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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.