



G Suite™

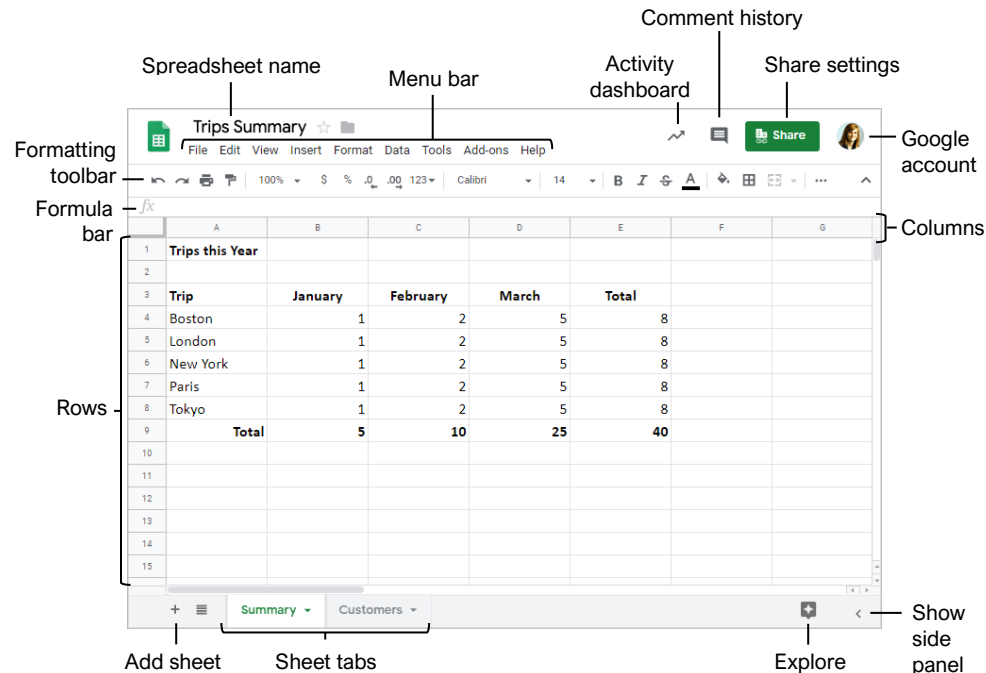
# Google Sheets

## Quick Reference Guide

**CustomGuide**  
Interactive Training

Free Cheat Sheets  
Visit [ref.customguide.com](http://ref.customguide.com)

### The Google Sheets Screen



### Keyboard Shortcuts

#### General

Open.....	Ctrl + O
Print .....	Ctrl + P
Select column.....	Ctrl + Space
Select row .....	Shift + Space
Select all .....	Ctrl + A
Insert rows or columns.....	Ctrl + Alt + =
Delete rows or columns.....	Ctrl + Alt + -
Hide row.....	Ctrl + Alt + 9
Hide column .....	Ctrl + Alt + 0
Unhide row.....	Ctrl + Shift + 9
Unhide column .....	Ctrl + Shift + 0
Fill down .....	Ctrl + D
Insert new sheet .....	Shift + F11

#### Editing

Cut .....	Ctrl + X
Copy .....	Ctrl + C
Paste .....	Ctrl + V
Paste values only .....	Ctrl + Shift + V
Undo.....	Ctrl + Z
Redo .....	Ctrl + Y
Find and replace.....	Ctrl + H
Insert or edit a link .....	Ctrl + K

#### Formatting

Bold .....	Ctrl + B
Italics .....	Ctrl + I
Underline .....	Ctrl + U
Align left .....	Ctrl + Shift + L
Align center.....	Ctrl + Shift + E
Align right.....	Ctrl + Shift + R
Apply cell border.....	Alt + Shift + 7
Format as decimal .....	Ctrl + Shift + 1
Format as time .....	Ctrl + Shift + 2
Format as date .....	Ctrl + Shift + 3
Format as currency.....	Ctrl + Shift + 4
Clear formatting.....	Ctrl + \

#### Navigating

Move to beginning of row....	Home
Move to end of row .....	End
Move to cell A1 .....	Ctrl + Home
Move to end of sheet .....	Ctrl + End
Move to next sheet .....	Alt + ↓
Move to previous sheet.....	Alt + ↑

### Sheets Fundamentals

**Create a Spreadsheet from Google Drive:** In Google Drive, click the **New** button and select **Google Sheets**.

**Open a Spreadsheet:** Click **File** on the menu bar, select **Open**, then navigate to the file you want to open. Select the spreadsheet and click **Open**.

