**How to use Google Sheets**

### What is Google Sheets?

Google Sheets is a free, cloud-based spreadsheet application.

### How is it different to Excel?

Google Sheets is cloud-based whereas Excel is a desktop program.

<https://www.benlcollins.com/spreadsheets/how-to-use-google-sheets/>

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4– How to merge row or column in Google sheet

* The columns are vertical ranges of cells, labeled by letters running across the top of the Sheet
* Rows are horizontal ranges of cells, labeled by numbers running down the left side of your Sheet.

5 – How make a text rotation in Google sheet

1. Select the cell or cells where you want to change the text direction.
2. Click the "Format" tab in the menu bar and go to the “Rotation” section, or directly navigate to the toolbar and click the “text rotation” icon.
3. In the "rotation" menu, choose the desired text direction. There are six types of rotations,  including the default setting and a dropdown menu to customize the degree of the rotation.