[Google Sheets](#) is a free, cloud-based tool that can help you manage finances, track inventory, and more. Like Docs and Presentation, you can access it from any device with Internet access through your Google Drive.

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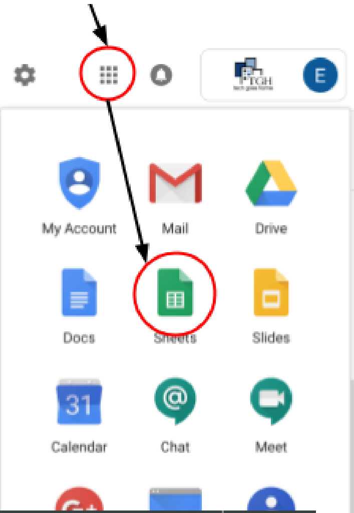
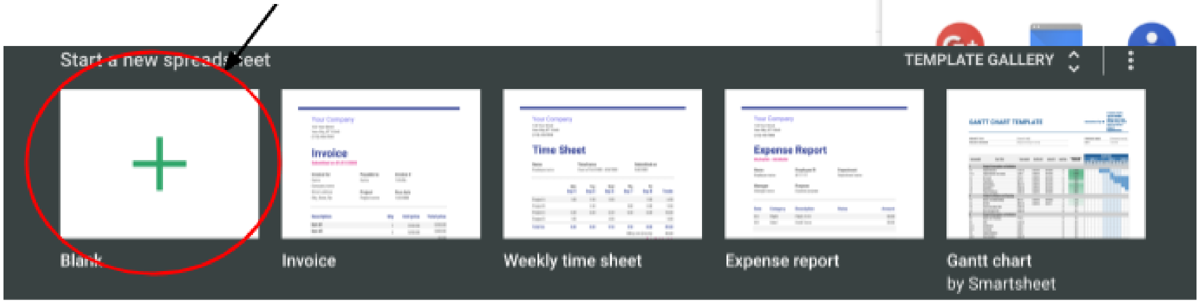
1. Access Google Sheets

First, sign into your Gmail account. For help making or using Gmail see out [Gmail tutorial](#).

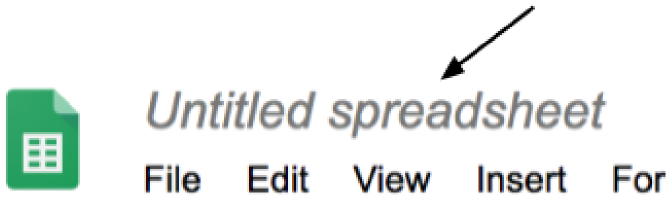
When logged in and looking at you inbox or just open to Google, click these boxes in the top right corner and then click Sheets.


E
My Account
Mail
Drive
Docs
Sheets
Slides
31
Calendar
Chat
Meet

On the next page, select “blank” under where it says Start a new spreadsheet

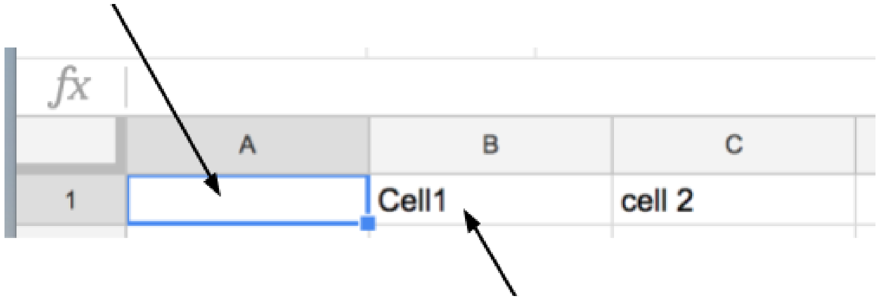

Start a new spreadsheet
TEMPLATE GALLERY
Blank
Invoice
Weekly time sheet
Expense report
Gantt chart
by Smartsheet

The first step is to give your spreadsheet a title. Click “Untitled spreadsheet” and type your title into the box. You can change the title any time.


Untitled spreadsheet
File
Edit
View
Insert
For

2. Edit your Spreadsheet

To add content, click in the cell where you would like to write, and then type.

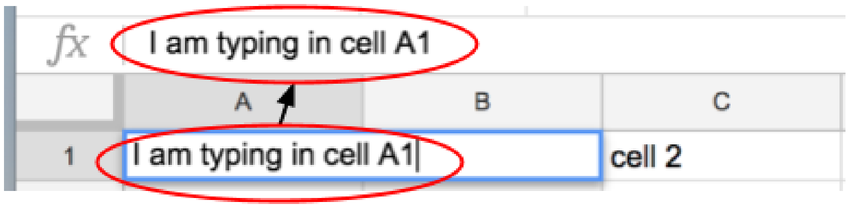


Cell1

cell 2

You will see what you typed in the cell, like this.

