

Introduction to Spreadsheet

Dashboard of Google Sheets (spreadsheet)

Objective: In a Google Sheets you will

- Understand what is a row, column and cell
- Learn the functionalities of “File” and “Edit Menu

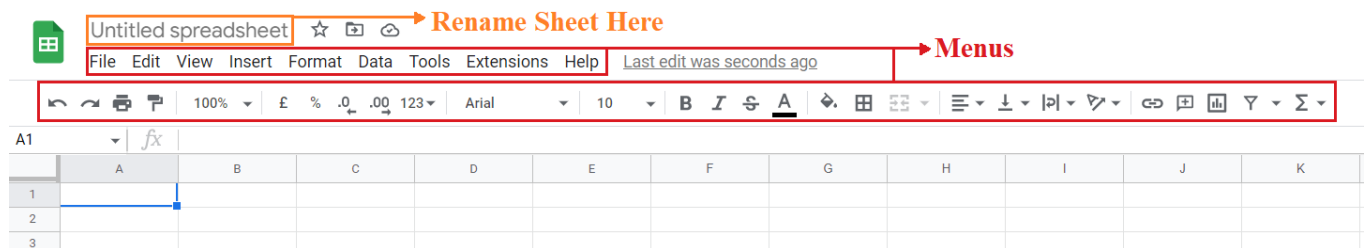


Figure 1: Figure showing how you can rename a Google Sheets and all the Menus

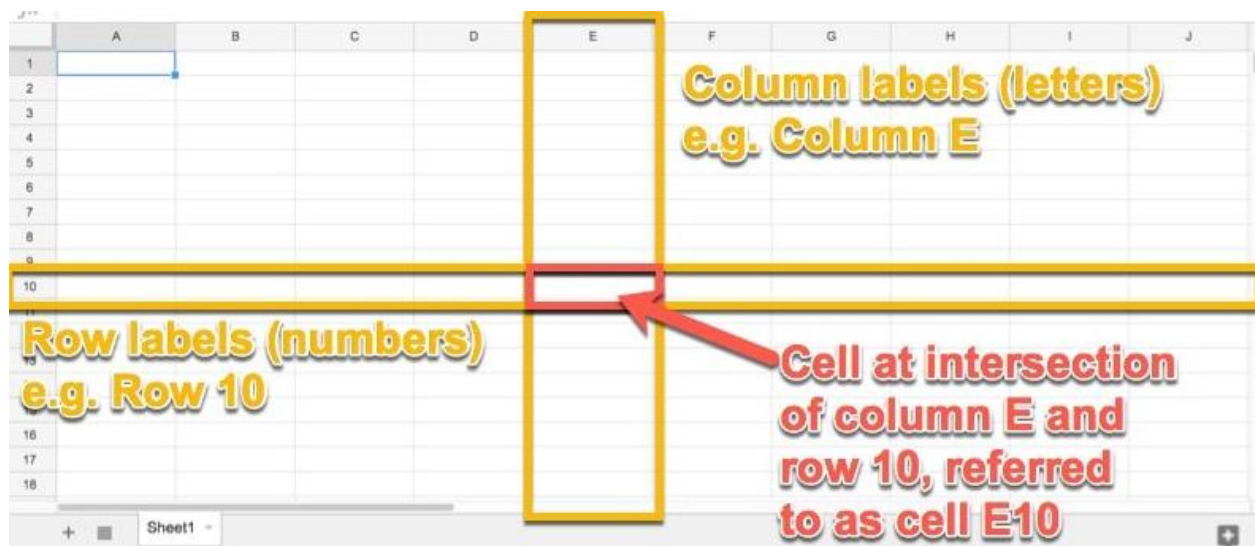


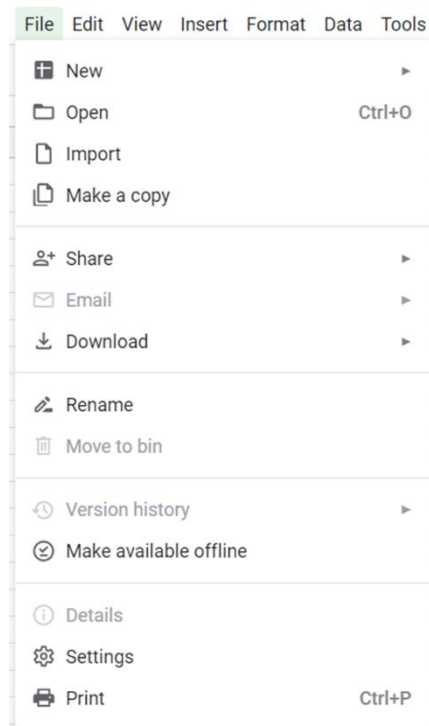
Figure 2: Figure showing Rows, Columns and Cell in a Google Sheets

Functionality of tabs inside “File” Menu:

