet, click “**untitled spreadsheet**” at the top left corner and type your new title. You can also go here if you want to change a previous title.



Creating Sheets

1. In the bottom left corner of the sheet, select the plus button.
2. To name your new sheet, click the drop down arrow next to the sheet name along the bottom
3. Select **Rename**

Reorder sheets

To change the order of the sheets in a spreadsheet, click and drag a sheet tab until it is in the order you want. The sheets are listed across the bottom of the page.

Delete a sheet

1. Click the sheet you want to remove.
2. On the sheet tab, click the Down arrow.
3. Click **Delete**.
4. Click **OK**.

Formatting Cells

Formatting is the process of changing the appearance of your workbook. A properly formatted workbook can be easier to read, appear more professional, and help draw attention to important points. The **Format** tab is where you will find the bold, underline, strikethrough, etc.

Change row height or column width

1. On your spreadsheet, select a row or column to resize. You can also highlight multiple rows, columns, or cells.
2. Right-click the row number or column letter, then select **Resize row** or **Resize column**.
3. In the window that appears, enter a new height or width.

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4. Click **Ok**.

You can also click and drag the edge of a row or column to resize it.

Add / delete / hide / freeze rows, columns, or cells

More than one row, column, or cell

1. On your spreadsheet, highlight the number of rows, columns, or cells you want to insert.
2. Right-click the rows, columns, or cells.
3. From the menu that appears, select **Insert [Number]** or **Insert cells**. For example, if you highlight 5 rows, right-click the row header, and select **Insert 5 above** or **Insert 5 below**.

To add 100+ rows to your spreadsheet:

1. On your spreadsheet, scroll to the bottom.
2. Next to "more rows at the bottom," enter the number of rows you'd like to add.
3. Click **Add**.

Hide rows or columns

1. On your spreadsheet, click a row or column to highlight it. You can also select multiple rows or columns.
2. Right-click and select the **Hide row** or **Hide column** from the menu that appears. An arrow will appear over the hidden row or column.

To unhide a row or column, click the arrow around where the row number or column letter used to be.

Delete rows, columns, or cells

1. In your spreadsheet, right-click a row, column, or cell.
2. From the menu that appears, choose **Delete row**, **Delete column**, or **Delete cells**.

Freeze or unfreeze rows or columns

To keep some data in the same place and still see it when you scroll, you can freeze rows or columns.

1. On your spreadsheet, select a row or column you want to freeze or unfreeze.
2. At the top, click **View** > **Freeze**.
3. Select how many rows or columns to freeze.

To unfreeze, select a row or column and, at the top, click **View** > **Freeze** > **No rows** or **No columns**.

Protect a range or sheet

If you don't want people to change the content in a spreadsheet, you can protect it. This shouldn't be used as a security measure. People can print, copy, paste, and import and export copies of a protected spreadsheet. Only share spreadsheets with people you trust.

1. Click **Data > Protected sheets and ranges**. A box will open on the right.
2. Click **Add a sheet or range** or click an existing protection to edit it.
3. To protect a range, click **Range**. To protect a sheet, click **Sheet**.
 - Range:** To change or enter the range you're protecting, click the spreadsheet icon and highlight the range in the spreadsheet.
 - Sheet:** Choose a sheet to protect. If you want a set of cells to be unprotected in a sheet, check the box next to "Except certain cells."
4. Click **Set permissions** or **Change permissions**.
5. Choose how you want to limit editing:
 - To show a warning when anyone makes an edit:** Select "Show a warning when editing this range." It doesn't block people from editing, but they'll see a message asking them to confirm if they really want to make an edit.
 - To choose who can edit the range or sheet:** select "Restrict who can edit this range." Choose:
 - Only you:** Only you (and the owner if you're not the owner) can edit the range or sheet.
 - Custom:** Only the people you choose can edit the range or sheet.
 - Copy permissions from another range:** Reuse the same permissions you set up on a different set of cells or sheet.
6. Click **Save** or **Done**.

To see protected cells, click **View > Show > Protected ranges**. A striped background will appear over the cells.

Functions

Functions are a feature in Sheets that automatically adds from a selected range of cells, among other things. To do this, all you need is the **Functions**  button. On the top ribbon, it is the last symbol on the right.

As mentioned above, the **Functions**  button has many options, which are as follows: **SUM**, **AVERAGE**, **COUNT**, **MAX**, and **MIN**. If you click **Learn More**, Sheets will open a help page run by Google that will assist you in selecting any more specific functions and formulas that you may need.

Using the SUM Function

With a formula

1. Open a spreadsheet.
2. Type an equal sign (=) in a cell and type in the function you want to use. We will type in **SUM**
3. A function help box will be visible throughout the editing process to provide you with a definition of the function and its syntax, as well as an example for reference. If you need more information, click the “Learn more” link at the bottom of the help box to open a full article.

With the Explore button

1. Highlight the cells you want to calculate.
2. In the bottom right, find Explore . Next to Explore, you'll see "Sum: total."
3. To see more calculations, click **Sum**.
 - a. Average
 - b. Minimum
 - c. Maximum
 - d. Count
 - e. Count numbers

Charts and Graphs

Add a chart or graph

1. Select the cells you want to include in your chart. To label your chart, add a header row or column.
2. Click **Insert > Chart**.

Customize your chart

1. Double-click the chart you want to edit.
2. In the side panel, select a tab:

Setup: Choose your chart type and data range.

Customize: Change the axes, series, and how your chart looks.

Switch rows and columns in a chart

Your data will automatically be displayed horizontally and vertically on the chart. You can change how your row and column data shows on the horizontal and vertical axes.

1. Double-click the chart you want to edit.

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2. In the side panel, click **Setup** > **Data range**.
 3. Check the box next to "Switch rows / columns" to switch the order of the data.

Sharing Your File With Others

Specific people

You can share with people that have a Google Account.

1. Click **Share** (blue button on the top right of the screen).
2. Under "Add people and groups," type the email address or Google Group you want to share with.
3. To choose what someone can do with your file, click the Down arrow
4. If you don't want to notify people, uncheck "Notify people."
5. Click **Send**. An email is sent to people you shared with.

Anyone with a link to the file

You can give other people a link to your file so that you don't have to add email addresses when you share your file.

1. Click **Share** (blue button on the top right of the screen).
2. In the bottom right select "Change." This will allow you to choose if people must be in a specific group and have the link to access the sheet.
3. When you share a link to a file, you can control how widely the file is shared.
 - Restricted - Only people added can open with this link
 - The University of South Dakota - Anyone in the group with this link can view
 - Anyone with the link - Anyone on the internet with this link can view
4. At the bottom left, click **Copy Link** and paste the link in an email or any place you want to share it.

Choose what people can do with your file

When you share a file with someone, you can choose what they can do with it.

View: People can see, but can't change or share the file with others.

Comment: People can make comments and suggestions, but can't change or share the file with others.

Edit: People can make changes, accept or reject suggestions, and share the file with others.

Stop sharing a file

1. Click **Share** (blue button on the top right of the screen).
2. Next to the person you want to stop sharing with, click the drop down arrow

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3. Next to the person you want to stop sharing with, click **Remove**
 4. Click **Save**.

