



ECAP470: CLOUD COMPUTING

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Learning Outcomes



After this lecture, you will be able to,

- ✓ Learn about Google Sheets.
- ✓ Empirically explore collaborating on sheets in Cloud.

About Google Sheets

Google Sheets is a free, cloud-based
spreadsheet application

About Google Sheets

- Web-based spreadsheet that you can use anywhere—**no more forgetting your spreadsheet files at home.**
- Works from any device, with mobile apps for iOS and Android along with its web-based core app.
- Bundled with Google Drive, Docs, and Slides to share files, documents, and presentations online.

About Google Sheets

- Includes almost all of the same spreadsheet functions—if you know how to use Excel, you'll feel at home in Google Sheets.
- You can download add-ons, create your own, and write custom code.
- Online and so you can gather data with your spreadsheet automatically and do almost anything you want, even when your spreadsheet isn't open.

About Google Sheets

- You open it in your browser window like a regular webpage, but you have all the functionality of a full spreadsheet application for doing powerful data analysis. It really is the best of both worlds.

Getting Started with Google Sheets

Common Spreadsheet Terms-

- Cell: Single data point or element in a spreadsheet.
- Column: Vertical set of cells.
- Row: Horizontal set of cells.
- Range: Selection of cells extending across a row, column, or both.
- Function: Built-in operation from the spreadsheet app, which can be used to calculate cell, row, column, or range values, manipulate data, and more.

Getting Started with Google Sheets

- **Formula:** Combination of functions, cells, rows, columns, and ranges used to obtain a specific result.
- **Worksheet (Sheet):** The named sets of rows and columns making up your spreadsheet; one spreadsheet can have multiple sheets.
- **Spreadsheet:** Entire document containing your worksheets.

Create a Spreadsheet and Fill It with Data

3 ways to create a new spreadsheet in Google Sheets:

- 1) Click the red "NEW" button on your Google Drive dashboard and select "Google Sheets".
- 2) Open the menu from within a spreadsheet and select "File > New Spreadsheet".
- 3) Click "Blank" or select a template on the Google Sheets homepage.

Create a Spreadsheet and Fill It With Data

The screenshot shows the Google Sheets interface with a title bar "Spreadsheet Basics Tutorial". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, and a status message "All changes saved in Drive". The toolbar above the grid includes icons for print, preview, and various document formats, along with font and size controls (Arial, 10pt), and a formula editor (fx). The spreadsheet grid has columns labeled A through Y and rows labeled 1 through 27. A red watermark text "Default Google Sheets Interface" is overlaid in the center of the sheet area.

Spreadsheet Basics Tutorial

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

Comments Share

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Default Google Sheets Interface

Sheet1

Adding Data to Your Spreadsheet

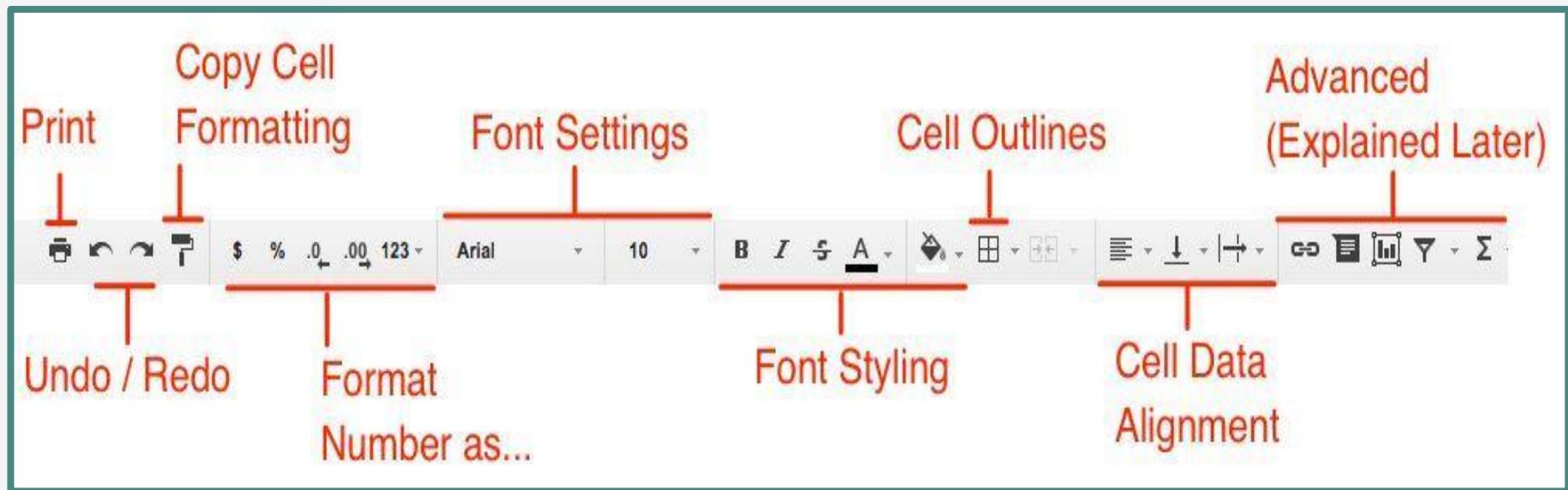
An individual square in a spreadsheet is called a **cell**; they're organized into rows and columns with number and letter **IDs**, respectively. Each cell should contain one value, word, or piece of data.

Adding Data to Your Spreadsheet

- Press ENTER to save the data and move to the beginning of the next row
- Press TAB to save the data and move to the right in the same row
- Use the ARROW KEYS on your keyboard (up, down, left, and right) to move 1 cell in that direction
- Click any cell to jump directly to that cell

Google Sheet

- Format Data for Easy Viewing.
- Print, Undo/ Redo, and the Font Settings / Styling function.



Google Sheet

- Templates
- Other Menu Items (Print, Download, Email)
- Importing Files
- Version History
- Modifying Rows and Columns
- Adding new Sheet, Renaming, Coloring, Rearranging

Google Sheet

- Freezing
- Inserting Images and Charts
- Adding Formulas
- Conditional Formatting
- Filtering (By value and By condition)

Google Sheet- Collaborating and Sharing

- Adding Collaborators
- Sharing
- Giving Permissions and Privileges
- Sharing through links

That's all for now...