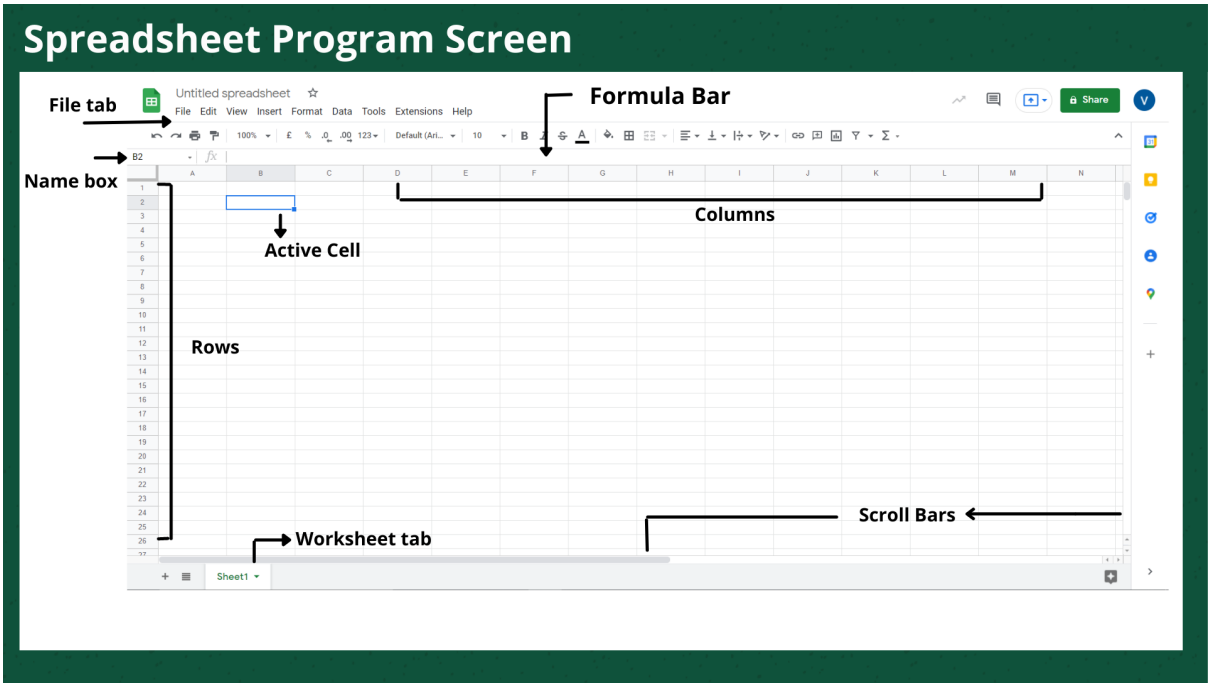
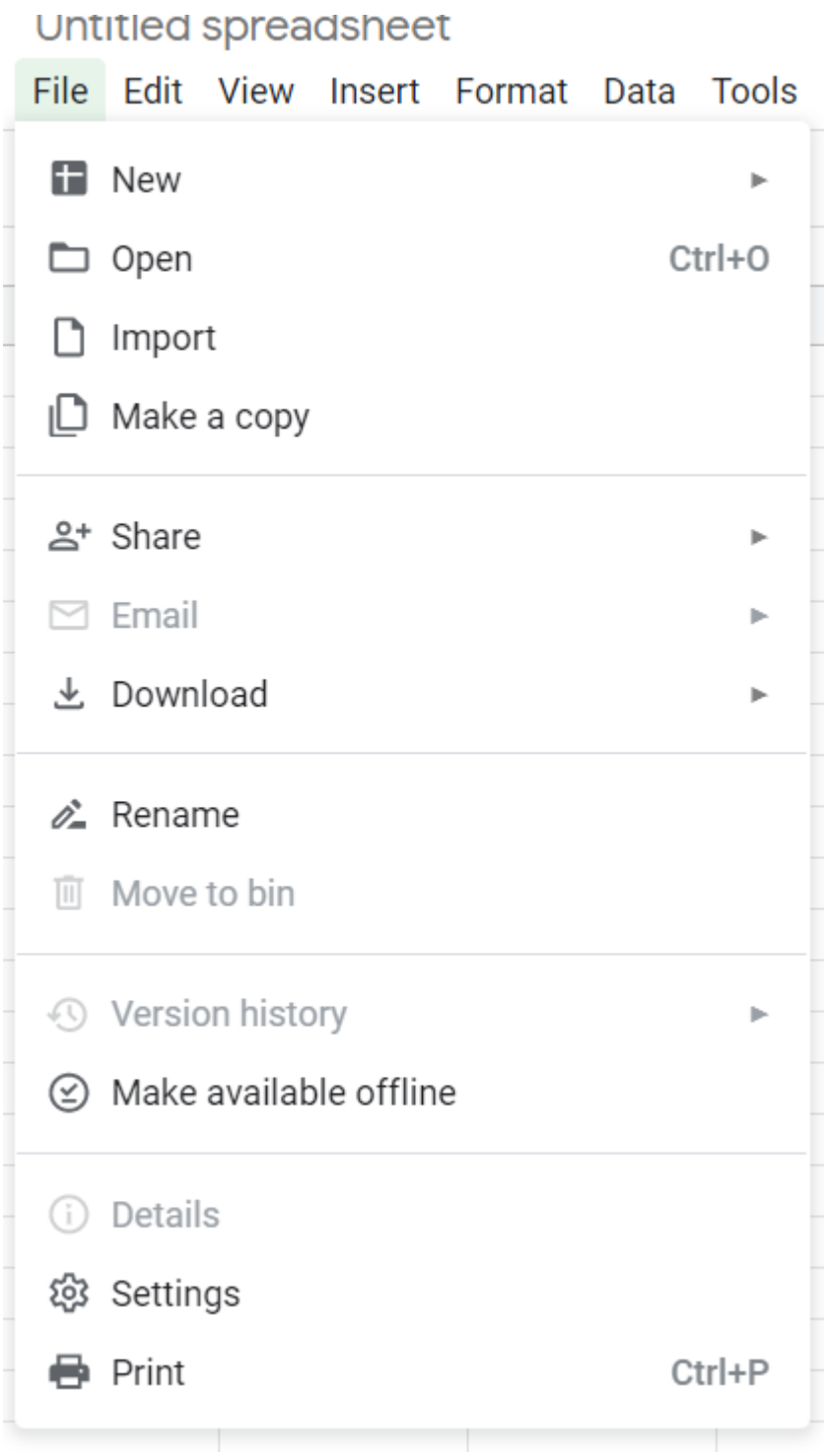
Spreadsheet Program Screen

