

Google Sheets are used when you need to share your work with others. The changes are instant

Google Sheets

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Google sheets

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Shortcut keys

Common actions

Zoom	Ctrl + and Ctrl -
Select column	Ctrl + Space
Select row	Shift + Space
Select all	Ctrl + A
	Ctrl + Shift + Space
Hide background over selected cells	Ctrl + Shift + Backspace
Undo	Ctrl + Z
Redo	Ctrl + Y
	Ctrl + Shift + Z
	F4
Find	Ctrl + F
Find and replace	Ctrl + H
Fill range	Ctrl + Enter
Fill down	Ctrl + D
Fill right	Ctrl + R
Save	Ctrl + S
<i>Every change is saved automatically in Drive</i>	
Open	Ctrl + O
Print	Ctrl + P
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Paste values only	Ctrl + Shift + V
Show common keyboard shortcuts	Ctrl + /
Insert new sheet	Shift + F11
Compact controls	Ctrl + Shift + F
Input tools on/off	Ctrl + Shift + K
<i>(available in spreadsheets in non-Latin languages)</i>	
Select input tools	Ctrl + Alt + Shift + K
Repeat last instruction	F4

Cell formatting

Bold	Ctrl + B
Underline	Ctrl + U
Italic	Ctrl + I
Strikethrough	Alt + Shift + 5
Center align	Ctrl + Shift + E
Left align	Ctrl + Shift + L
Right align	Ctrl + Shift + R
Apply top border	Alt + Shift + 1
Apply right border	Alt + Shift + 2
Apply bottom border	Alt + Shift + 3
Apply left border	Alt + Shift + 4
Remove borders	Alt + Shift + 6
Apply outer border	Alt + Shift + 7
Insert link	Ctrl + K
Insert time	Ctrl + Shift + ;
Insert date	Ctrl + ;
Format as decimal	Ctrl + Shift + 1
Format as time	Ctrl + Shift + 2
Format as date	Ctrl + Shift + 3
Format as currency	Ctrl + Shift + 4
Format as percentage	Ctrl + Shift + 5
Format as exponent	Ctrl + Shift + 6
Clear formatting	Ctrl + \

Spreadsheet navigation

Move to beginning of row	Home
Move to beginning of sheet	Ctrl + Home
Move to end of row	End
Move to end of sheet (<i>Not the last col or row of data</i>)	Ctrl + End
Scroll to active cell	Ctrl + Backspace
Move to next sheet	Ctrl + Shift + Page Down
Move to previous sheet	Ctrl + Shift + Page Up
Display list of sheets	Alt + Shift + K
Open hyperlink	Alt + Enter
Move focus out of spreadsheet	Ctrl + Alt + Shift + M
Move to quicksum (<i>when a range of cells is selected</i>)	Alt + Shift + Q
Move focus to popup (<i>for links, bookmarks, and images</i>)	holding Ctrl + Alt, press E then P
Open drop-down menu on filtered cell	Ctrl + Alt + R
Open revision history	Ctrl + Alt + Shift + G
Open chat inside the spreadsheet	Shift + Esc
Close drawing editor	Shift + Esc

Notes and comments

Insert/edit note	Shift + F2
Insert/edit comment	Ctrl + Alt + M
Open comment discussion thread	Ctrl + Alt + Shift + A
Enter current comment	holding Ctrl + Alt, press E then C
Move to next comment	holding Ctrl + Alt, press N then C
Move to previous comment	holding Ctrl + Alt, press P then C

Menus

File menu	<i>in Google Chrome:</i> Alt + F <i>other browsers:</i> Alt + Shift + F
Edit menu	<i>in Google Chrome:</i> Alt + E <i>other browsers:</i> Alt + Shift + E
View menu	<i>in Google Chrome:</i> Alt + V <i>other browsers:</i> Alt + Shift + V
Insert menu	<i>in Google Chrome:</i> Alt + I <i>other browsers:</i> Alt + Shift + I
Format menu	<i>in Google Chrome:</i> Alt + O <i>other browsers:</i> Alt + Shift + O
Data menu	<i>in Google Chrome:</i> Alt + D <i>other browsers:</i> Alt + Shift + D
Tools menu	<i>in Google Chrome:</i> Alt + T <i>other browsers:</i> Alt + Shift + T
Form menu (<i>present when the spreadsheet is connected to a form</i>)	<i>in Google Chrome:</i> Alt + M <i>other browsers:</i> Alt + Shift + M
Add-ons menu (<i>present in the new Google Sheets</i>)	<i>in Google Chrome:</i> Alt + N <i>other browsers:</i> Alt + Shift + N
Help menu	<i>in Google Chrome:</i> Alt + H <i>other browsers:</i> Alt + Shift + H
Accessibility menu (<i>present when screen reader support is enabled</i>)	<i>in Google Chrome:</i> Alt + A <i>other browsers:</i> Alt + Shift + A
Sheet menu (<i>copy, delete, and other sheet actions</i>)	Alt + Shift + S
Context menu	Ctrl + Shift + \

