



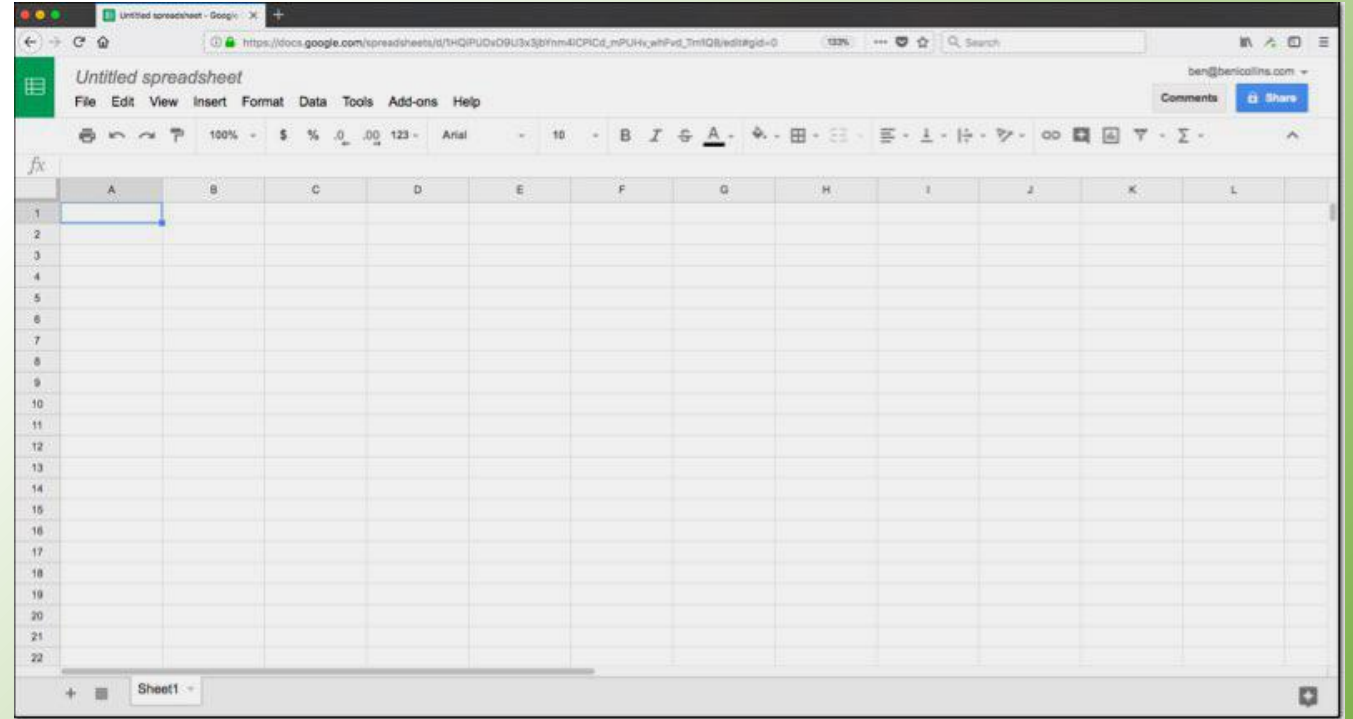
Spreadsheet

Class VI
lab 22



Editing Window

This is what your blank Google Sheets will look like





Window Overview

Rename Sheet here

Menus

**Column labels (letters)
e.g. Column E**

**Row labels (numbers)
e.g. Row 10**

**Cell at intersection
of column E and
row 10, referred
to as cell E10**

The screenshot shows the Google Sheets interface. At the top, the browser tab is 'New Sheet - Google Sheets'. The address bar shows a URL starting with 'https://www.google.com/spreadsheets/'. The main menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Data', 'Tools', 'Add-ons', and 'Help'. Below the menu bar is a toolbar with various icons for formatting and editing. The spreadsheet grid has columns labeled A through J and rows numbered 1 through 18. A yellow box highlights column E, and a yellow box highlights row 10. A red arrow points to the intersection of column E and row 10, which is cell E10. A red arrow points to the 'New Sheet' tab at the top left, with the text 'Rename Sheet here'. Another red arrow points to the menu bar, with the text 'Menus'.



Fundamental Concepts

Click cell A1 (that's the intersection of column A with row 1, the cell in the top left corner of the Sheet) and you'll see a blue box around the cell, to indicate it's highlighted

fx			
	A	B	C
1			
2			
3			
4			



Fundamental Concepts

simply start typing and you'll see the data being entered into that cell

<i>fx</i>	First Sheet		
	A	B	C
1	First Sheet		
2			
3			
4			



Creating a Basic Table

Enter data in correct cell to
for making a table

fx	A	B	C	D	E
1	Gym membership table				
2					
3	Name	Tier	Member since	Monthly fee	
4	Charles Dickens	1	12/1/17	199	
5	Ernst Hemmingway	3	1/1/18	79	
6	Mark Twain	1	6/30/17	199	
7	Jane Austen	2	8/20/17	129	
8					
9					
10					

Thank
You!