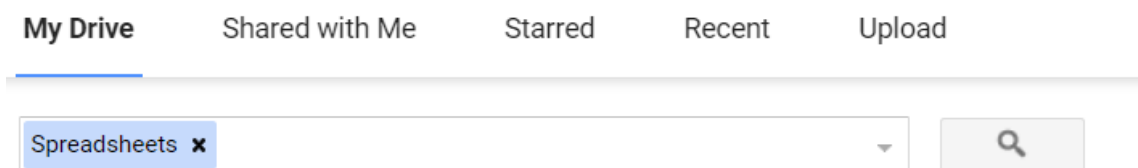
New: This will create a new workbook for you. After clicking, you can find the template you want by:

- Searching for the type of template you want, using keywords that describe it, such as “calendar” or “invoice”.
- Clicking a suggested search, located below the search field.
- Select the template you want, if it already appears on the page.

Open: Using open, you can open an already existing file in the spreadsheet. Once you click on the tab, this page will appear where you can choose from:

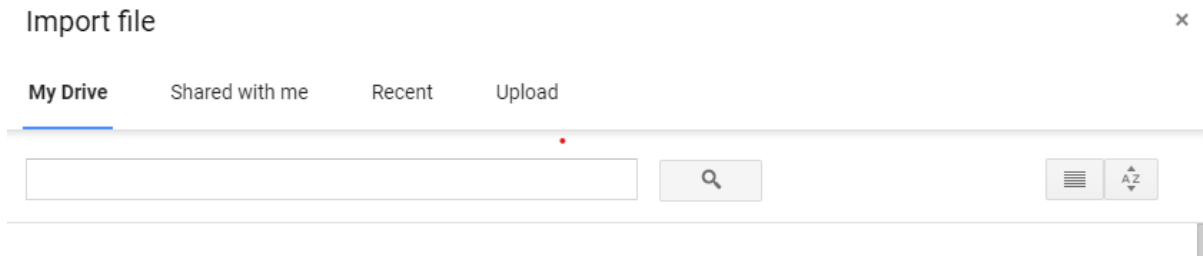


Open a file



- **My Drive:** Files in Google Drive
- **Shared with Me:** Files others have shared with you on Google Drive
- **Starred:** Files you have starred in your google drive.
- **Recent:** Files on which you have worked upon recently.
- **Upload:** Browse files on your local computer.

Import: Import is used to import data from external data sources. We can import data from some XLS/CSV file downloaded from the internet/browser into our spreadsheet.



Once you click on the tab, this page will appear where you can choose from the same options as the earlier *"Open a File"*.

Make a Copy: This will make a copy of the spreadsheet and you can store it in your drive or give the exact folder path you want to store it. It contains three options










A screenshot of the 'Copy document' dialog box in Google Drive. The dialog has a title bar with 'Copy document' and a close button (X). Below the title bar are three sections: 'Name' with a text input field containing 'Copy of Doc', 'Folder' with a dropdown menu showing 'My Drive', and three checkboxes: 'Share it with the same people', 'Copy comments', and 'Include resolved comments'. At the bottom are two buttons: 'Cancel' and 'Make a copy'.

Share it with the same people: If you check this box, then the copy of the file will also be shared with the same people who have access to the main file.

Copy Comments: It will copy all the comments made on the original spreadsheet.

Include resolved comments: If the copy comments box is checked, then you can choose to include the resolved comments in the copied file or not.

Functionality of tabs inside “Edit” Menu:

Edit	View	Insert	Format	Data	Tools	Extra
 Undo						Ctrl+Z
 Redo						Ctrl+Y
<hr/>						
 Cut						Ctrl+X
 Copy						Ctrl+C
 Paste						Ctrl+V
 Paste special						▶
<hr/>						
 Move						▶
 Delete						▶
<hr/>						
 Find and replace						Ctrl+H

Undo: The undo button reverts your worksheet to the state it was in just before you performed the most recent action. You can undo with the keyboard shortcut as well *Ctrl + Z*

Redo: Redo is helpful when you accidentally hit the Undo button. You can perform a redo using the *Ctrl + Y* keyboard shortcut

Cut: The cut button will be helpful to cut the selected range of cells from the spreadsheet. You can use the shortcut *Ctrl + X* to cut out the selected cells.

Copy: It will copy the content of the selected cells.

Paste: it will paste the copied content in the selected cell.

Paste Special:

- **Value Only:** It will only paste the values of selected data.
- **Format Only:** It will only paste the format of the selected data.
- **Formula only:** it is used to paste the formula used of the selected data.
- **Transposed:** If we copy a column of cells, then transpose will paste transpose will paste them into a row.

Values only	Ctrl+Shift+V
Format only	Ctrl+Alt+V
Formula only	
Conditional formatting only	
Data validation only	
<hr/>	
Transposed	
<hr/>	
Column width only	
All except borders	