While you’re typing in a cell, what you’ve written so far will be displayed at the top of the window.

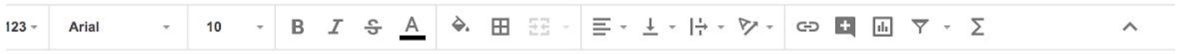


I am typing in cell A1

I am typing in cell A1

cell 2

Now let’s format what you’ve written. Click on the cell, and then click on a button in the format toolbar here.


123
Arial
10
B
I
S
A
Σ

For example, clicking the “B” will make your text bold. “A” will let you change the color. The paint bucket changes the background color of each cell.

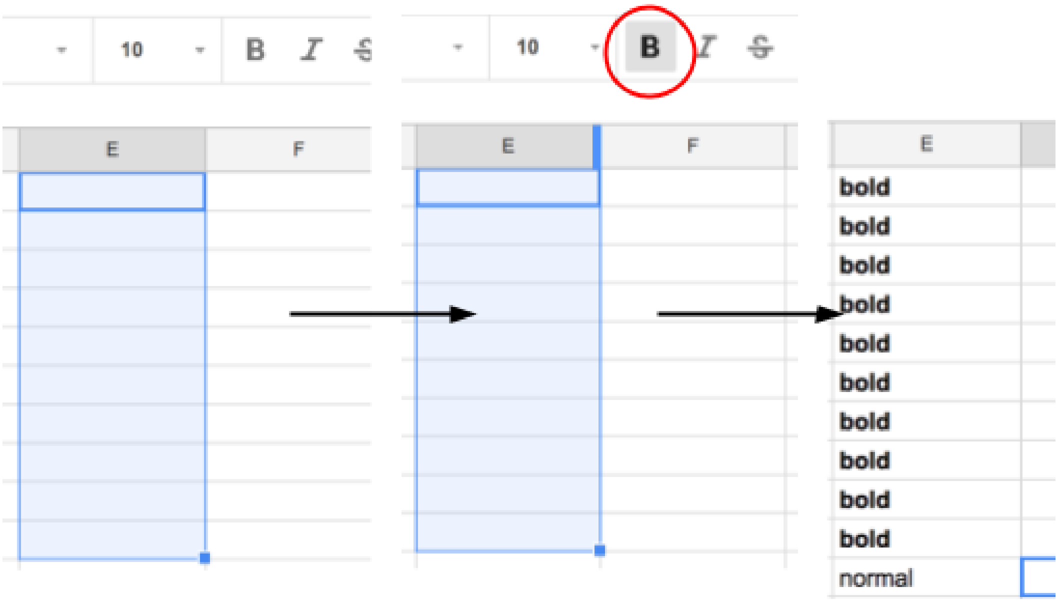
To format several cells at once, click on one and drag your cursor across the others and then hit the button for the format you want.

For example, If we wanted to make cells B1 through B10 have **bold** text, we would:

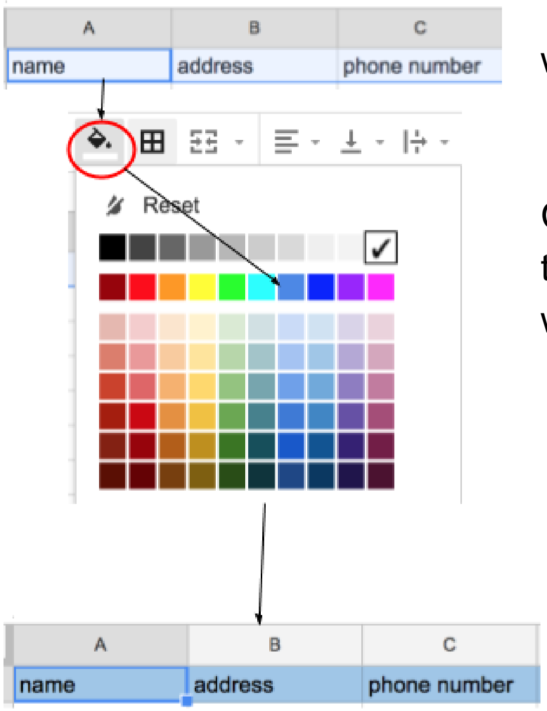
Select the boxes we want formatted

click the correct formatting button

type in the boxes


10
B
I
S
E
F
10
B
I
S
E
F
E
bold
bold
bold
bold
bold
bold
bold
bold
bold
bold
normal

Or if we wanted the top row of a sheet to have a different background color,


A
B
C
name
address
phone number
Reset
A
B
C
name
address
phone number

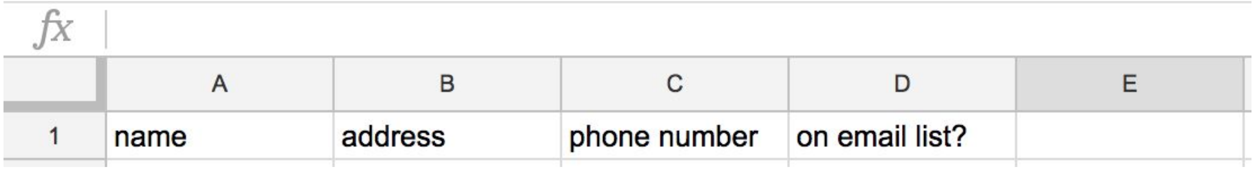
we would highlight the cells we want,

Click the paint bucket in the toolbar at the top of the screen to select the color we want

3. Freezing and Sorting

Sorting your Google Sheet alphabetically or by other criteria can be helpful when dealing with a lot a data. For this example, we will use a contact list to show how to sort.

First, at the top of the page, create a heading for the kind of data you will be putting in each column like this:

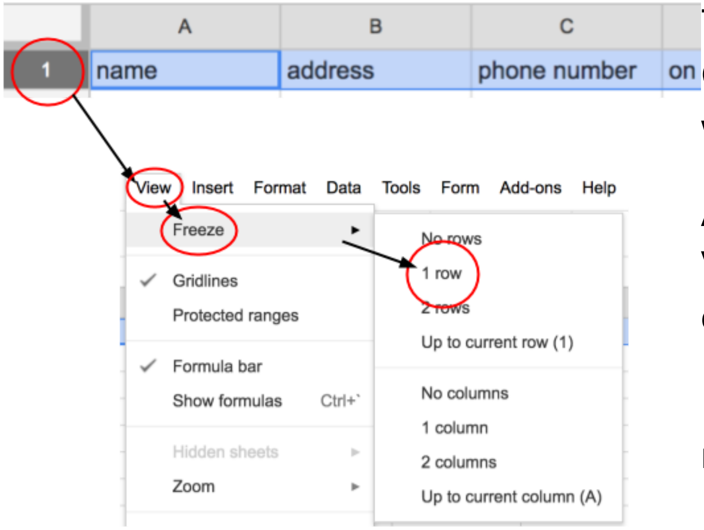


	A	B	C	D	E
1	name	address	phone number	on email list?	

There are a few things you can do to distinguish this heading row from the rest of the sheet and make sure that it remains at the top. The first is to change the color, as we described in the previous section.

After changing the color, you can **freeze** the row.

Freezing makes the row or column you've selected remain on the screen as you scroll and makes your spreadsheet more reader-friendly. For example, as you scroll down through a large data set, it is helpful when the header row remains displayed at the top of the columns.


A
B
C
1
name
address
phone number
on
View
Insert
Format
Data
Tools
Form
Add-ons
Help
Freeze
Gridlines
Protected ranges
Formula bar
Show formulas
Ctrl+`
Hidden sheets
Zoom
No rows
1 row
2 rows
Up to current row (1)
No columns
1 column
2 columns
Up to current column (A)

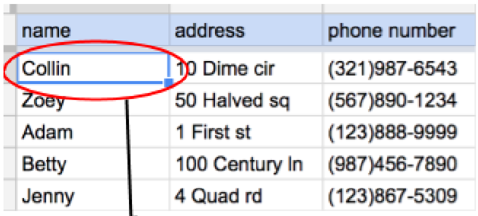
To Freeze a row,
Click on the number row you want to freeze.

At the top of the screen, click **View** and then from the drop-down menu select **Freeze.**

Finally, select **1 row** from the next drop down menu.

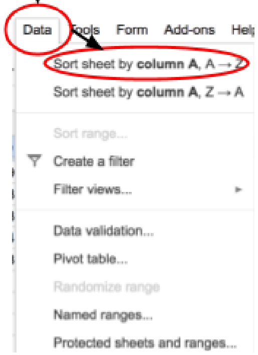
Now that our header row is ready to go you are ready to add some data! After you've added data, you may want to organize your contact list alphabetically.

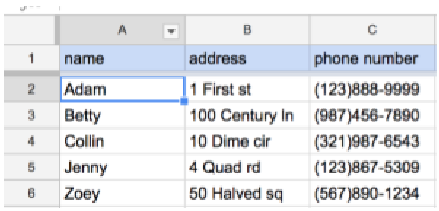
First click on the column you want to sort by



name	address	phone number
Collin	10 Dime cir	(321)987-6543
Zoey	50 Halved sq	(567)890-1234
Adam	1 First st	(123)888-9999
Betty	100 Century ln	(987)456-7890
Jenny	4 Quad rd	(123)867-5309

Then, click **Data** at the top of the page and select "Sort Sheet by column A, A→ Z".