Insert or delete rows or columns

Insert row above	<i>in Google Chrome:</i> Alt + I, then R <i>other browsers:</i> Alt + Shift + I, then R
Insert row below	<i>in Google Chrome:</i> Alt + I, then W <i>other browsers:</i> Alt + Shift + I, then W
Insert column to the left	<i>in Google Chrome:</i> Alt + I, then C <i>other browsers:</i> Alt + Shift + I, then C
Insert column to the right	<i>in Google Chrome:</i> Alt + I, then G <i>other browsers:</i> Alt + Shift + I, then G
Delete row	<i>in Google Chrome:</i> Alt + E, then D <i>other browsers:</i> Alt + Shift + E, then D
Delete column	<i>in Google Chrome:</i> Alt + E, then E <i>other browsers:</i> Alt + Shift + E, then E

Formulas

Show all formulas

Ctrl + ~

Insert array formula

Ctrl + Shift + Enter

Collapse an expanded array formula

Ctrl + E

Show/hide formula help

Shift + F1

(when entering a formula)

Screen reader support

Enable screen reader support

Ctrl + Alt + Z

[Learn more about using Google Sheets with a screen reader](#)

Read column

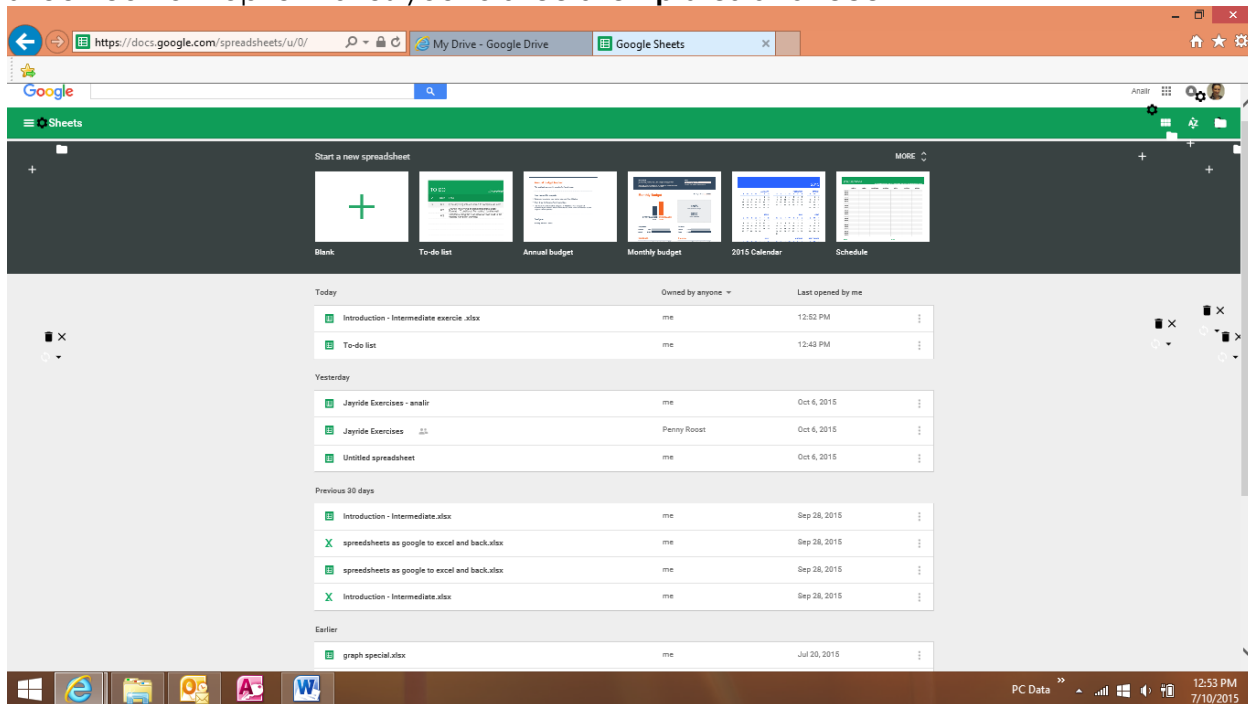
Ctrl + Alt + Shift + C

Read row

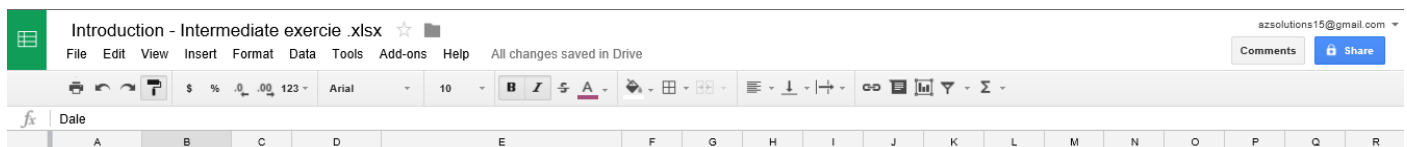
Ctrl + Alt + Shift + R

Sheet Icon

Sheet icon on top left takes you to **sheets templates** and **recent**

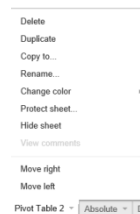


Toolbar



Sheets

Click on the arrow icon by the sheet name to see a list of options



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m: 0414 417 059

Different icons



Introduction - Intermediate.xlsx

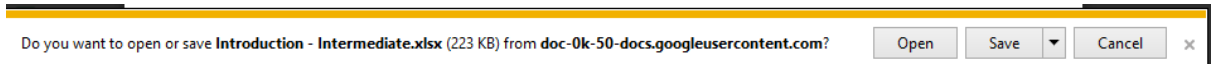
Excel work sheet



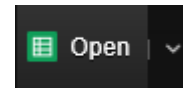
Introduction - Intermediate.xlsx

Google sheets

1. When double click to open if it is **google sheets formatted** it will open in google sheets
2. If double click in **excel worksheet format**
3. It opens up in this view
4. You can then **download**
5. Gives you the choice to **open** in google sheets or **save to Hard Drive** (Best Choice)

