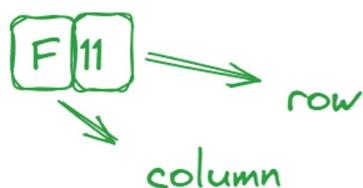


Introduction to Google Sheet & its Feature - Part 2

17 July 2024 21:08

Features of Google Sheets

Cell Address :



16 July, 20:47

Restore this version

100%

Name	Age	Gender
Krishna	33	Male
Sahil	32	Male
Soumya	27	Female
Akhil	22	Male
Ankit	45	Male
veda samhitha	24	Female
Puneet	29	Male
Vaibhav	23	male

16 July, 20:47

- Krishna Madan
- veda samhitha
- Puneet Sharma
- vaibhav vashisht

Credentials	Username	Password
Batch 1	11332	
Batch 2	112	
Batch 3	123324	
Batch 4	11214	
Batch 5		
Batch 6		
Batch 7		

A context menu is open over the second row ('Batch 2'). The menu items are: Delete, Duplicate, Copy to, Rename, Change colour, Protect the sheet (which is highlighted with a green box), Hide sheet, View comments, Move right, and Move left.

Personal Detail

Data

Sheet4

Autofill

Whole Number	Odd Number	Even Number
1	1	2
2	3	4
3	5	6
4	7	8
5	9	10
6	11	12
7	13	14
8	15	16
9	17	18
10	19	20
11	21	22
12	23	24
13	25	26
14	27	28
15	29	30
16	31	32

Just drag the icon to autofill the cell.
And you can build the pattern as well.

Age	Gender
33	Male
32	Male
27	Female
22	Male
45	Male
24	Female
29	Male
23	male



Changing the alignment

Numeric Values are right align
& text value are left align

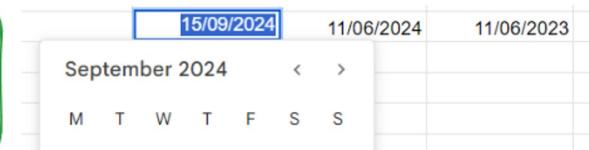
2, 4, 6, → → →

Note:

Shift + Ctrl + Down Arrow Key - For Multiple Selection
Shift + Down Arrow Key - For Single cell selection

Date Format

DD/MM/YYYY



DD/MM/YYYY

15/09/2024
16/09/2024
17/09/2024
18/09/2024
19/09/2024
20/09/2024
21/09/2024
22/09/2024
23/09/2024
24/09/2024
25/09/2024
26/09/2024
27/09/2024

September 2024

M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today

Dragging and autofill helps you to fill the consecutive dates in a sequential manner.

+1	+3	+1 Month	-1 year
15/09/2024	11/06/2024	11/06/2023	11/06/2023
16/09/2024	14/06/2024	11/07/2023	11/06/2022
17/09/2024	17/06/2024	11/08/2023	11/06/2021
18/09/2024	20/06/2024	11/09/2023	11/06/2020
19/09/2024	23/06/2024	11/10/2023	11/06/2019
20/09/2024	26/06/2024	11/11/2023	11/06/2018
21/09/2024	29/06/2024	11/12/2023	11/06/2017
22/09/2024	02/07/2024	11/01/2024	11/06/2016
23/09/2024	05/07/2024	11/02/2024	11/06/2015
24/09/2024	08/07/2024	11/03/2024	11/06/2014
25/09/2024	11/07/2024	11/04/2024	11/06/2013
26/09/2024	14/07/2024	11/05/2024	11/06/2012
27/09/2024	17/07/2024	11/06/2024	11/06/2011

