G Suite   Learning Center

# What can you do with Sheets?

Handle task lists, create project plans, analyze data with charts and filters, and much more.

With Google Sheets, you can create and edit spreadsheets right in your web browser—no special software is required. Even better, multiple people can work at the same time, you can see people's changes as they make them, and every change is saved automatically.

What you'll need:

G Suite account

10 minutes
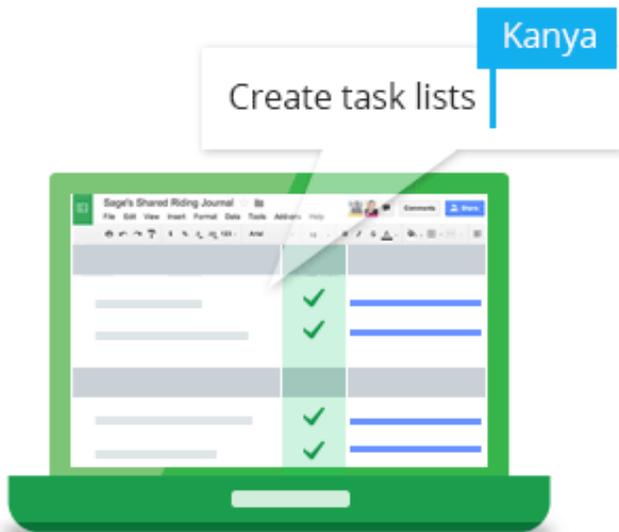
Create or import

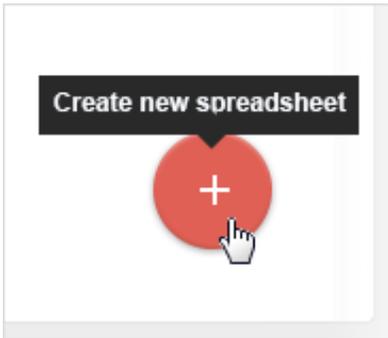To start, you'll need a new or existing spreadsheet.

In this section, you'll learn how to:

- Create a new spreadsheet
- Import and convert old spreadsheets to Sheets

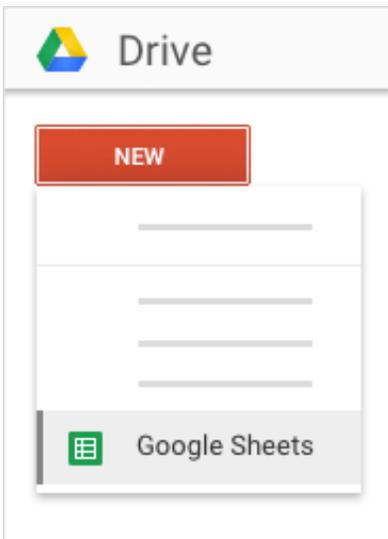## Create a new spreadsheet

From the Sheets homepage: Click Create new spreadsheet   .

From Google Drive: Click **New** > **Google Sheets**.

Import and convert old spreadsheets to Sheets

If you have an existing spreadsheet you created in another program, you can easily import and convert it to Sheets.

1. Go to Drive.

2. Click **New** > **File Upload**.

3. Choose the existing spreadsheet from your computer to add it to Drive. Supported files include .xls, .xlsx, .xlt, .ods, .csv, .tsv, .txt, and .tab.

4. In Drive, right-click the spreadsheet you want to convert.

5. Select **Open with** and choose **Google Sheets**.

Converting your spreadsheet from another program creates a copy of your original file in the Sheets format. You can then edit it in your browser like any other Sheet.

Have an Excel spreadsheet?

If you've already stored Microsoft® Excel® spreadsheets in Drive, you can also update them *without* converting to Sheets:

- Edit Excel spreadsheets directly in Sheets using a Chrome extension

- Edit Excel spreadsheets directly in Microsoft Excel software, then save any changes back to Drive using a plug-in
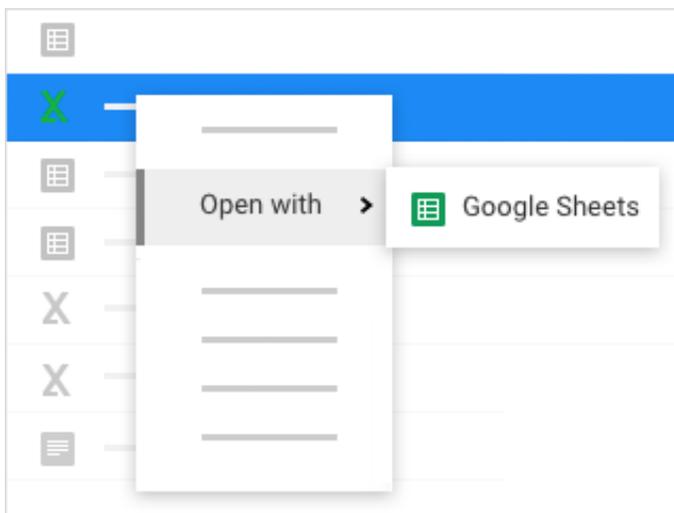
Add content