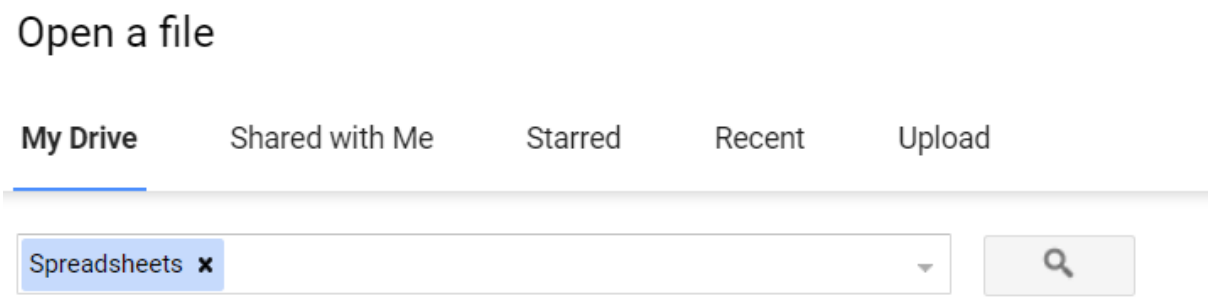


Functionality of tabs inside File Menu:



1. **New :** This will create a new workbook for you. After clicking, you can find the template you want by:
    a. Searching for the type of template you want, using keywords that describe it, such as “calendar” or “invoice”.
    b. Clicking a suggested search, located below the search field.
    c. Select the template you want, if it already appears on the page.

