

NAME: _____

How to use Google Sheets: A Beginner's Guide

This _____ will help take you from an absolute beginner, or basic user, through to a _____, intermediate-level user.

_____ is a hugely powerful tool, for everything from _____ modeling, from project management to statistical analysis, in fact, _____ involving the _____.

And if you're (relatively) new, it really _____ how to use Google Sheets _____.

This tutorial will help you _____ to ninja in short order!

If you're new to Google Sheets, then I recommend you _____ of this article.

However, if you've used Sheets before, feel free to skip sections 1 and 2, and begin with the Data and basic formulas section.

Google Sheets is a _____, for everything from _____ to finance modeling, from project management to _____, in fact, just about any activity involving the _____ of data.

Why use Google Sheets?

How's this for starters:

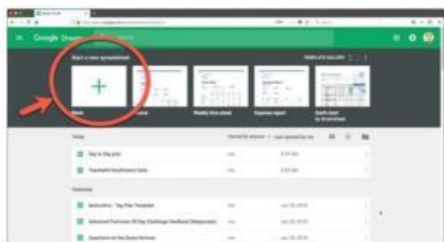
- It's free!
- It's collaborative, so _____ with the same spreadsheet in real-time.
- It has enough features to do _____, but...
- ...it's also _____.

Ok, where do I get it? How to _____ Google Sheet

If this is your first time with Sheets, head over to the [Google Sheets homepage](#):

Click on the _____ button in the middle of the screen. You'll be prompted to login:

And then you arrive at the Google Sheets _____, which will show any _____ spreadsheets you've created. Click the _____ to create a new Google Sheet:



NAME: _____

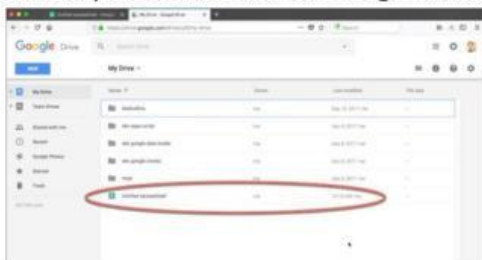
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_____ your first Google Sheet _____

You can _____ new Google Sheets _____ by clicking on the blue NEW button:



When you create a new Google Sheet, it'll be _____ Drive folder (your _____):



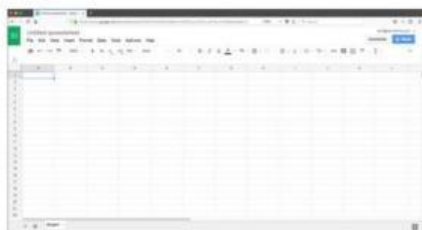
(Note: _____ if you don't see the Sheet yet, it may not show up until _____.

See next step on how to do this.)

Here _____ if you wish (to keep things organized). Do this by _____ and _____, and _____ it to where you want it to go:

The Google Sheet editing window

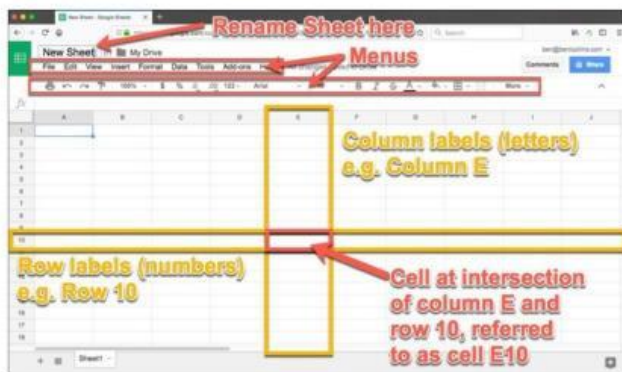
This is what your _____ will look like:



You can _____ your Sheet in the _____. Click on where it says _____ and type in _____ to give your Sheet, in this example "_____". So let's introduce some _____ and *the fundamental* _____ upon which spreadsheets work:

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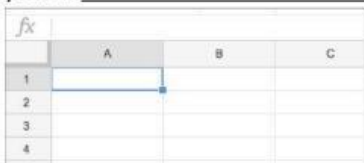
There are _____ above your Sheet, of which we'll see more further on in this tutorial. The _____ consists of a _____. An _____, at the intersection of _____, and it'll hold a _____. The columns are _____, labeled by letters running _____ of the Sheet. Rows are _____, labeled by _____ of your Sheet. In the example above, I _____ column E and row 10.

**** The fundamental concept of spreadsheets: ****

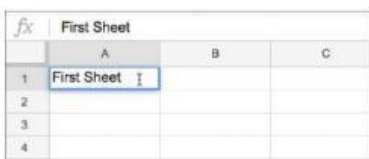
Column E and row 10 _____, and one cell _____. Thus we can _____ the column _____ to create a _____ to this cell, _____. Now when we _____, for example to _____ in this cell, we use the _____ to do that. _____ and you _____. The rest is just details!

Now the fun really starts! Let's start using this new blank sheet we've created.

Click cell A1 (that's the _____, the cell in the top left corner of the Sheet) and you'll _____, to indicate it's highlighted:



Then you can _____ and you'll see the data _____ into that cell:



_____ entering data and you'll _____, having completed your data entry. If you hit the _____, you'll _____ to the right!