Now that you have a spreadsheet open, you can start working in it. Sheets automatically saves every change you make.

In this section, you'll learn how to:

- Enter and edit your data
- Customize formats and fonts
- Work with rows and columns
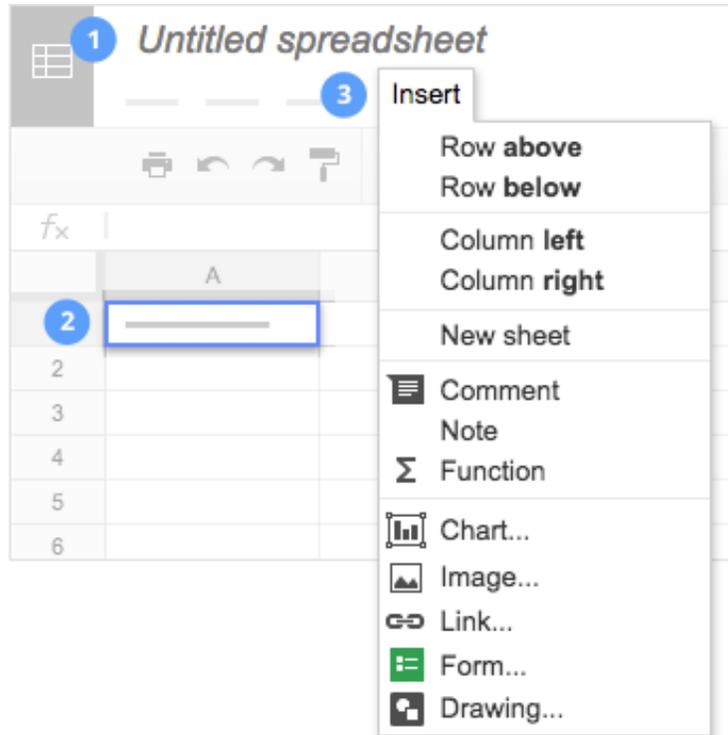- Work with multiple sheets

2.1

Enter and edit your data

Rename your spreadsheet: Click **Untitled spreadsheet** and type a new name.

Enter text or data: Just click a cell and start typing.

Insert more items: Click the **Insert** menu to add notes, functions, charts, images, drawings, and more.

Note: To see which functions are available, see the Google spreadsheets function list.

Customize formats and fonts

In your spreadsheet, select the cells you want to customize, then use the menus and toolbar to change their formats.

|	
	Undo or Redo your last changes.
	Copy formatting from one section of text and apply it to another section.
	Format your data as currency, percentages, dates, times, plain text, or other options.
Arial 10	Change font or font size.
	Add font styles such as bold, italics, underline, and font color.
	Add or edit cell borders.
	Merge cells.
	Choose text alignment.
	Insert links, comments, or charts.
	Filter your data.
	Add functions.

Work with rows and columns

Add rows and columns: Select a cell. Then, on the menu bar, click **Insert** and choose where to add the row or column next to that cell.

Delete or hide rows and columns: Right-click the row number or column letter and select **Delete** or **Hide**.

Move rows and columns: Click the row number or column letter to select it. Then, drag it to a new location.

