

How To Open a Spreadsheet

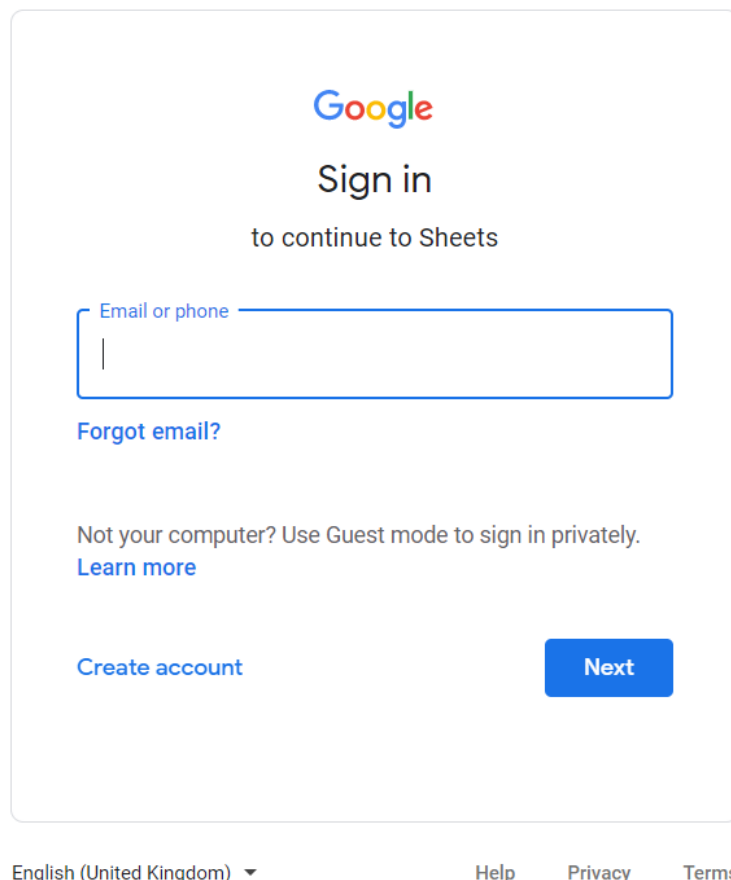
Steps to open Google Sheets:

There are two ways with which you can open a Spreadsheet:

1. Directly through Google:

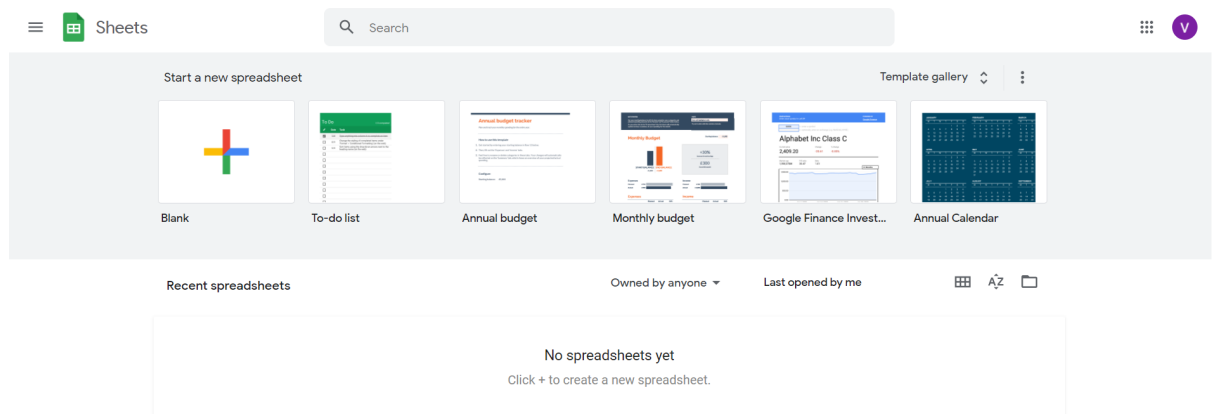
You can open the spreadsheet in the following ways:

- Go to the following link: <http://sheets.google.com/>
- The login page will appear if you have not logged in with your Google account.