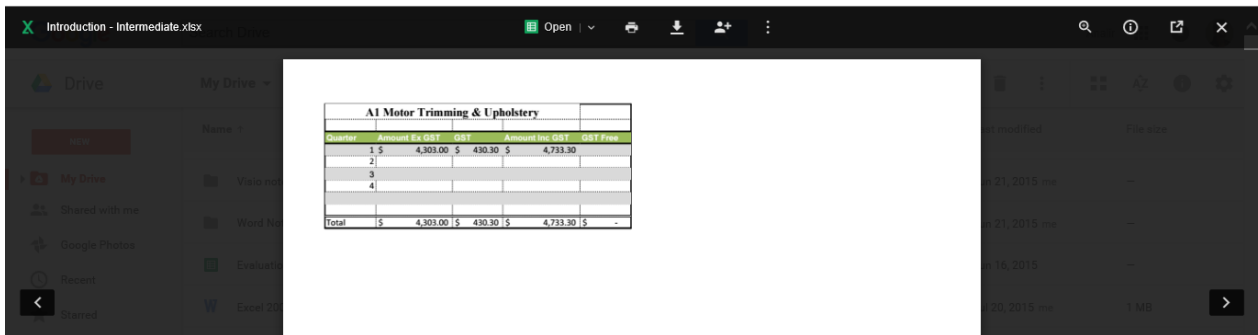


6. You can choose to open in **google sheets**
7. Press **open**
8. When you make changes this automatically creates a



duplicate

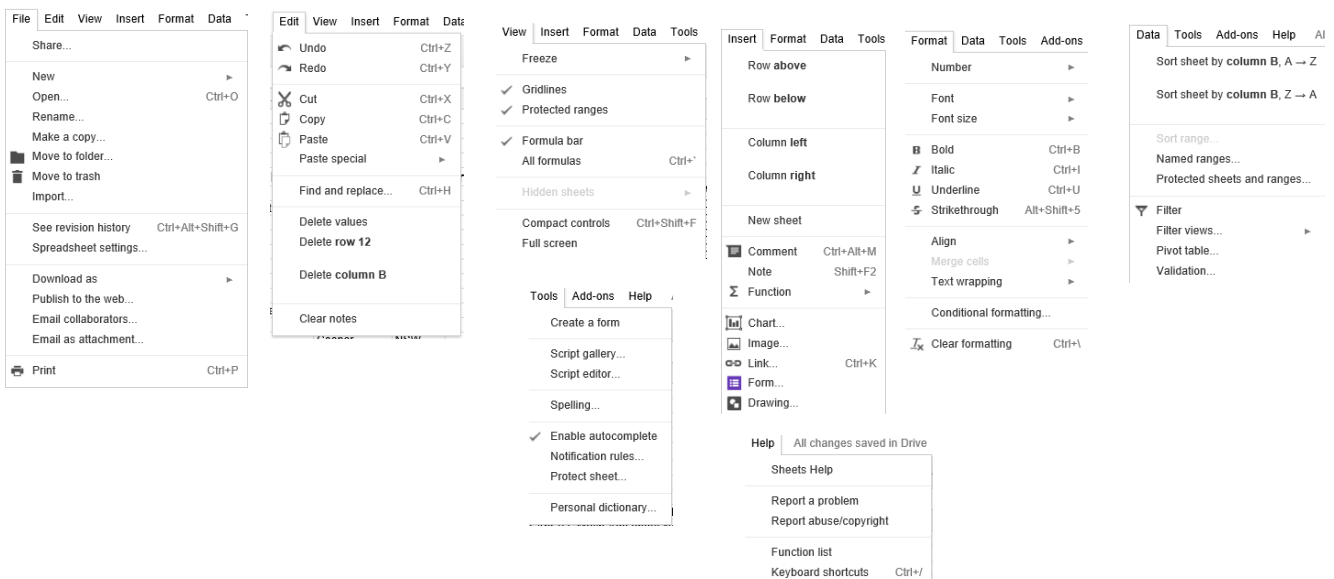
Best practise don't have excel sheets available in google sheets.



Menus

If you Press **view/full screen**

Press **Esc** to bring back Toolbars and Menus



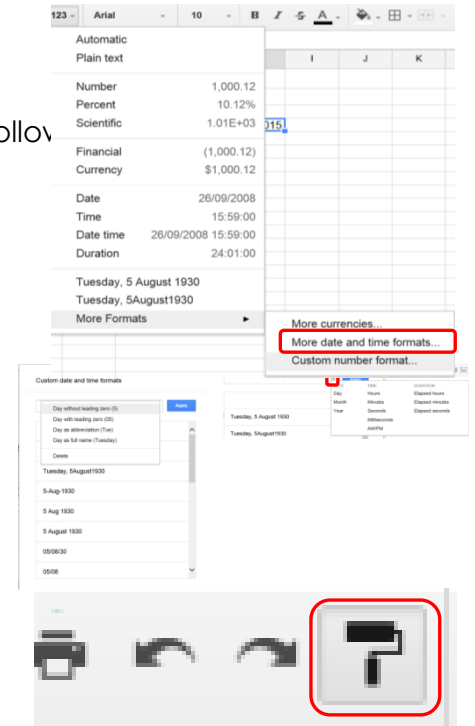
Dates

To insert current date

1. Press **Ctrl** ; this date will not update
2. **=Today()** will give you the current date it **WILL** updated the follow

Formatting Dates

1. Select the **Date**
2. From the **Toolbar** Select the **123** command
3. Select **More Formats/More Date and Time formats....**
4. Choose a **date** from the list or make you own
5. Click on the **drop down arrow**
6. Select **Date** and choose a style
7. Press **space** or comma
8. Follow the same steps and select month and year



Format Painter

Format painter will only allow you to apply the formatting **once**.