Freeze header rows and columns: Freeze rows and columns to keep some of your data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View**. Then, choose an option under **Freeze**.
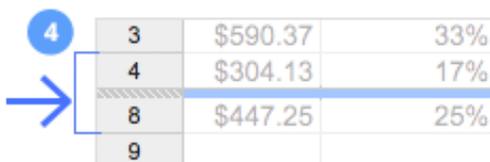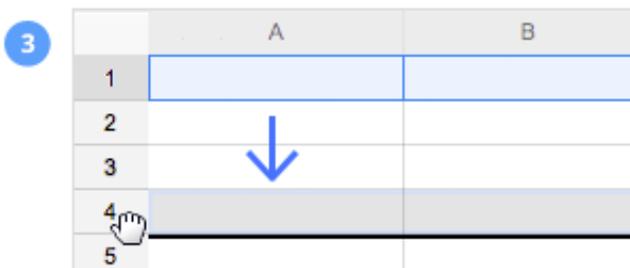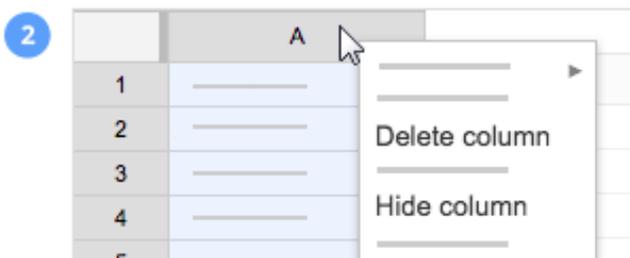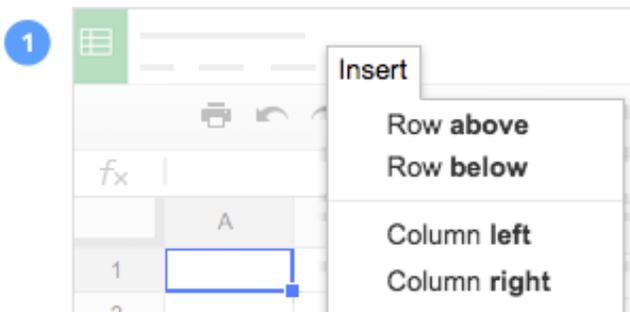
Work with multiple sheets

Add a sheet: At the bottom of your spreadsheet, click Add sheet ➕ to add another sheet.

Delete or copy a sheet: Open the sheet. Then, at the bottom of your spreadsheet, on the sheet's tab, click the Down arrow ▼, and select **Delete** or **Duplicate**.
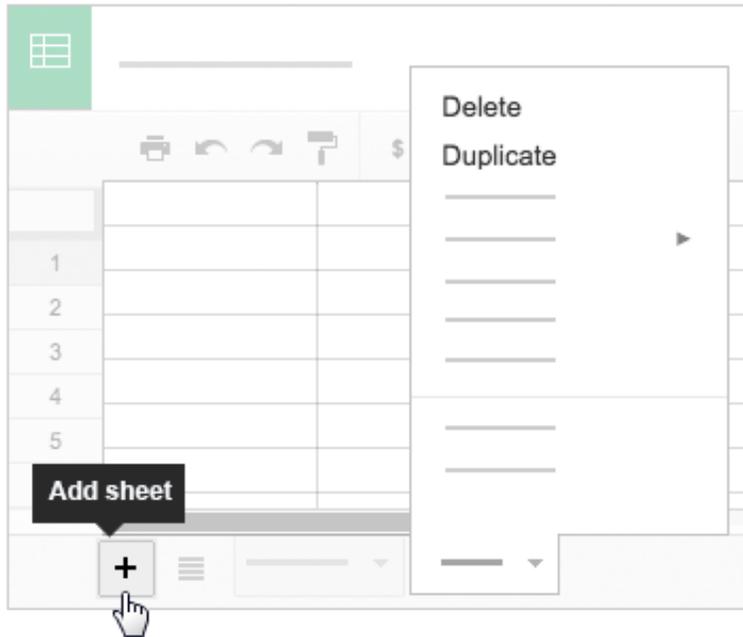
3

Share and collaborate

To work on your spreadsheet with teammates or even people outside your company, just share it. People can make changes at the same time, and you'll see their changes as they happen.

In this section, you'll learn how to:

- Share with your team
- Add comments and replies

3.1

# Share with your team

To share a file you own or can edit:

1. Open the file you want to share.

2. Click [**Share**] .

3. Enter the email addresses or Google Groups you want to share with.

4. Choose what kind of access you want to grant people:

   - **Can edit**—Collaborators can add and edit content, or add comments.

   - **Can comment**—Collaborators can add comments, but not edit content.

   - **Can view**—Collaborators can view the file, but not edit content or add comments.