Data
Tools
Form
Add-ons
Hel
Sort sheet by column A, A → Z
Sort sheet by column A, Z → A
Sort range...
Create a filter
Filter views...
Data validation...
Pivot table...
Randomize range
Named ranges...
Protected sheets and ranges...



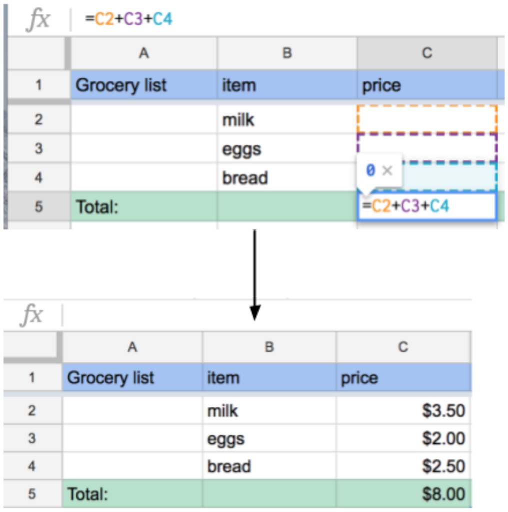
	A	B	C
1	name	address	phone number
2	Adam	1 First st	(123)888-9999
3	Betty	100 Century ln	(987)456-7890
4	Collin	10 Dime cir	(321)987-6543
5	Jenny	4 Quad rd	(123)867-5309
6	Zoey	50 Halved sq	(567)890-1234

4. Add a Formula

Google Sheets has the ability to do calculations for you. This can be very helpful when budgeting or planning for business expenses. This example will just be a short grocery list.

First click on the cell you want the formula to be in and type = . This will automatically let Google Sheets know that we want to have a formula in that cell.

Then click the cell that comes next in your equation, type "+" and then the next cell until you are satisfied with your equation



fx =C2+C3+C4

	A	B	C
1	Grocery list	item	price
2		milk	
3		eggs	
4		bread	0 ×
5	Total:		=C2+C3+C4

fx

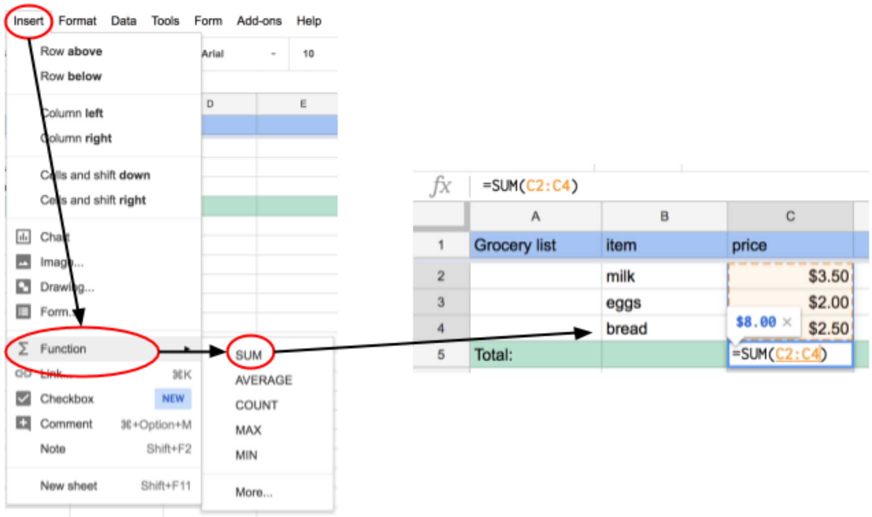
	A	B	C
1	Grocery list	item	price
2		milk	$3.50
3		eggs	$2.00
4		bread	$2.50
5	Total:		$8.00

To do more complicated functions, click on the cell you want and then click "Insert" at the top of the screen and then "function". For these operators, you can highlight sections that you want to include.

To do the same thing we just did using that method,
 Click cell C5,

select "Insert" and "Function" from the drop down menu.

Then click "SUM" and highlight cells C2 through C3.


Insert
Format
Data
Tools
Form
Add-ons
Help
Arial
10
Row above
Row below
Column left
Column right
Cells and shift down
Cells and shift right
Chart
Image...
Drawing...
Form...
Function
Link... ⌘K
Checkbox NEW
Comment ⌘+Option+M
Note Shift+F2
New sheet Shift+F11
SUM
AVERAGE
COUNT
MAX
MIN
More...

fx =SUM(C2:C4)

	A	B	C
1	Grocery list	item	price
2		milk	$3.50
3		eggs	$2.00
4		bread	$8.00 × $2.50
5	Total:		=SUM(C2:C4)