1. Select a **Cell** with the formatting attributes you like
2. Click the **Format Painter Once**
3. Select the **Cell** to apply to
4. Press **F4** to repeat your last step

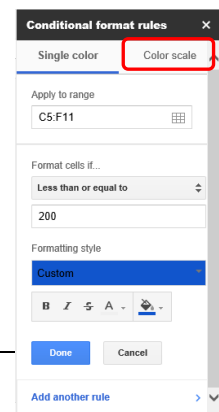
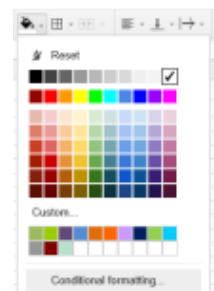
Conditional Formatting

Applies colour to cells based on a Criteria

1. Select the **cells** to have colour applied
2. Click on the **Fill Colour Icon**
3. Select **Conditional Formatting**
4. Select **Single Colour**
5. Click on the **Fill Colour Icon**
6. Press **Done**

Colour Scale

1. Select the **cells** to have colour applied
2. Click on the **Fill Colour Icon**
3. Select **Conditional Formatting**
4. Select **Colour Scale**
5. Click on the **Fill Colour Icon**
6. Press **Done**



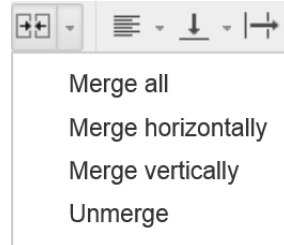
Auto Calculate

1. Select **Cells**
2. Look at **Bottom right** hand corner
3. Usually Sum of the cells you selected appears
4. Change to Max, Min, Count, Average...
5. **Right Mouse Click** and Select eg: **Max**

Merge Cells

To merge together several cells

1. Select several cells
2. From the Tool bar Select **Merge Cells**
3. If you want it centred
4. Press **Alignment Centre** command



Auto Fill

Type the following, Notice the months, Dates and numbers increment.

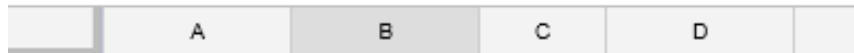
Notice Patterns when you select two items and then fill down or across

Jan	Monday	qtr1	Week 1	2	1-1-2015
				4	14-1-2015

Widen Columns

Position your mouse pointer **between** the **column letters** and drag to your right.

To **Auto fit** Double click



Hide/Unhide Columns and Rows

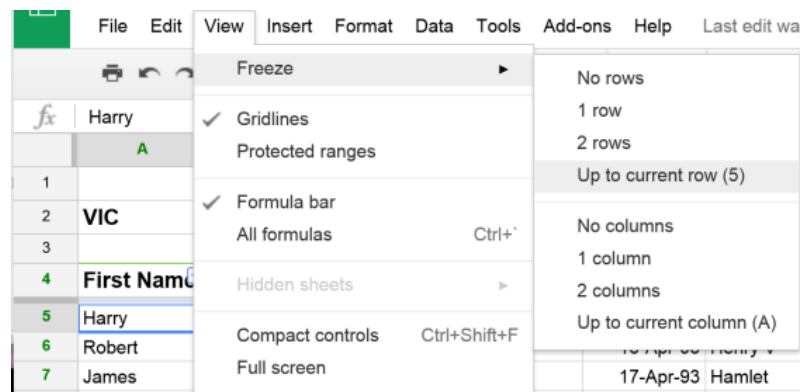
Right Mouse click on a Column or Row to hide

To unhide click on the **arrows** between the Column or Row

Freeze Pane

Allow you to keep row fixed while you roll or enter data below, same for Columns.

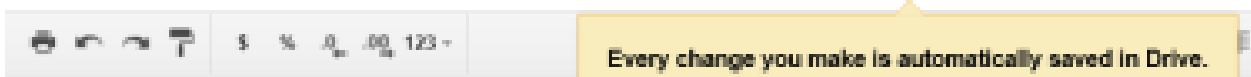
1. Select the **cell** to Freeze from
2. View **Freeze**
3. Select **up to current row**



Recover Sheets

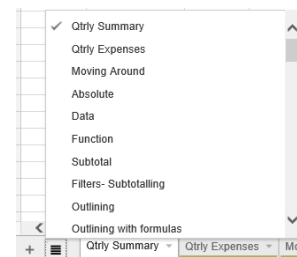
1. In line with the Menus you will find **Last edit was x minutes ago**
2. Click on the **link**