5. Click [Send] .

Everyone you shared with will receive an email with a link to the spreadsheet.
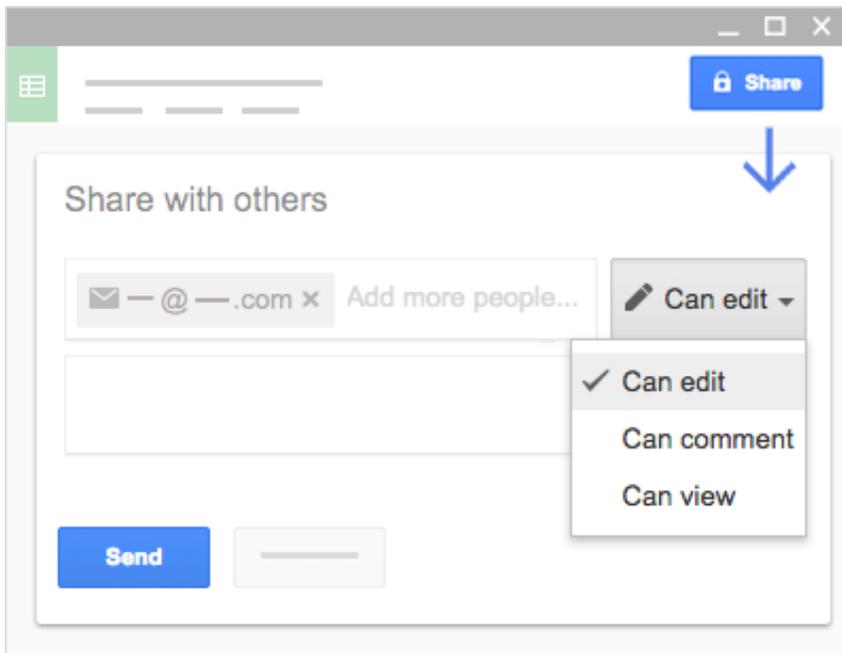

3.2

Add comments and replies

If team members aren't available to collaborate in real time, leave feedback and questions for them to look at later.

1. Select a cell.

2. In the toolbar, click Insert comment   .

3. Add your notes and click [Comment] .

If a comment is important for a specific collaborator to see, enter **+** followed by their address. They'll get an email with your comment, along with a link to the spreadsheet. They can then reply to your comment to answer questions or start a discussion.

When you're done with a comment, click [Resolve] .
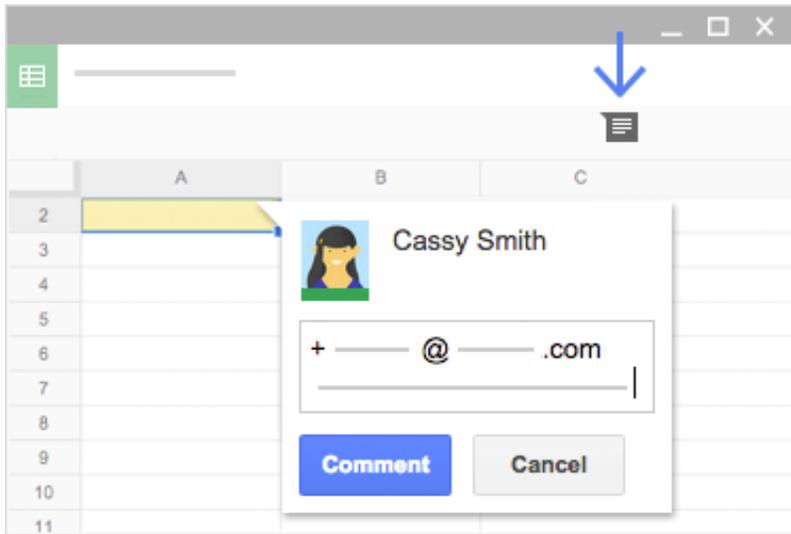
4

Print and download

If you need print-outs, other formats, or copies of your spreadsheet, Sheets can do that, too.

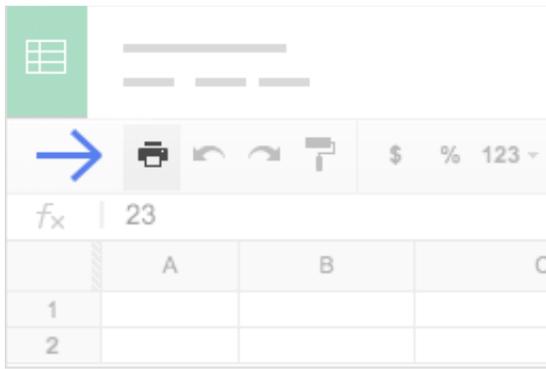In this section, you'll learn how to:

- Print your spreadsheet
- Download versions in other formats
- Make a copy in Sheets
- Email a copy as an attachment

4.1

Print your spreadsheet

To print your spreadsheet, click **File > Print** or click Print   .

