

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:

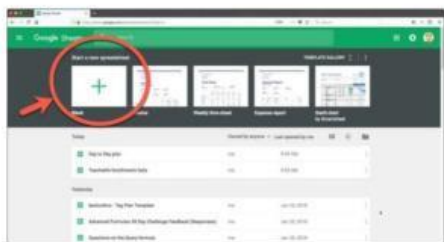
- It's free!
- It's collaborative, so \_\_\_\_\_ with the same spreadsheet in real-time.
- It has enough features to do \_\_\_\_\_, but...
- ...it's also \_\_\_\_\_.

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:

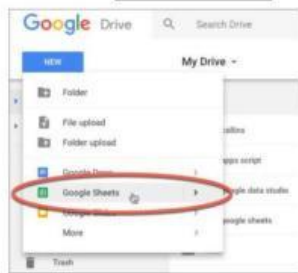


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\_\_\_\_\_ your first Google Sheet \_\_\_\_\_

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 \_\_\_\_\_):



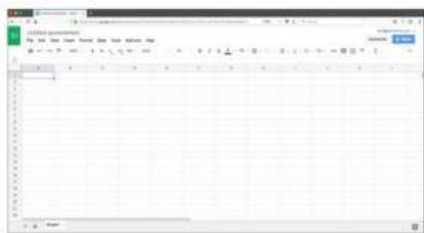
(Note: \_\_\_\_\_ if you don't see the Sheet yet, it may not show up until \_\_\_\_\_.

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

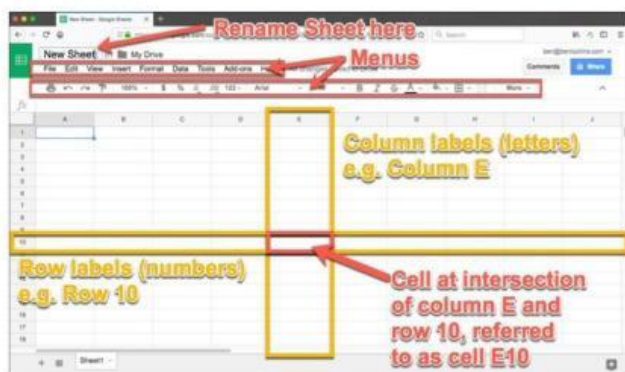
This is what your \_\_\_\_\_ will look like:



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.

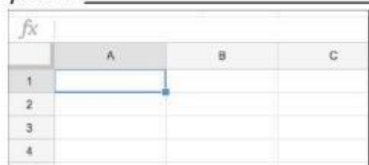
### **\*\* The fundamental concept of spreadsheets: \*\***

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.

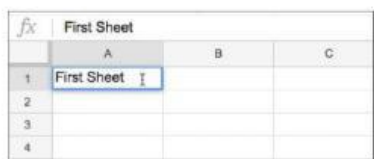
\_\_\_\_\_ and you \_\_\_\_\_. The rest is just details!

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!