**Rename a Spreadsheet:** Click in the spreadsheet name field at the top of an open spreadsheet. Type a name and press **Enter**.

**Star a Spreadsheet:** Click the **Star** button next to the spreadsheet name. The file appears in the **Starred** section of Google Drive.

**Copy a Spreadsheet:** Click **File** on the menu bar and select **Make a copy**. Enter a name for the copied sheet and specify the folder where you want to save it. Click **OK**.

**Move a Spreadsheet:** Click **File** on the menu bar and select **Move to**. Navigate to the folder where you want to move the spreadsheet and click **Move here**.

**Delete a Spreadsheet:** Click **File** on the menu bar and select **Move to trash**.

**Print:** Click **File** on the menu bar, select **Print**, specify the print settings, and click **Print**.

### Sheets Fundamentals

**Search Help Topics:** Click **Help** on the menu bar and select **Sheets Help**. Type a keyword or phrase in the Search Help field and press **Enter**. Select the desired help topic.

#### Edit Spreadsheets

**Select Cells:** Click a cell to select it. Click a row or column heading to select the entire row or column.

**Edit Cell Data:** Click the cell where you want to modify data, type the data, and press **Enter**.

**Copy and Paste:** Select the cell(s) you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the data, click **Edit** on the menu bar, and select **Paste**.

**Cut and Paste:** Select the cell(s) you want to cut, click **Edit** on the menu bar, and select **Cut**. Click the cell(s) where you want to paste the data, then click **Edit** on the menu bar, and select **Paste**.

**Insert Rows or Columns:** Select the column or row where you want to insert new cells. Click **Insert** on the menu bar and select either **Column left / Row above** or **Column right / Row below**.

**Move Cells:** Select the cell(s) you want to move. Hover over the outline of the selected cells, then click and drag the cells to a new location.

## Edit Spreadsheets

**Delete Cells:** Select the cell or cell range you want to delete, click **Edit** on the menu bar, and select a delete option.

**Hide a Row or Column:** Right-click a row or column header and select **Hide Row** or **Hide Column**.

**Find Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Find** to jump to the first occurrence in the sheet.


**Replace Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.



**Check Spelling:** Click **Tools** on the menu bar, select **Spelling**, and select **Spell check**. Click **Ignore** to ignore instances of the misspelled word, or click **Change** to replace the misspelling with the selected word.


## Format Spreadsheets


**Change the Font:** Select the cell(s) you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.


**Change the Font Size:** Select the cell(s) you want to format, click the **Font size** list arrow on the formatting toolbar, and select a new font size.

**Change the Text Color:** Select the cell(s) you want to format, click the **Text color**  button on the formatting toolbar, and select a new color.

**Change Cell Alignment:** Select a cell or cell range, click the **Horizontal align**  or **Vertical align**  button on the formatting toolbar, then select an alignment option.


**Merge Cells:** Select a cell range and click the **Merge cells**  button on the formatting toolbar.

**Wrap Text:** Select a cell or cell range, click the **Text wrapping**  button on the formatting toolbar, and select a text wrapping option.

**Add a Cell Border:** Select a cell or cell range, click the **Borders**  button on the formatting toolbar, and select a border option.

**Apply Number Formatting:** Select a cell or cell range, click **Format** on the menu bar, select **Number**, and select a number format.

**Freeze a Row or Column:** Click **View** on the menu bar, select **Freeze**, and select a freeze option.

**Copy Formatting:** Select a cell or cell range with formatting that you want to copy. Click the **Paint format**  button on the formatting toolbar, then select the cell or cell range you want to apply the formatting to.

## Format Spreadsheets

**Create a Conditional Formatting Rule:** Select a cell range, click **Format** on the menu bar, and select **Conditional formatting**. Select the conditions for the formatting to appear, customize the formatting that will appear when the conditions are met, and click **Done**.

## Formulas and Functions

**Create a Formula:** Select the cell where you want to enter a formula. Press **=**, then enter the formula using numbers, cell references, and/or mathematical operators. Press **Enter**.

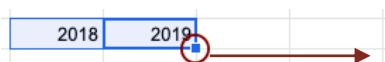
**Insert a Function:** Click in the cell where you want to add a function. Click **Insert** on the menu bar, select **Function**, select a category, then select a function. Enter the function's arguments and press **Enter**.

**The Sum Function:** Click the cell where you want to add the SUM function. Click **Insert** on the menu bar, select **Function**, and select **SUM**. Select the cells you want to find the sum for and press **Enter**.

