Spreadsheet

Class Six

Lab 21

Lab Objectives:

● Opening Google Sheets

What is Spreadsheet?

an electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations

	A	B	C	D	E	F	G
1	OrderDate	Region	Rep	Item	Units	Unit Cost	Total
2	1/6/10	East	Jones	Pencil	95	1.99	189.05
3	1/23/10	Central	Kivell	Binder	50	19.99	999.50
4	2/9/10	Central	Jardine	Pencil	36	4.99	179.64
5	2/26/10	Central	Gill	Pen	27	19.99	539.73
6	3/15/10	West	Sorvino	Pencil	56	2.99	167.44
7	4/1/10	East	Jones	Binder	60	4.99	299.40
8	4/18/10	Central	Andrews	Pencil	75	1.99	149.25
9	5/5/10	Central	Jardine	Pencil	90	4.99	449.10
10	5/22/10	West	Thompson	Pencil	32	1.99	63.68

Spreadsheet Software

Today, Microsoft Excel is the most popular and widely used spreadsheet program, but there are also many alternatives. Most popular Spreadsheet software are:

● Microsoft Excel

● Google Sheets

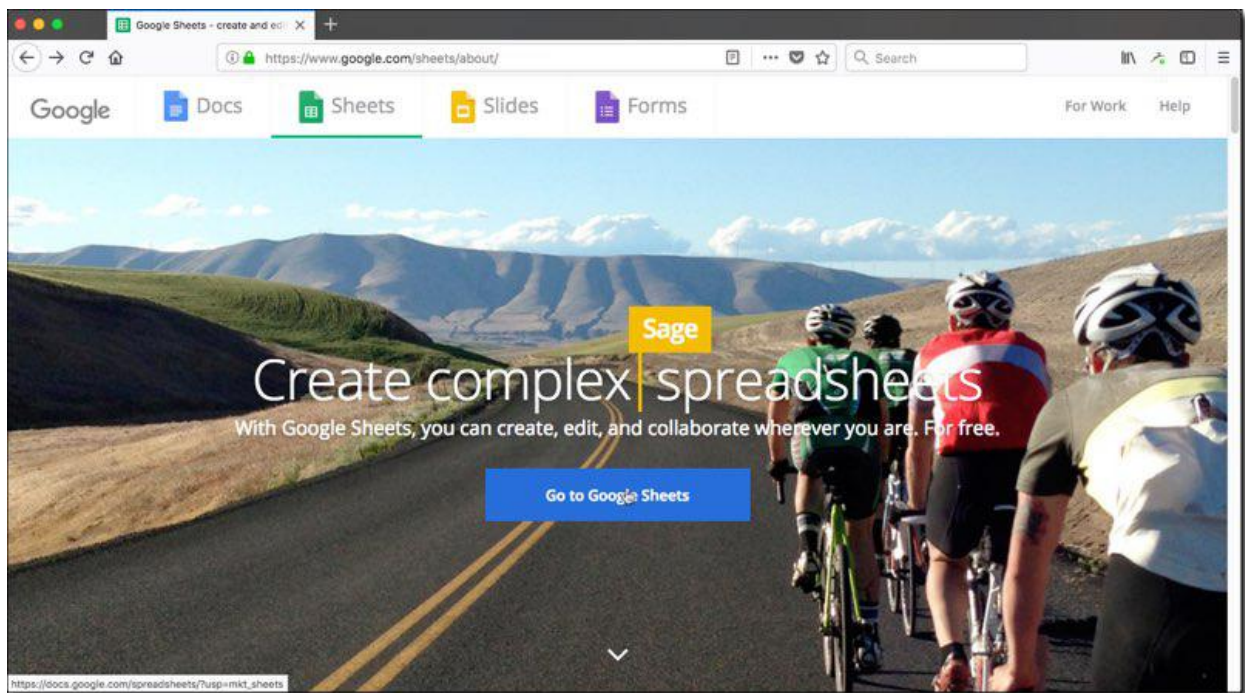● WPS Spreadsheets

● Libre Office Calc

● EtherCalc

In this course we will use Google Sheets to learn about Spreadsheet.
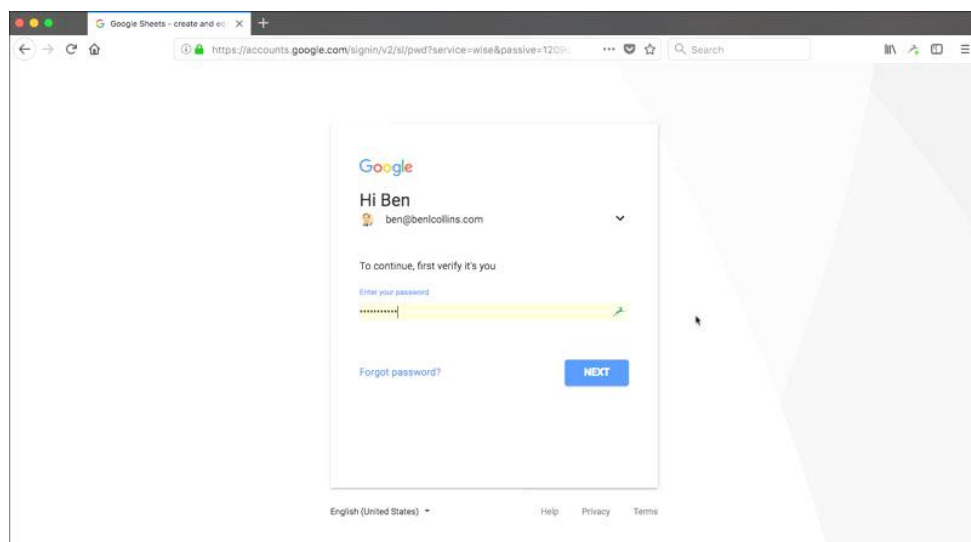
What is Google Sheets?

Google Sheets is a free, cloud-based spreadsheet application. That means you open it in your browser window like a regular web page, but you have all the functionality of a full spreadsheet application.

Getting Started with Google Sheets

If this is your first time with Sheets, head over to https://www.google.com/sheets/about/ which looks like this:
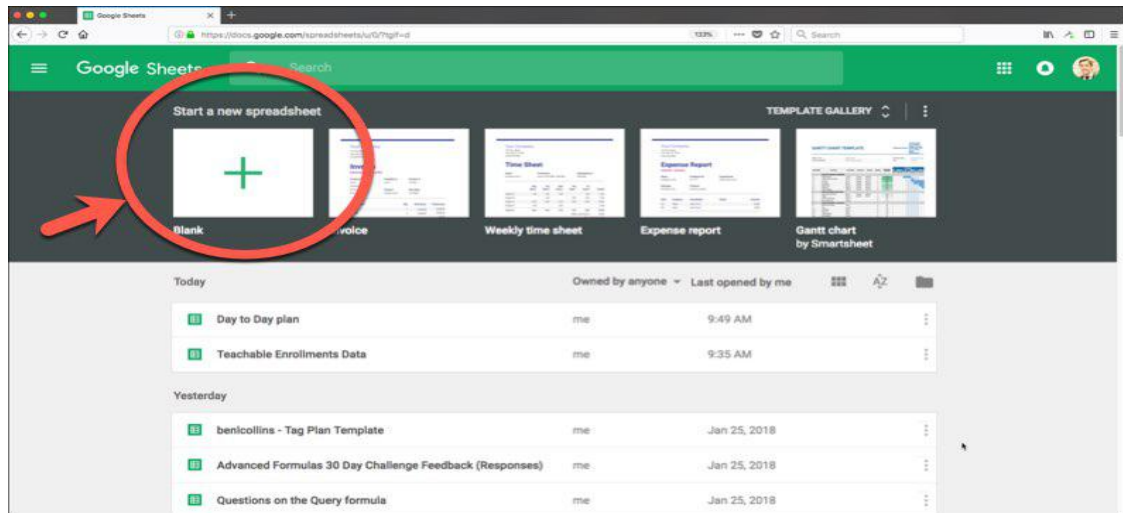
Click on the Go To Google Sheets button in the middle of the screen. You'll be prompted to login:

And then you arrive at the Google Sheets home screen, which will show any previous spreadsheets you've created.

