

Building Data Tables with Google Sheets

- 1) Log in to your Google/GAFE account using the Google Chrome browser: drive.google.com
- 2) From the "Create" menu, select "Spreadsheet."

Title the spreadsheet by selecting this text field. New spreadsheets will have "Untitled spreadsheet" as the default.

Comment and share your sheet here.

The screenshot displays the Google Sheets interface. At the top, the title bar shows "Percent of U.S. Population Under 15 or over 65" circled in red. Below the title bar is a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various icons. A data table is visible with the following content:

	A	B	C	D	E	F	G	H	I	J
1		1950	1970	1990	2010	2030	2050			
2	Over 65	8	10	12	13	19	21			
3	Under 15	27	28	22	20	20	18			
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At the bottom of the interface, a sheet tab is visible with a "+" icon to its left, circled in red. A context menu is open over the sheet tab, listing options: Delete, Duplicate, Copy to..., Rename..., Change color, Protect sheet..., Hide sheet, View comments, Move right, and Move left. A "Share" button is also circled in red in the top right corner.

Enter data in columns and rows here.

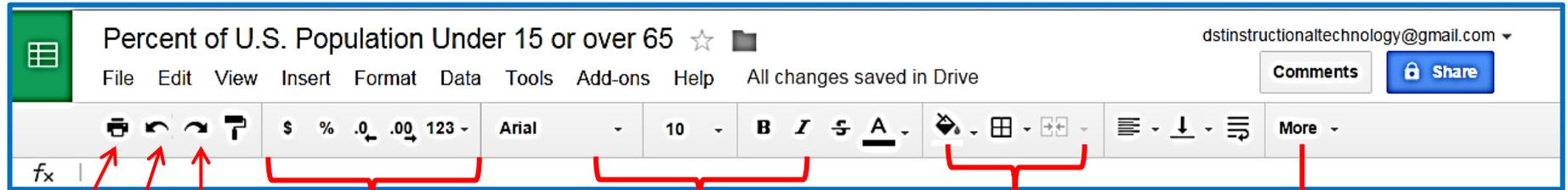
Select the small, down arrow to see options for the current sheet.

You can also re-order sheets by drag and drop.

Add new sheet into this spreadsheet.

View a list of & navigate to all sheets in the spreadsheet file

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Print Undo Redo

Quick Cell Formatting Menu:

Format numbers in cells to currency, percentages, change number of decimal places, & more.

Text/Number Formatting Menu:

Change font, font size, text type and color.

Cell Color Fill, Borders & Merge Cells

More Menu:

Insert a link, comment, chart, filter or a function.

What about formulas?

You can use formulas in any spreadsheet cell by starting with the equal sign. Examples: =C1+C3+C4

What about functions?

Functions are pieces of code that can be used inside of formulas. For a list of functions that can be used in Google Sheets, go the Help Menu and select Function list. Example: SUM, AVERAGE, COUNTIF, MAX, MIN

Quick Sum: Select any two or more cells and look in the lower right-hand corner of the sheet to see the sum.

What Makes Sheets Different?

- The ability to share and collaborate in real-time
- Add-ons:
 - Add-ons are tools built by third-party developers to add function to Google Docs, Forms and Sheets
 - To browse the add-ons store, select Add-ons from the Sheets menu bar. The store will open in a pop-up window. Hover over an add-on with your mouse to see more details.
 - Select the "+Free" or "+Add" button to add an add-on to your Sheets
- Through your Google Drive account, access Sheets anywhere you have Internet access. You can even create and edit Sheets offline and they will be updated once you are connected again.