

Step-by-Step: Make spreadsheets your friend

This reading outlines the steps the instructor performs in the next video, [Make spreadsheets your friend](#). In the video, the instructor demonstrates some spreadsheet basics and discusses how to use them to organize and analyze data.

Keep this step-by-step guide open as you watch the video. It can serve as a helpful reference if you need additional context or clarification while following the video steps. This is not a graded activity, but you can complete these steps to practice the skills demonstrated in the video.

What you'll need

Use this guide as a reference if you need additional context or clarification as you watch the next video. If you'd like to follow along with the video, choose a spreadsheet tool and open a blank sheet.

Example 1: Get started

Enter basic data:

1. Begin with a new spreadsheet.
2. Select cell **A2**.
3. Enter your **first name**.
4. Select cell **B2**.
5. Enter your **last name**.

Adjust the size of rows and columns:

To make the text fit in the rows and columns, adjust their sizes. Use either of the following methods:

1. If your name is longer than the width of the column, **select and drag** the right edge of the corresponding column until it fits.
2. To **wrap text**, select the cells, columns, or rows with text that you want to reformat.
3. Select the **Format** menu.
4. Under **Wrapping**, select **Wrap**.

Example 2: Add labels

Add labels, or attributes, to help you keep track of the data:

1. Select cell **A1**.
2. Enter **First Name**.
3. Select cell **B1**.
4. Enter **Last Name**.
5. Select cells **A1** and **B1**. To do this, select a single cell and drag your cursor over to the other cell to include it in the selection.
6. From the toolbar, select the **bold icon**.

Example 3: Add more attributes and data

Add more attributes and data to your spreadsheet:

1. Select cell **C1** and enter **Siblings**.
2. Select cell **D1** and enter **Favorite Color**.
3. Select cell **E1** and enter **Favorite Dessert**.

4. Select **all three cells** and make them bold by selecting the **bold icon** from the toolbar.
5. Adjust the columns to fit the new text.
6. Enter the corresponding data in cells **C2**, **D2**, and **E2** (your number of siblings, favorite color, and favorite dessert).
7. Add data about two more people in **rows 3 and 4**. These can be people you know or people you've just made up.

Example 4: Organize your data

One way to organize your data is by sorting it.

1. Select all columns that contain data. There are a few ways to select multiple cells:
 - a. To select nonadjacent cells and/or cell ranges, hold the **Command** (Mac) or **Ctrl** (PC) **key** and select the cells.
 - b. To select a range of cells, hold the **Shift** key and either drag your cursor over which cells you want to include or use the arrow keys to select a range.
 - c. Select a single cell and drag your cursor over the cells you want to include in your selection.
2. Select the **Data** menu.
3. Select **Sort range**, then select **Advanced range sorting options**.
4. In the **Advanced range sorting options** window, select the checkbox for **Data has header row**. Make sure that **A to Z** is selected.
5. Select the **Sort by** drop-down menu, then select **Siblings**.
6. Select **Sort**. This will organize the spreadsheet by the number of siblings, from lowest to highest.

Example 5: Use a formula

Spreadsheets enable data professionals to analyze data. In this example, the instructor uses a formula to calculate a sum.

1. Select the next empty cell in the **Siblings** column (**C5**).
2. Enter the formula **=C2+C3+C4**.
3. Press **Enter** on your keyboard to complete the formula.
4. The formula calculates the total number of siblings.

More spreadsheet resources

In the spirit of lifelong learning, it is good to have resources to turn to when you want to know more about using spreadsheets. Two of the most well known and used spreadsheet platforms are Google Sheets and Microsoft Excel. Both provide free online training resources that you can access anytime you need them. Bookmark these links if you want to access them later.

[Google Sheets Training and Help](#)

Learn even more ways to move, store, and analyze your data with the Google Sheets Training and Help page, located in the Google Workspace Learning Center. This hub offers an expanded list of tips, from beginner to advanced, along with cheat sheets, templates, guides, and tutorials.

[Google Sheets Quick Tips](#)

Want to learn more about Google Sheets? This online help article features a short list of the most important functions you will use, including rows, columns, cells, and functions.

[Microsoft Excel for Windows Training](#)

Get to know Excel spreadsheets a little better by visiting this free online training center. Offering everything from a quick-start guide and introduction to tutorials and templates, you will find everything you need to know, all in one place.