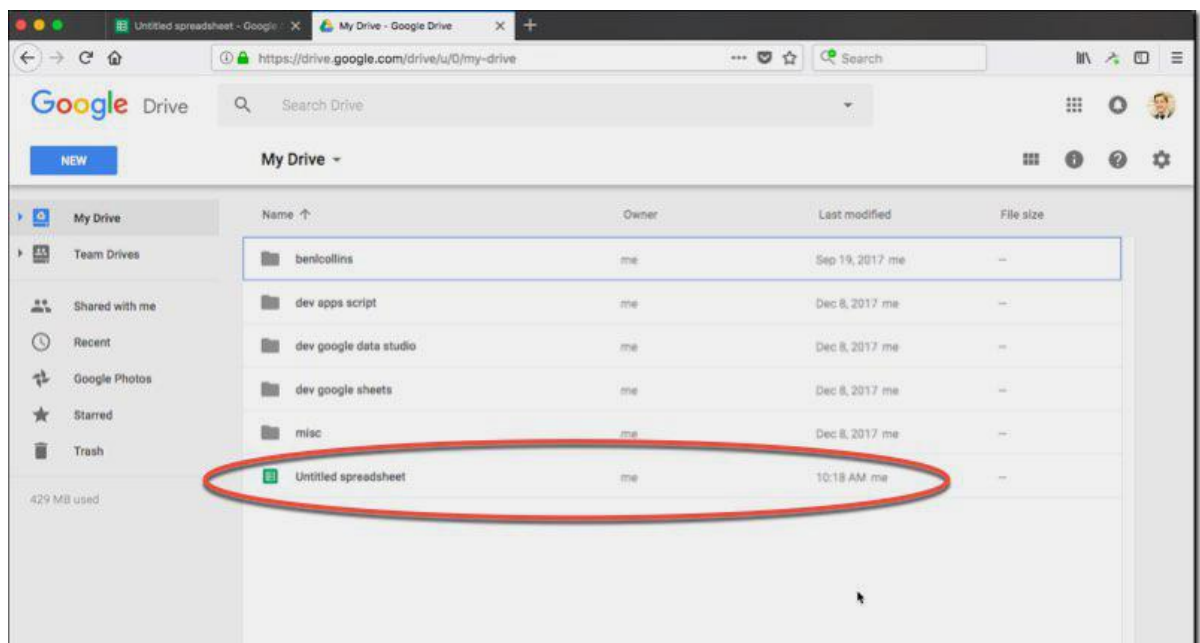Click the huge green plus button to create a new Google Sheets:

Opening your first Google Sheets from Drive

You can create new Google Sheets from your Drive folder by clicking on the blue NEW button:
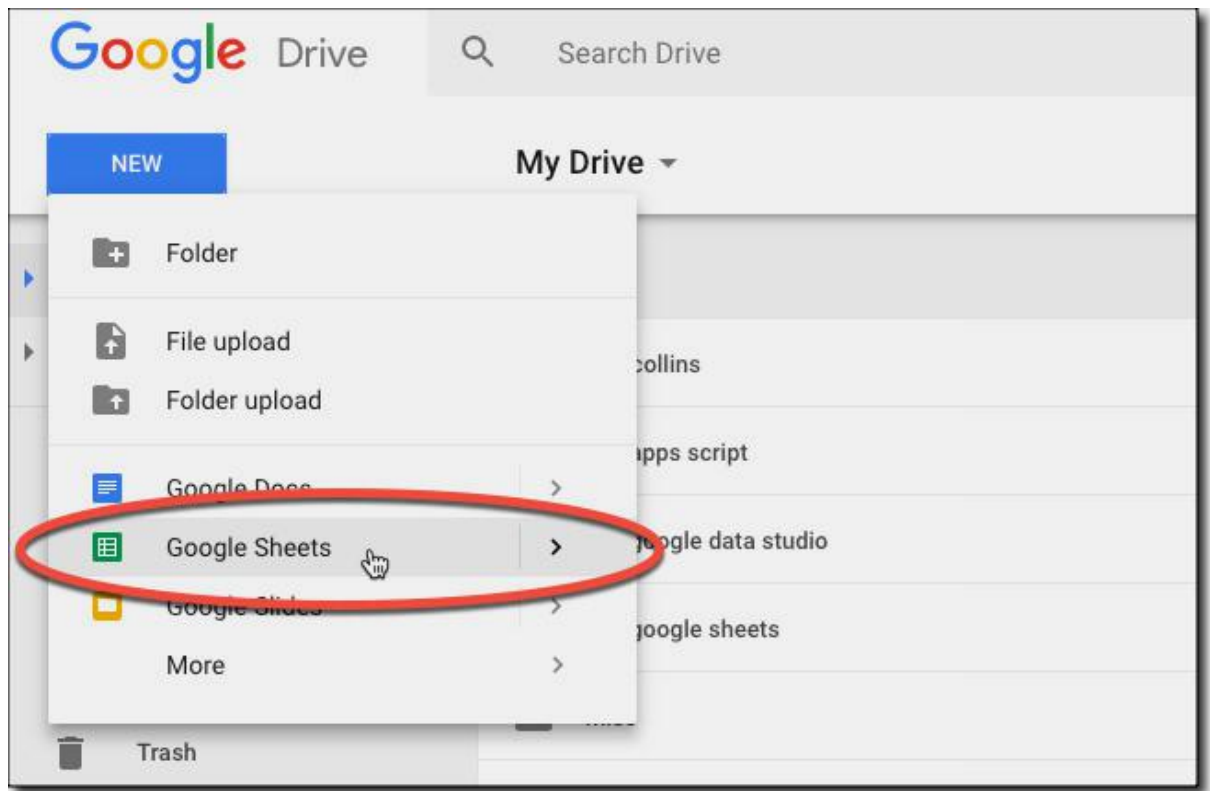
When you create a new Google Sheets, it'll be created in your main Drive folder (your root folder):

(Note: Don't panic if you don't see the Sheets yet, it may not show up until you've renamed it. See next step on how to do this.)

Here you can drag it to a different folder if you wish (to keep things organized). Do this by clicking-and-holding the file, and dragging to where you want it to go:
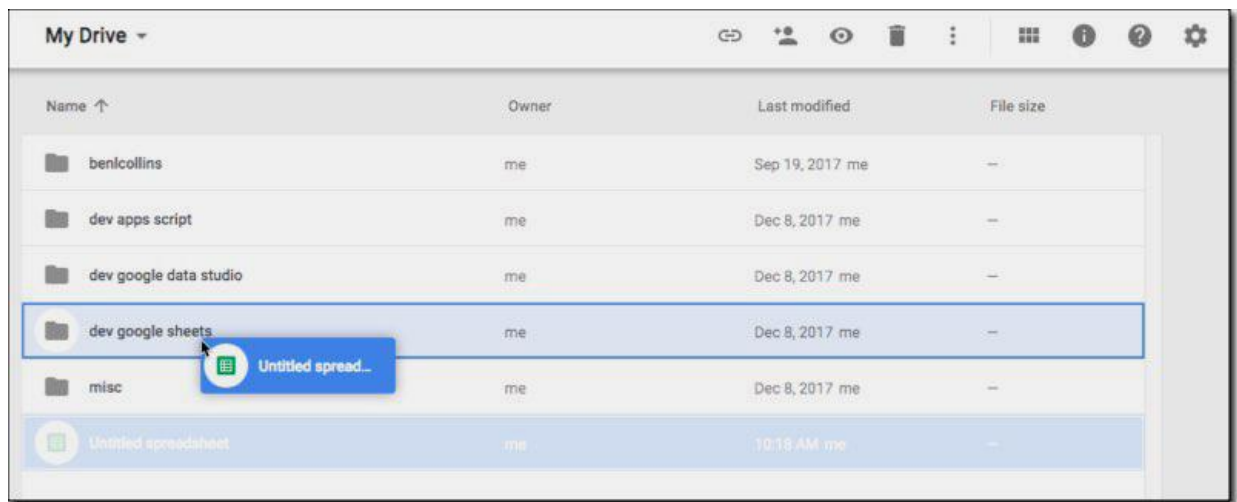
The Google Sheets editing window

This is what your blank Google Sheets will look like: