



A Student's Guide to Using Google Sheets

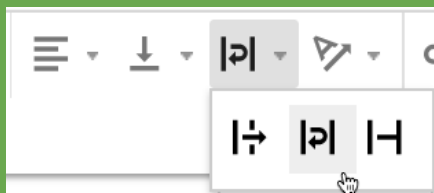
Make Columns Wider

In between the column indicators (letters) you can click and hold down to drag the width of the column.

	A	B	C	D
1	Question	Answer		
2				
3				
4				
5				
6				
7				

Turn on Word Wrap

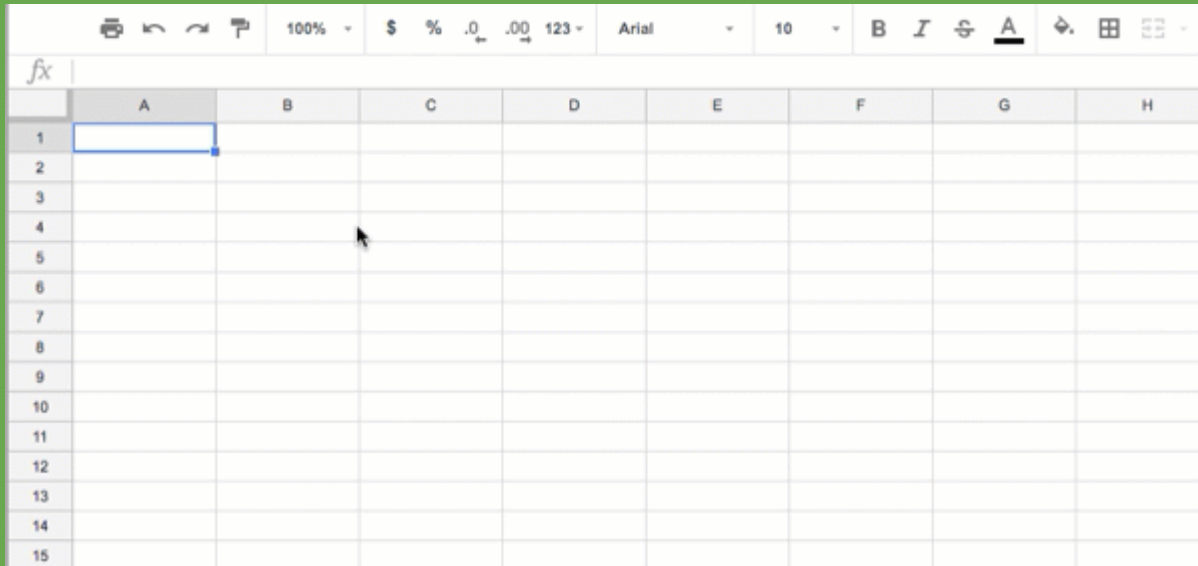
You want all of the text to fit into a single cell. Click on the cell (or range of cells) and use the word wrap icon in the toolbar.



Question	Answer
1	Thomas Jackson was the Civil War general who is alleged to have sucked lo
2	Private Daniel Hough was the first casualty of the Civil War
3	Belmont was Ulysses S. Grant's first battle, fought against Confederate Gen
4	Alfred Pleasanton commanded the union cavalry corps at the battle of Getty
5	Chattanooga is the battle where Generals U.S. Grant, William T. Sherman, C

Make a Big Answer Box

Merging multiple cells together can create a large answer box. Highlight the range of cells you wish to merge and use the merge icon in the toolbar. Tip: change the font size, set word wrap, align vertically, and use the paint can on your large answer box.



Create a New Sheet

Add multiple sheets to your spreadsheet workbook by clicking on the plus icon in the bottom left. Double click on the tab to rename the sheet name.

