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.

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.

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

2. Edit your Spreadsheet

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

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.

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

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 we want formatted

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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>name</td>
<td>address</td>
<td>phone number</td>
<td>on email list?</td>
</tr>
</tbody>
</table>

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.

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.

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

```
<table>
<thead>
<tr>
<th>name</th>
<th>address</th>
<th>phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collin</td>
<td>10 Dime cir</td>
<td>(321)987-6543</td>
</tr>
<tr>
<td>Zoey</td>
<td>50 Halved sq</td>
<td>(567)690-1234</td>
</tr>
<tr>
<td>Adam</td>
<td>1 First st</td>
<td>(123)888-9999</td>
</tr>
<tr>
<td>Betty</td>
<td>100 Century In</td>
<td>(987)456-7890</td>
</tr>
<tr>
<td>Jenny</td>
<td>4 Quad rd</td>
<td>(123)867-5309</td>
</tr>
<tr>
<td>Zoey</td>
<td>50 Halved sq</td>
<td>(567)890-1234</td>
</tr>
</tbody>
</table>
```

```
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.

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.