**The Min and Max Functions:** Click the cell where you want to place a minimum or maximum value for a given range. Click **Insert** on the menu bar, select **Function**, and select **MIN** or **MAX**. Select the range of cells you want to analyze and press **Enter**.

**The Count Function:** Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click **Insert** on the menu bar, select **Function**, and select **COUNT**. Select the range of cells you want to analyze and press **Enter**.

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.



**Name a Cell Range:** Select a cell range you want to name, click **Data** on the menu bar, and select **Named ranges**. Click **Add a range**, enter a name for the cell range, and click **Done**.

## Manage Sheets and Data

**Insert a Sheet:** Click **+** to the left of the sheet tabs.

**Rename a Sheet:** Click the sheet tab you want to rename and click the sheet tab's arrow. Select **Rename** in the menu, then enter a new name and press **Enter**.

**Delete a Sheet:** Click the sheet tab you want to delete. Click the sheet tab's arrow, select **Delete**, and click **OK**.

**Hide a Sheet:** Click the sheet tab you want to hide. Click the sheet tab's arrow and select **Hide sheet**.

## Manage Sheets and Data


**Move a Sheet:** Click and drag the sheet tab to the desired location.

**Sort a Column:** Select a cell in the column you want to sort, click **Data** on the menu bar, and select a sort order.

**Filter Data:** Select a cell in a data range. Click **Data** on the menu bar and select **Create a filter**. Click the filter arrow for a column, specify the items you want to filter, and click **OK**.

## Insert Objects

**Insert a Chart:** Select a cell range containing data for a chart. Click **Insert** on the menu bar and select **Chart**. Click the **Chart type** list arrow in the Chart editor pane and select a chart type.

**Modify a Chart:** Select a chart, click the **More**  icon, and select **Edit chart**. Modify the options in the Chart editor pane.

**Insert an Image:** Click the cell where you want to insert the picture, click **Insert** on the menu bar, select **Image**, and select where you want to insert the image. Select the location from which you want to add an image, then double-click an image to insert it.

**Insert a Link:** Select the cell or object you want to use to create the link. Click **Insert** on the menu bar and select **Link**. Specify what you want to Link to, then click **Apply**.

## Share, Collaborate, and Convert

**Download a Spreadsheet:** Click **File** on the menu bar, select **Download as**, and select a file format.

**Email a Spreadsheet:** Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

**Share a Spreadsheet:** Click the **Share** button and enter the email address(es) for the people you want to share the spreadsheet with. Set a permissions level, then click **Send**.

**Add a Comment:** Click the cell where you want to add the comment, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

**Reply to a Comment:** Select a comment. Click in the **Reply** field, type a reply, and click **Reply**.

**View Version History:** Click **File** on the menu bar, select **Version history**, and select **See version history**.

**Restore a Version:** In the version history pane, select the version you want to restore. Click the **Restore this version** button, then click **Restore** to confirm.

# CustomGuide

## Get More Free Quick References!

Visit [ref.customguide.com](http://ref.customguide.com) to download.



### Microsoft

[Access](#)  
[Excel](#)  
[Office 365](#)  
[OneNote](#)  
[Outlook](#)  
[PowerPoint](#)  
[Teams](#)  
[Word](#)

### Google

[Gmail](#)  
[Google Classroom](#)  
[Google Docs](#)  
[Google Drive](#)  
[Google Meet](#)  
[Google Sheets](#)  
[Google Slides](#)  
[Google Workspace](#)

### OS

[macOS](#)  
[Windows 10](#)

### Productivity

[Computer Basics](#)  
[Salesforce](#)  
[Zoom](#)

+ more, including [Spanish versions](#)

### Soft Skills

[Business Writing](#)  
[Email Etiquette](#)  
[Manage Meetings](#)  
[Presentations](#)  
[Security Basics](#)  
[SMART Goals](#)

## Loved by Learners, Trusted by Trainers

Please consider our other training products!



### Interactive eLearning

Get hands-on training with bite-sized tutorials that recreate the experience of using actual software. SCORM-compatible lessons.

### Customizable Courseware

Why write training materials when we've done it for you? Training manuals with unlimited printing rights!

## Over 3,000 Organizations Rely on CustomGuide



“The toughest part [in training] is creating the material, which CustomGuide has done for us. Employees have found the courses easy to follow and, most importantly, they were able to use what they learned immediately.”

Contact Us!

[sales@customguide.com](mailto:sales@customguide.com)

612.871.5004