File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago



Navigation

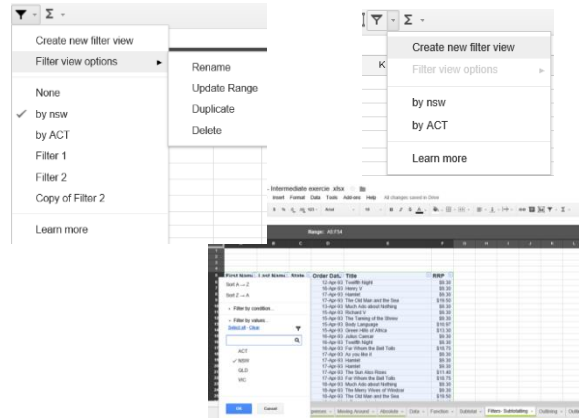
1. In google sheets you add **columns, rows** and **sheets** as you need them. The default is 1000 rows
2. Navigate to a specific sheet
3. Click on the **All Sheets** button on the bottom left
4. Press the **+** to add more sheets



Filter

You can save filters for later use.

1. Click in the **data** list
2. Click the drop down arrow on the Filter Icon
3. Select Create a **New Filter View**
4. On the top left **Type A Name** for this filter
5. Eg by NSW or By ACT



Formulas and Functions

When doing Formulas what is done first second third etc acronym is **BEDMAS**

B ()

Exponential eg 3m²

D /

M *

A +

S -

Eg; $5 + 2 * 10 = 25$

If you need **70** to be your answer

Add brackets to the formula
 $(5+2)*10 = 70$

All formulas and functions begin with **=**

1. Press **=**
2. Click in the **cell**
3. Press the **operator** (ie: + - * /)
4. Click in the next **cell** or enter a **value** eg: .10 (10%)



Basic Functions

Structure of a Function **Begins** with = followed by the **Function Name** enclosed in Brackets with a **Colon Symbol** **represents** a **range** of cells eg A1:A4

= Function Name (Range of Cells)

eg: Sum, Average, Max, Min

=Sum(A1:A4)

=Average(A1:A4)

=Max(A1:A4)

=Min(A1:A4)

	A	B
1	125	
2	25	
3	365	
4	125	
5	=SUM(A1:A4)	

Concatenate Function

This function is used to join the contents of cells. When Formatting is involved you will need to add the text function. Remember to allow for the space

fx | =A1&" "&B1

	A	B
1	Analir	\$3,000.00

Analir 3000 ×

=A1&" "&B1

=A1&text(B1," \$#,##.00")

	A	B	D
	Analir	\$3,000.00	

Analir \$3,000.00 ×

=A1&text(B1," \$#,##.00")

For dates format as " dd/mm/yy"

Subtotal Function

The subtotal code works when **hiding** and **un-hiding** columns/rows

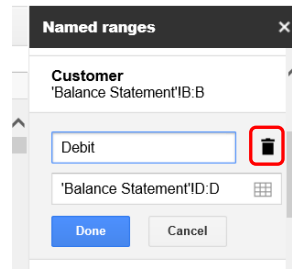
It does **NOT** work when filters are taking place

There is **NO SUBTOTAL** button in Google sheets like there is in Microsoft Excel

Function Code	Student Grade	Sales Record
AVERAGE	1	101
COUNT	2	102
COUNTA	3	103
MAX	4	104
MIN	5	105
PRODUCT	6	106
STDEV	7	107
STDEV	8	108
SUM	9	109
VAR	10	110
VARP	11	111

Edit and Delete a Range Name

1. **Data** Tab
2. Select **Named Ranges**
3. Hover over the range name to change
4. Click the **Pencil** icon (Edit)
5. The **Bin** icon appears Press it to delete



Vlookup

- The table must be **SORTED** by the *FIRST* column.
- **False** means exact match (or use a zero 0)
- **True** means nearest LOWEST (or use a 1) if you leave out the True it still means true
- V stands for Vertical lookup, H for horizontal lookup
- Vlookup can only **retrieve** data to the **Right** of the First column of the Table
- **Alternatively** use the Index and match functions together
- If you have lots of VLOOKUP using the same master list **replace** column value with a Match Function.

=Vlookup(Lookup value,Table,Col,False)



	Lookup Value	Retrievable
State	Inv no	amount
NSW	100	30
QLD	200	20
NSW	300	600

Define range names First

=Vlookup(D15,RATES,5)

Without a range name

=Vlookup(G3,\$B\$3:\$D\$10,2)

Arrays

The benefits of using arrays, is that the cells are protected without going into the protection process.

The first cell contains the array formula.