You can choose which sheets to print, what features to include, and which layout you want.
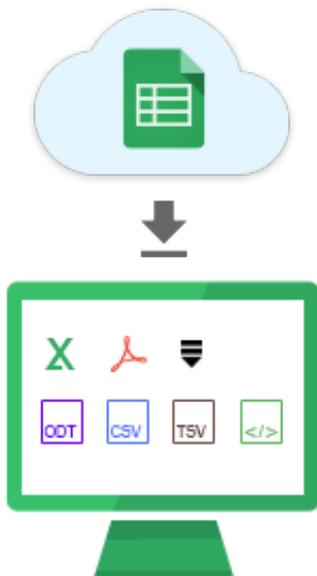
Download versions in other formats

To download your spreadsheet so you can open it in other programs, click **File** > **Download as** and choose one of the following formats:

- Microsoft Excel (.xlsx)
- OpenDocument format (.odt)
- Adobe® PDF document (.pdf)
- Comma-separated values (.csv)
- Tab-separated values (.tsv)
- Web page (.zip)

Make a copy in Sheets

Copying a spreadsheet is useful for creating templates. For example, if you write a lot of project plans, make copies of one plan. Then, update each copy for a new project without having to format it again.

To make a copy of your spreadsheet, click **File** > **Make a copy**. You can rename the copy, change where you save it in Drive, and optionally share it with the same collaborators.
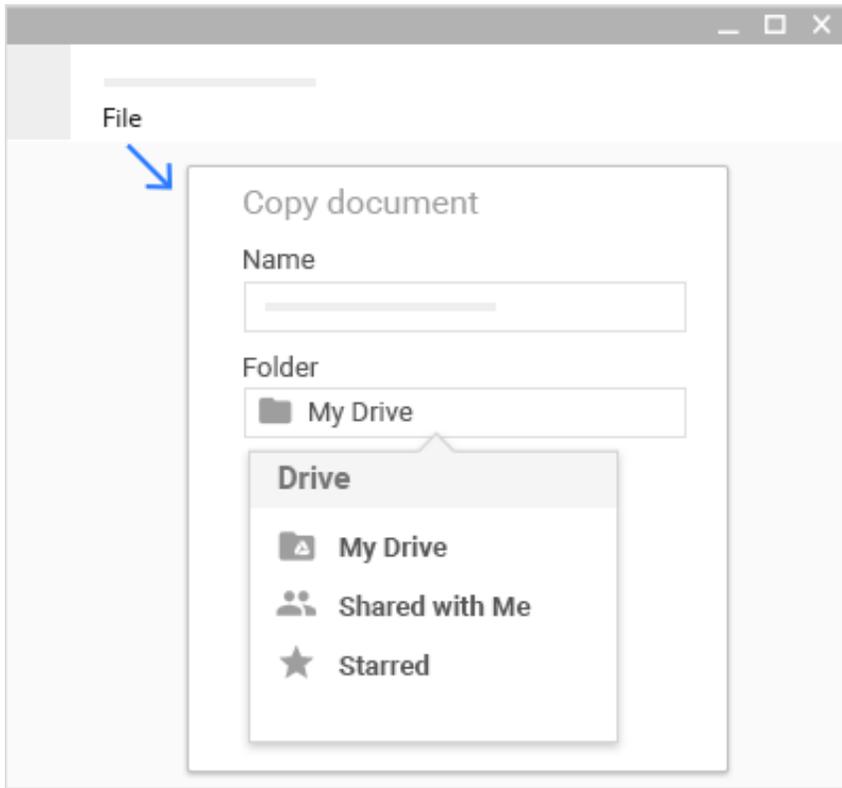
Email a copy as an attachment

If you need to collaborate with someone on your spreadsheet in your old program or format, such as PDF or Excel, you can email it as an attachment.

1. Click **File** > **Email as attachment**.

2. Select a format.

3. Enter the email addresses or Groups you want to send copies to.

4. (Optional) Enter a message.

5. Click [Send] .

Note: This sends a copy of the spreadsheet instead of sharing the original, so you won't be able to use Sheets' collaboration tools.

Next steps

Try it now

Make a copy of this project plan template to give Sheets a try.

Open Sheets template

Get more training

Edit Excel spreadsheets without installing Microsoft® Office®, create dynamic project plans and schedules, set up notifications for your collaborators' changes, and more.

See Sheets tips