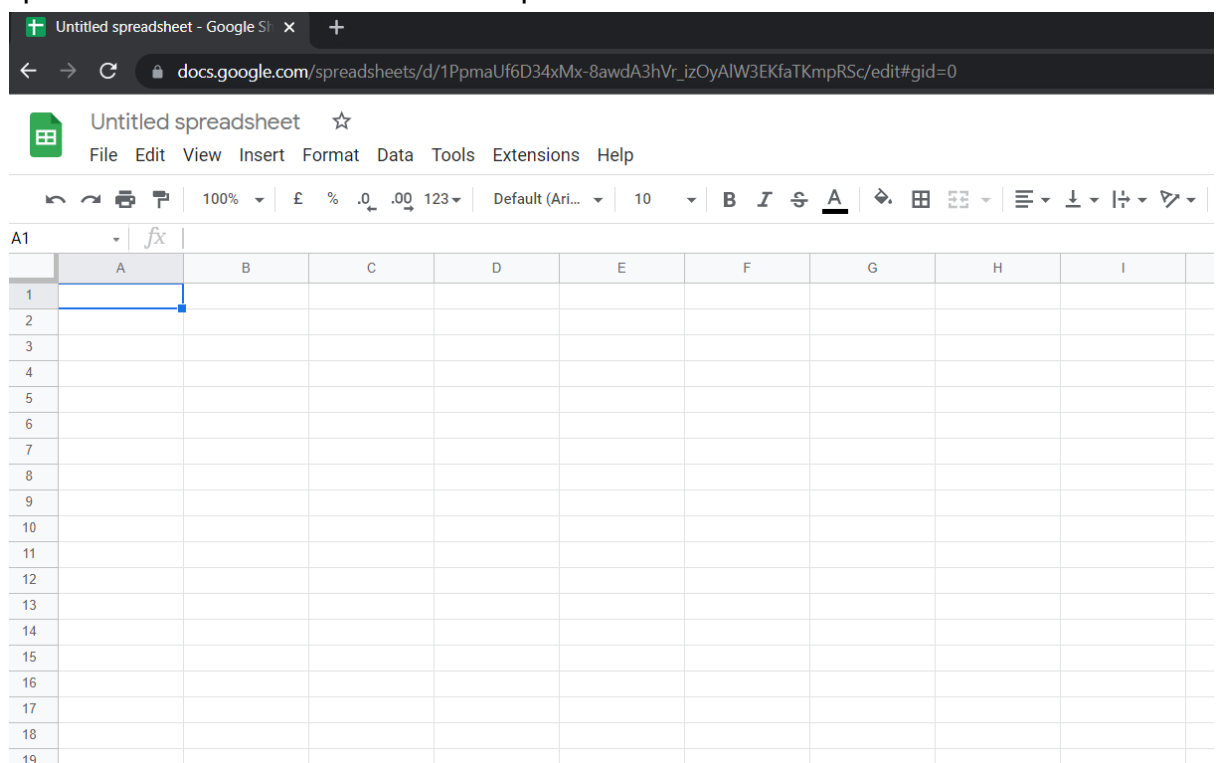


The image shows a Google sign-in page. At the top is the Google logo, followed by the text "Sign in to continue to Sheets". Below this is a text input field labeled "Email or phone" with a vertical cursor. Under the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United Kingdom) ▼", "Help", "Privacy", and "Terms".

- c. Enter your Gmail id and password. After successful login, You will land up on the google sheets home page.