To create an array you must use these keys **Ctrl Shift Enter** then **Enter**

Create an Array

1. Select a group of figures
2. Press =
3. Select eg: **Group of Qty** figures
4. Select eg: **Group of amount** figures
5. Press **Ctrl Shift Enter**
6. Press **Enter**

Delete an Array

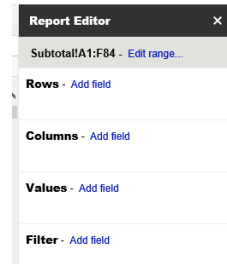
1. To delete all cells that are performing the array
2. Select the **First** cell which contains the formula
3. Press **Delete**

=ArrayFormula(F3:F9*G1)

Pivot Tables

A pivot table is used to summarize data; the Center part of the Pivot table is to calculate the sum, average...

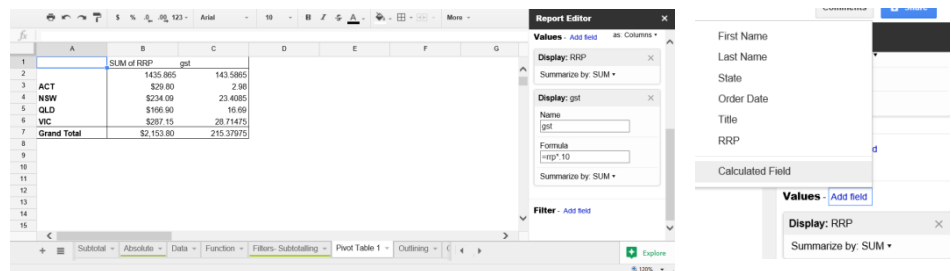
1. Select **Data** Tab
2. Select **Pivot tables**
3. Press the **Add Field** buttons for Rows/ Columns and Values
4. Once you have some fields in place you can Press Add Field for **Filters**



Be sure to make all formatting changes after you're done adding and sorting fields. Formatting changes, including conditional formatting, won't be applied to new cells in your pivot table report.

Create a calculated field

1. Under **Values** Field
2. Select **Add field**
3. Choose **Calculated Field**



Graphs

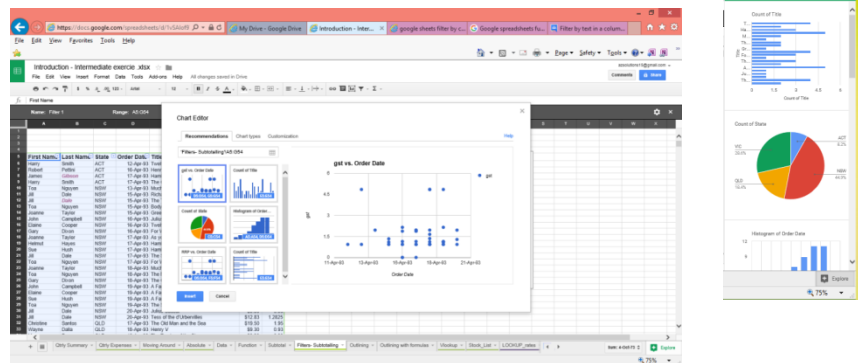
1. From a list of data graphs are created
2. Press on the bottom right corner on the **Explore** icon.
3. It presents you with **recommended graphs**.



It works it out by creating pivot table performing a count of state and providing graph options in the background.

You can also create a graph manually

1. Select the **data**
2. **Insert** Menu Select **Chart**
3. Right Click inside the **Chart**
4. Select **Series Column**
5. From the tool bar that appears
6. Select **the third icon** this will **change** the **axis** to the right
7. The **last** button will position **figures inside the series**



Data Validation

Use **List from a range** to select cells or use a Range Name
Use **List from Items** to enter the values separated by a comma.

When an error is made you can choose to show a warning only or present a dialog box with an error message

IF you **DON'T TICK Display in-cell button to show list** you will have to double click in the cell in order for the list values to display.