Undo/redo

Copy/paste
formatting

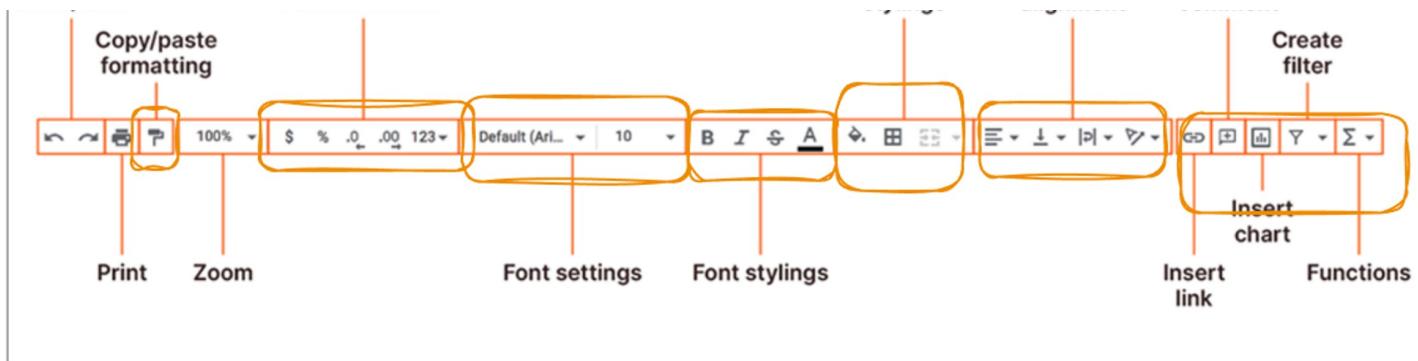
Format number

Cell
stylings

Cell
alignment

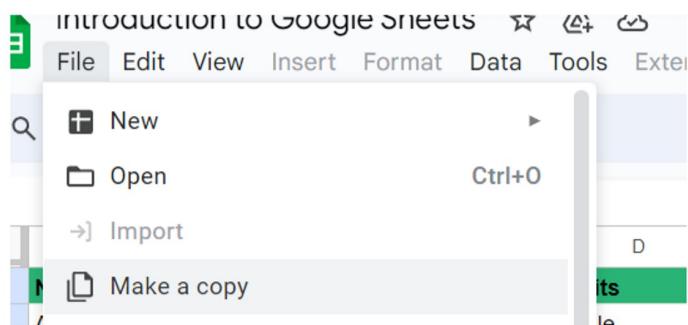
Insert
comment

Create
filter



Kindly find the empty sheet link below for the lecture:

https://docs.google.com/spreadsheets/d/1Bw-ATHFb9gLe-A24VwuPc48fPPd_9idY5u7HkCB6OeU/edit#gid=0



Quick Challenge :

Introduction to Google Sheets

- Insert two rows at the top of the sheet, then merge them and enter the title "Personal Information".
- Insert the data 'Dinesh, 20, 55000, Mango, and Pizza' between the names Esha and Dhruv.
- Create a new column for serial numbers and use the Autocomplete feature to complete the serial numbers.
- Center-align all the data in the sheet.
- Delete the information for Ishita and remove the resulting blank row.
- Make the header row bold.
- Increase or decrease the decimal places in the Price column to display the desired precision.
- Adjust the column width to fit the data.
- Apply a border to all cells to make the table more visually distinct.
- Change the font style and size for the entire sheet to improve readability.

The screenshot shows a Google Sheets document with the following structure:

S . No.	Name	Age	Salary	Fruits	Price	Food
Personal Information						

The formula bar at the top displays the value of pi as 3.14159265359.

Personal Information

S . No.	Name	Age	Salary	Fruits	Price	Food
59123	Aakash	50	40636	Apple	60.858750432263	Pizza
59124	Bhavya	46	15809	Banana	116.119728408732	Pasta
59125	Charu	26	136348	Orange	89.059128718881	Sushi
59126	Dhruv	21	124169	Mango	19.261213705897	Burgers
59127	Dinesh	20	55000	Mango		Pizza
59128	Esha	23	136023	Strawberry	12.155730821950	Salad
59129	Farhan	49	75914	Pineapple	118.246835820528	Tacos
59130	Gauri	24	24479	Kiwi	43.830700720743	Curry
59131	Harsh	45	99732	Blueberry	128.780776901961	Sandwich
59133	Jatin	42	37729	Watermelon	186.625793815324	Noodles
59134	Kriti	44	103635	Peach	180.345273611885	BBQ
59135	Laksh	30	137518	Raspberry	120.972587813853	Sushi
59136	Meera	44	72632	Cherry	185.692047318521	Pizza