



## Division of Technology

*"Building A Better Tomorrow, Today"*

1380 Arnold Street, Jonesboro, GA 30236

Telephone: (770) 473-2772

Website: [www.clayton.k12.ga.us](http://www.clayton.k12.ga.us)

## Getting started with Google Sheets

Google Sheets is a powerful, web-based spreadsheet application that allows you to create, edit, and share spreadsheets online. This guide will help you get started with the basics of Google Sheets.

### Creating a Google Sheet

Open your web browser and go to Google Sheets.

Click on the Blank option to create a new spreadsheet, or choose from one of the templates available.

### Navigating the Interface

Menu Bar: Contains options like File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help.

Toolbar: Quick access to formatting tools like bold, italics, text alignment, and more.

Grid: The main workspace, consisting of rows and columns. Each cell is identified by its column letter and row number (e.g., A1, B2).

### Entering Data

Click on a cell to select it.

Type your data and press Enter to move to the next cell.

To edit a cell, double-click on it or press F2.

### Basic Formatting

**Bold, Italic, and Underline:** Use the toolbar buttons or press Ctrl+B, Ctrl+I, or Ctrl+U.

**Text Color and Fill Color:** Use the paint bucket icon to change cell background color and the A icon to change text color.

**Borders:** Click the borders icon to add or modify cell borders.

**Text Alignment:** Use the alignment buttons to align text left, center, or right.

### Simple Formulas

Click on the cell where you want the result.

Type = to start the formula.

Enter your formula (e.g., =SUM(A1:A10) to add up the values in cells A1 through A10).

Press Enter to complete the formula.

### **Sharing and Collaboration**

Click the Share button in the top-right corner.

Enter the email addresses of the people you want to share the sheet with.

Choose their permission level (Viewer, Commenter, or Editor).

Click Send.