Creating a list

1. Create a range name
2. Select cells
3. Go to Menu Data/**Range Name**

To create a Data validation list

4. Select the cells to apply the list to
5. Go to the Menu Data/**Validation**
6. From **criteria** Select **List from a range** type the Name you gave your range name eg: customers

Protect Sheets and Ranges

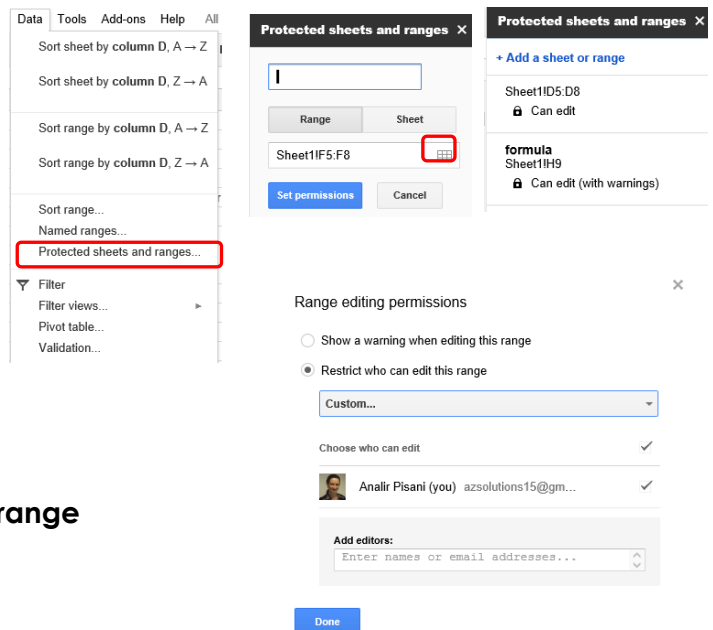
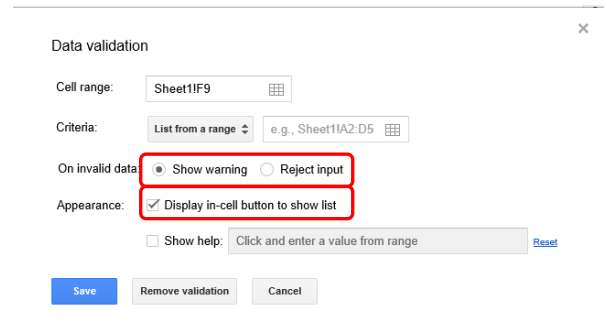
There are no passwords assigned to sheets or ranges for protection. Your email address is used as your authority of who can make changes.

Range

1. Data/**Protect sheets and Ranges...**
2. Press **Add a sheet or Range**
3. Select **Range**

This allows you to select specific cells to be protected ie: a formula

4. Type a Protection **name**
5. Pressing on the **grid icon**
6. Select the **cell** you want to protect
7. Select **Set Permissions**
8. If you choose **Restrict who can edit this range**
9. Select **custom**
10. Enter the **email addresses**

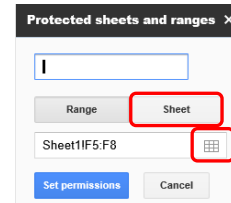


Sheet

1. Data/Protect sheets and Ranges...
2. Press **Add a sheet or Range**
3. Select **Sheet**

This protects the **entire sheet**

4. Type a Protection **name**
5. Select **Set Permissions**
6. If you choose **Restrict who can edit this range**
7. Select **custom**
8. Enter the **email addresses**
9. You know it's a sheet protection because a **Padlock** appears on the sheet name



Comments

Comments have a **yellow** tag and can have replies.

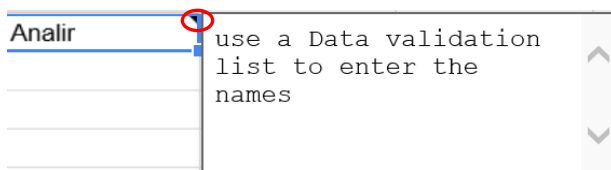
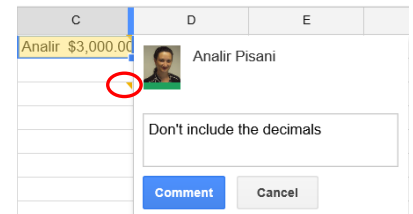
Click on the top right next to share button to see all comments and notifications in one place
You can also add comments from here

Notes

Notes are very similar to comments.

Notes have a **Black** tag and a scroll bar
they don't have reply options.

Both comments and notes can be found under the **Insert** menu



Clear Notes

1. Select the area where the notes are
2. Edit **clear Notes**
3. This will not clear the comments

Google sheets don't have

Text to column, subtotal, slicers, spark lines,
Headers/ Footer, Remove Duplicates, what if analysis
(goal seek, data tables, scenarios), Data consolidate, Group/ ungroup,

