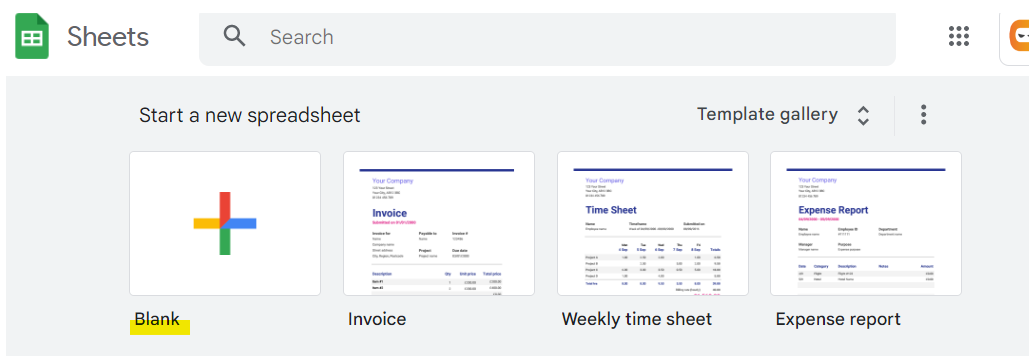


Introduction to Spreadsheet

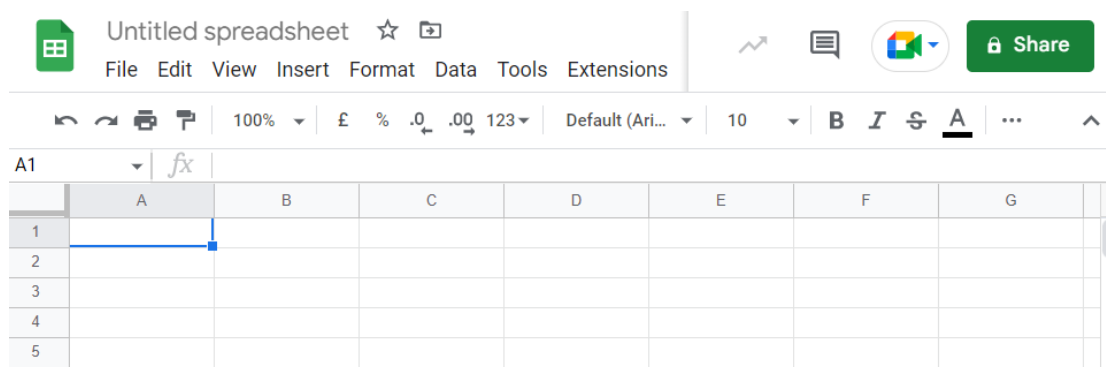
There are two main ways to open a Spreadsheet.

From Google Sheets Website

1. [Create](#) a Gmail account.
2. Go to this link: <http://sheets.google.com/>
3. Sign in to your Google account (if not already signed in)
4. Google sheets home page will be opened



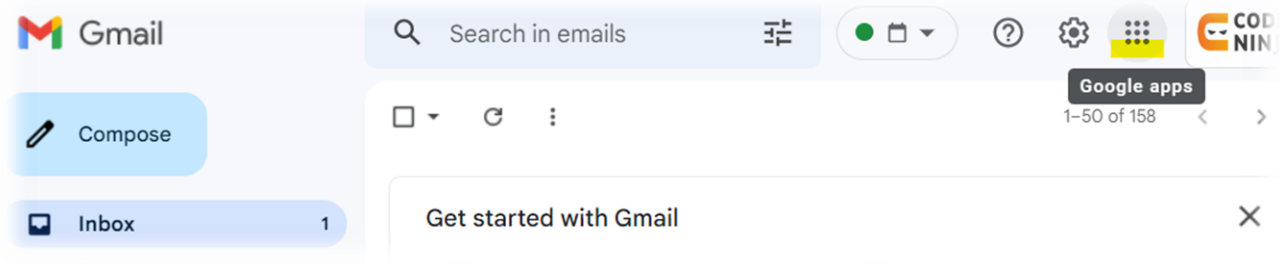
5. Click on “Blank (+)” denoting a blank spreadsheet.



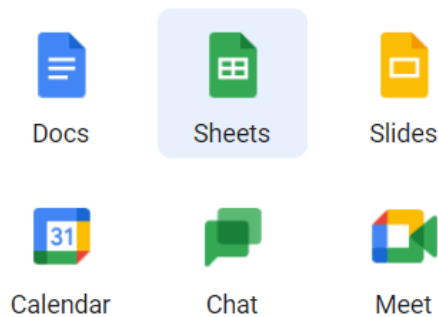
6. A blank sheet will get opened with the name as “Untitled Spreadsheet”.