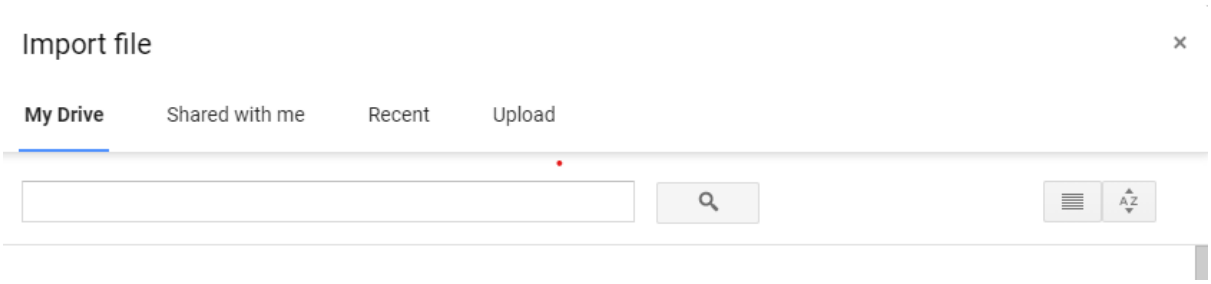
2. **Open :** Using open, you can open an already existing file in the spreadsheet.



Once you click on the tab, this page will appear where you can choose from :

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

3. **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.



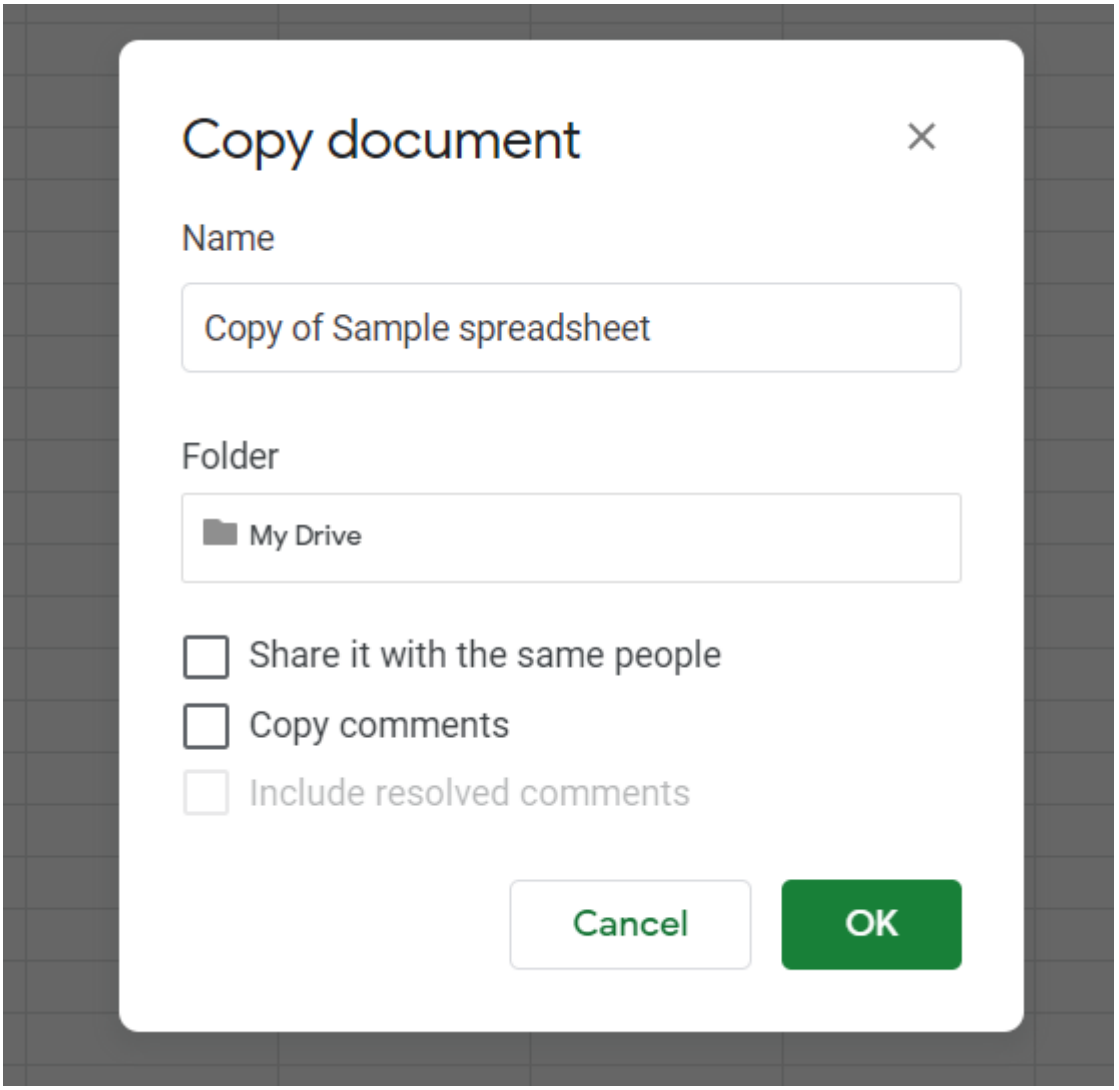
Once you click on the tab, this page will appear where you can choose from :