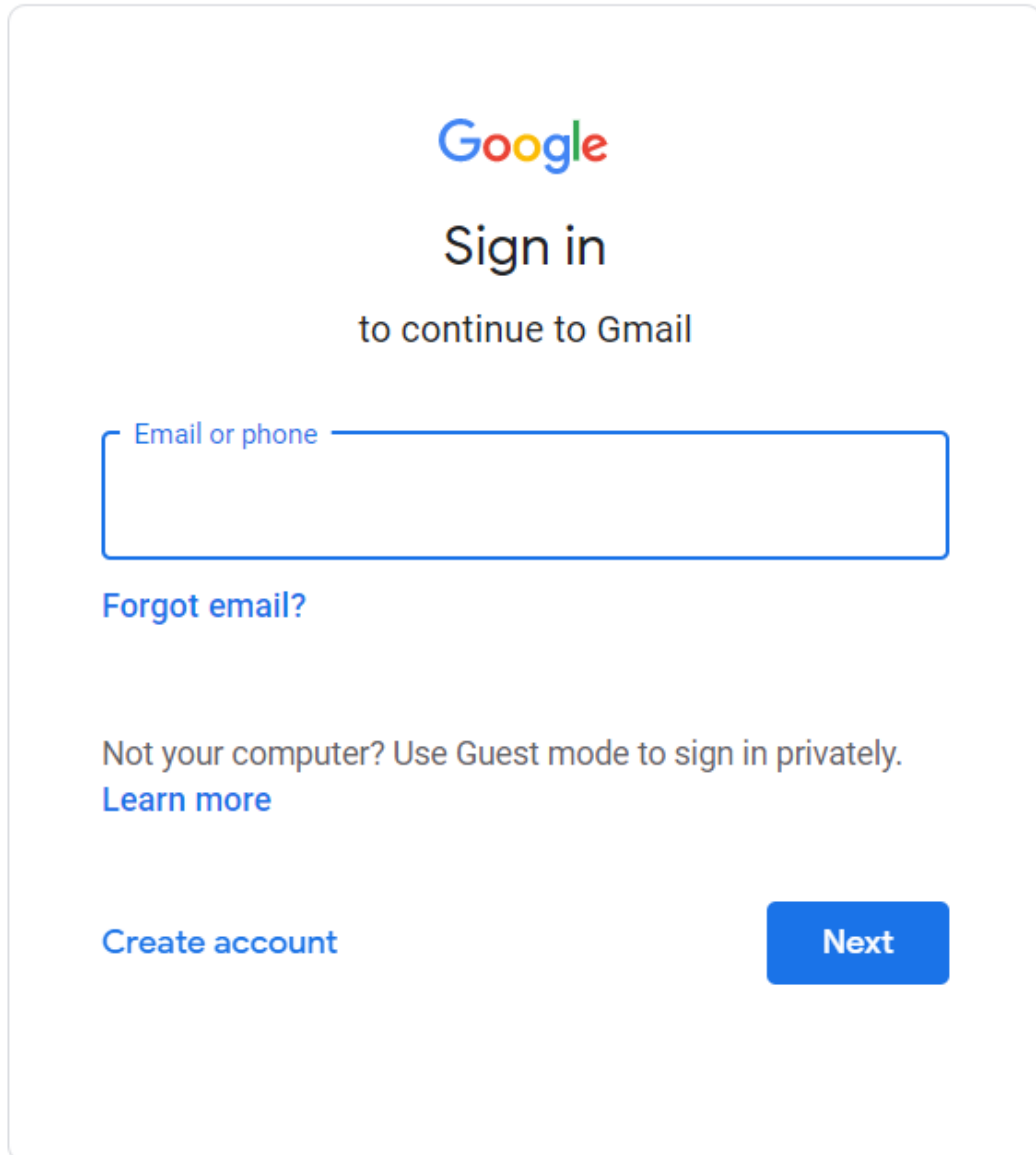
- d. Click on the + icon denoting a blank spreadsheet. A blank sheet will get opened with the name as "Untitled Spreadsheet".



You have successfully opened Spreadsheets!

2. Through Gmail account

- a. Go to the following link: <https://www.google.com/gmail/>
- b. Login to your Gmail account by adding your email id and password.



