Edit and format a spreadsheet

Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and work with other people. You can add data to a spreadsheet, then edit or format the cells and data.

Edit data in a cell

1. Open a spreadsheet in [Google Sheets](#).
2. Click a cell that's empty, or double-click a cell that isn't empty.
3. Start typing.
4. Optional: To add another line within a cell, press ⌘ + Enter on a Mac or Ctrl + Enter on Windows.
5. When you're done, press Enter.

Format one or more cells

1. Open a spreadsheet in [Google Sheets](#).
2. Click a cell, then drag your mouse across nearby cells you want to select, or hold ⌘ on a Mac or Ctrl on Windows and click another cell.
3. To format text or numbers in a cell, use the options in the toolbar at the top.

Add a theme

You can apply changes to the format of an entire spreadsheet with themes.

1. Open a spreadsheet in [Google Sheets](#).
2. At the top, click Format Theme.
3. Choose an available theme or click Customize to create your own.

Notes:

- If you create a custom theme, the most recent version will be saved.
- Colors from your current theme are available in the text and fill color pickers.

What else can you do with Sheets?

- [Change how paragraphs & fonts look](#)
- [Change row height or column width](#)

- [Freeze or merge rows & columns](#)
- [Use conditional formatting rules in Google Sheets](#)
- [Add an image to a spreadsheet](#)
- [Add & use checkbox](#)
- [HYPERLINK](#)