Google Sheet Basics

[Google Sheets cheat sheet - Google Workspace Learning Center](https://support.google.com/a/users/answer/9300022)

Creating and Importing Files

[Create or import files - Google Workspace Learning Center](https://support.google.com/a/users/answer/9300311?hl=en&ref_topic=9296423)

Sorting and Filtering Data

[Sort & filter your data - Computer - Google Docs Editors Help](https://support.google.com/docs/answer/3540681?co=GENIE.Platform%3DDesktop&hl=en)

Edit and Format Spreadsheet

[Edit & format a spreadsheet - Computer - Google Docs Editors Help](https://support.google.com/docs/answer/46973?co=GENIE.Platform%3DDesktop&hl=en&oco=0)