The image shows the Google Sign in page for Gmail. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field with the placeholder "Email or phone". To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

English (United Kingdom) ▼

[Help](#)

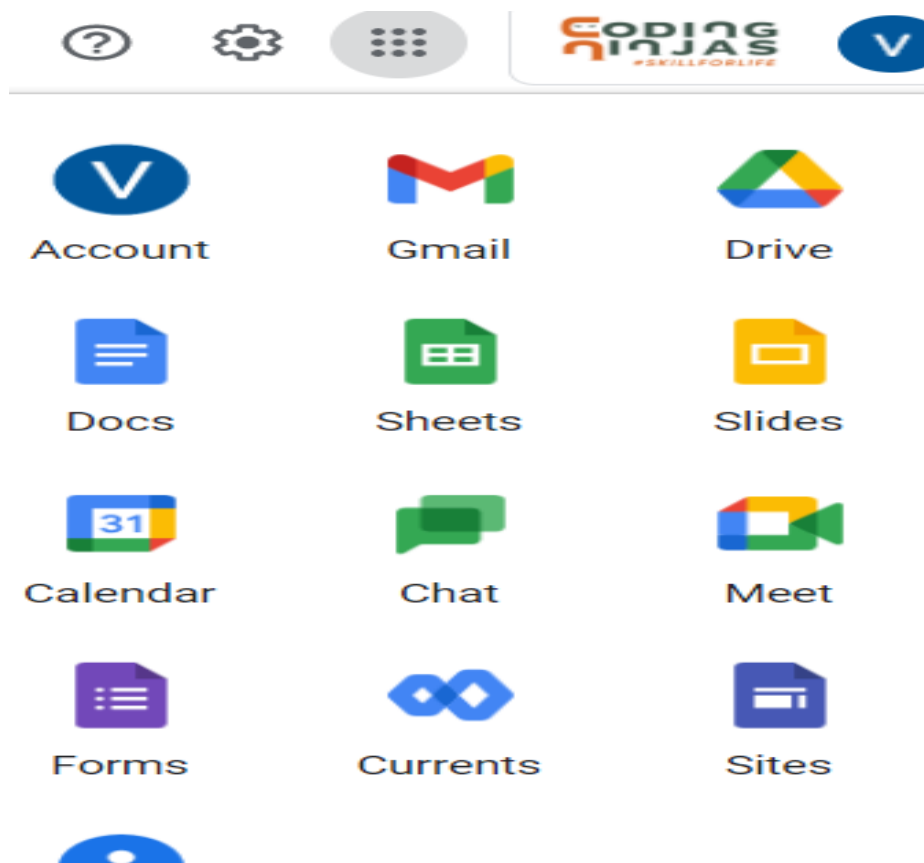
[Privacy](#)

[Terms](#)

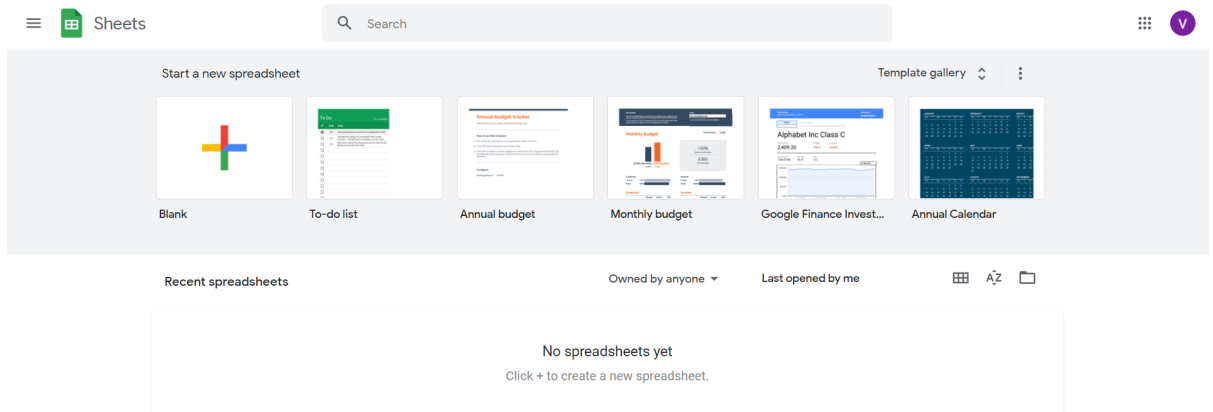
- c. After successful login, Click on the highlighted icon which will appear on the right side of the header and will show you all the Google Apps.