From Gmail Account

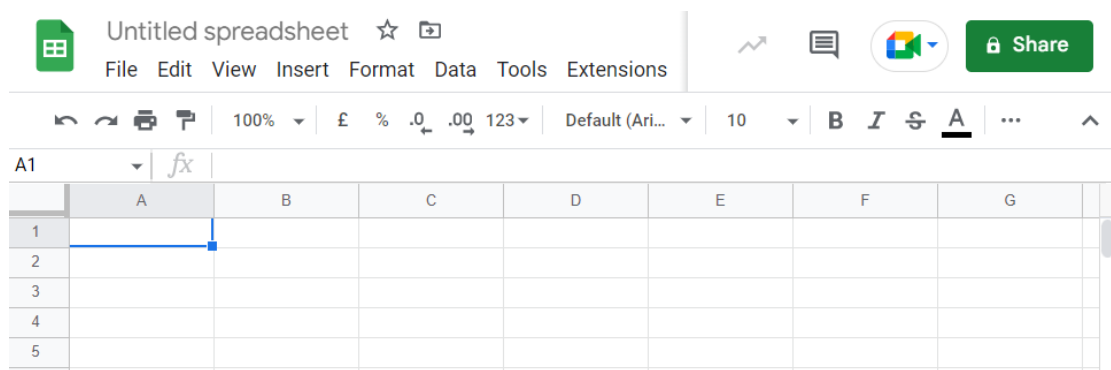
1. Sign in to your Google account.
2. Google sheets home page will be opened.
3. After successful login, click on the highlighted icon, which will appear on the right side of the header and will show you all the Google apps.



4. Click on Sheets. Google sheets home page will be opened.



5. Follow Steps 5 and 6 from "Using Google Sheets Website". A blank spreadsheet will be opened successfully.



You have successfully opened Spreadsheets!

Dataset

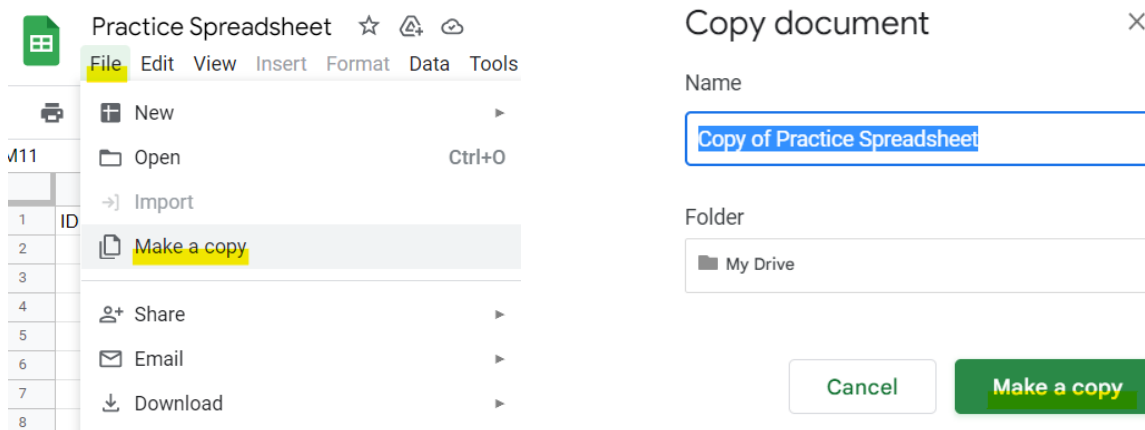
The instructor will perform all the operations on this **dataset** ([Practice Spreadsheet](#)) throughout this module.

ID	Year_Birth	Education	Marital_Status	Income
5524	1957	Graduation	Single	58138
2174	1954	Graduation	Single	46344
4141	1965	Graduation	Together	71613
6182	1984	Graduation	Together	26646
5324	1981	PhD	Married	58293
7446	1967	Master	Together	62513
965	1971	Graduation	Divorced	55635
6177	1985	PhD	Married	33454
4855	1974	PhD	Together	30351
5899	1950	PhD	Together	5648
1994	1983	Graduation	Married	52247

It is advisable to perform all these operations on the spreadsheet with the instructor for better learning. To perform all the operations, please open the dataset and follow the instructions to perform.

Instructions

1. Go to Files, click on “Make a copy”.



2. Rename your workbook, and click on “Make a copy”.
3. Your copy of the spreadsheet will be created. **You can start working this new worksheet.**