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

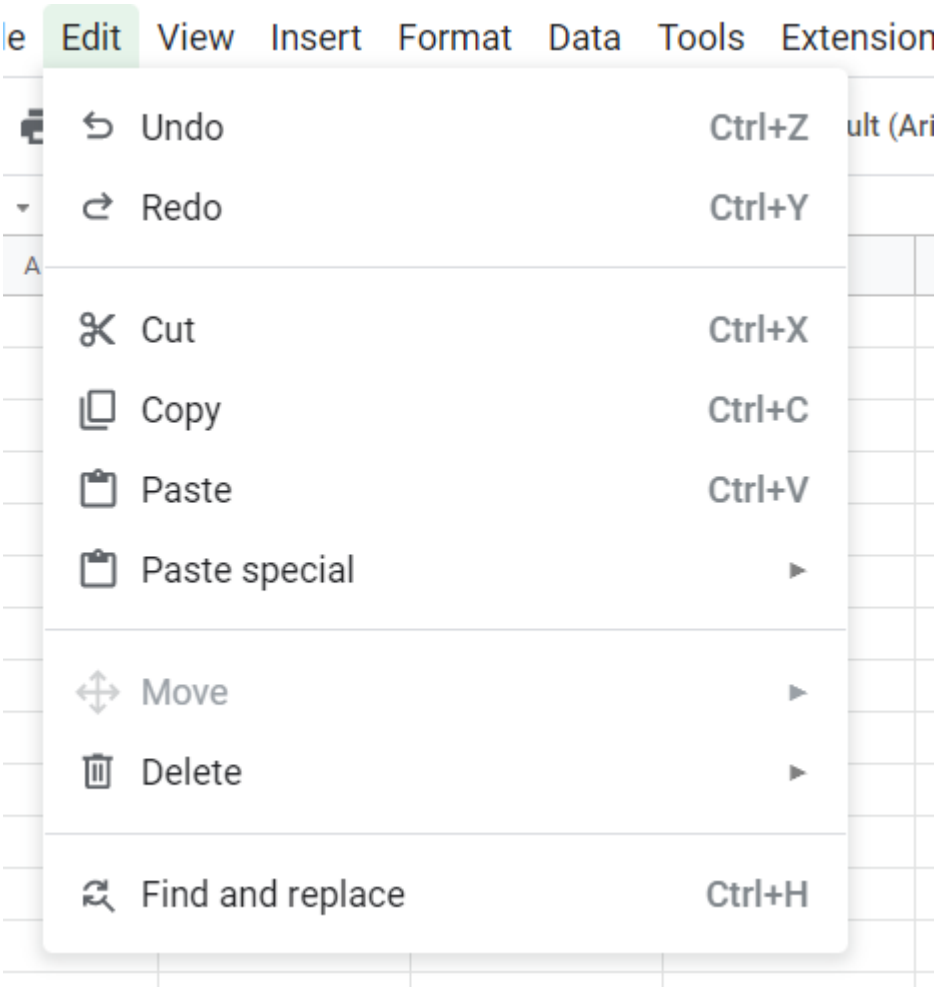
4. **Make a Copy-** This will make a copy of the spreadsheet and you can store it in your drive or give the exact folder path you want to store it.
It contains three options -

a. 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.

b. Copy Comments - It will copy all the comments made on the original spreadsheet.
c. 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



1. **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

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

3. **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.

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

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

6.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.