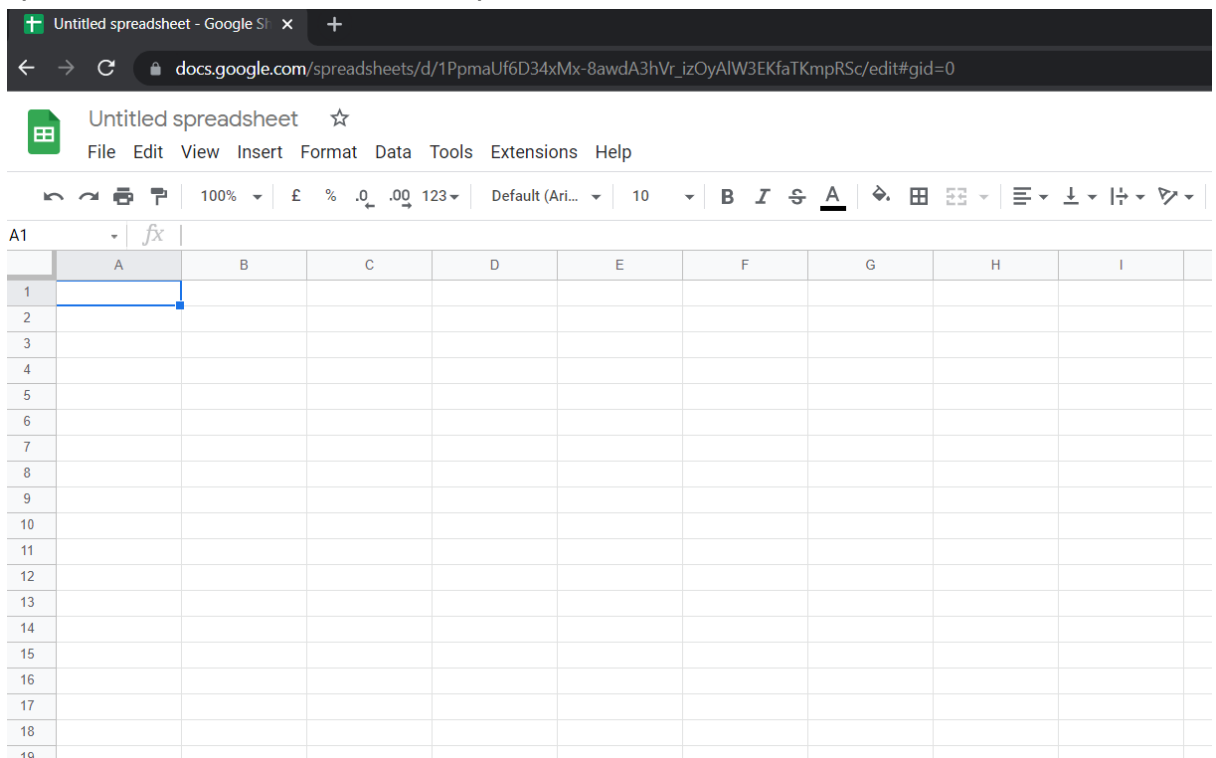
d. After clicking, the following apps will appear.



Click on the Sheets icon and it will take you to the google sheets page.



- e. Click on the + icon denoting a blank spreadsheet. A blank sheet will get opened with the name “Untitled Spreadsheet”.



You have successfully opened Spreadsheets through Gmail!