

Intro to Google Sheets

Day 1

We acknowledge that we are located on Treaty One Territory and in the heartland of the Métis Nation. We recognize the mistakes of the past and believe in reconciliation, cooperation and moving forward in partnership with Indigenous communities.



What is Tech Manitoba

Why is this free?

- Tech Manitoba is a not-for-profit that aims to help the tech industry in Manitoba flourish
- TechMB's digital literacy program provides free computer courses
- Federal funding allows us to provide these courses for free: to help us continue to get funding, please complete the survey after the course

Introduction



[Instructor Name]
[Instructor email]

Students Introduction

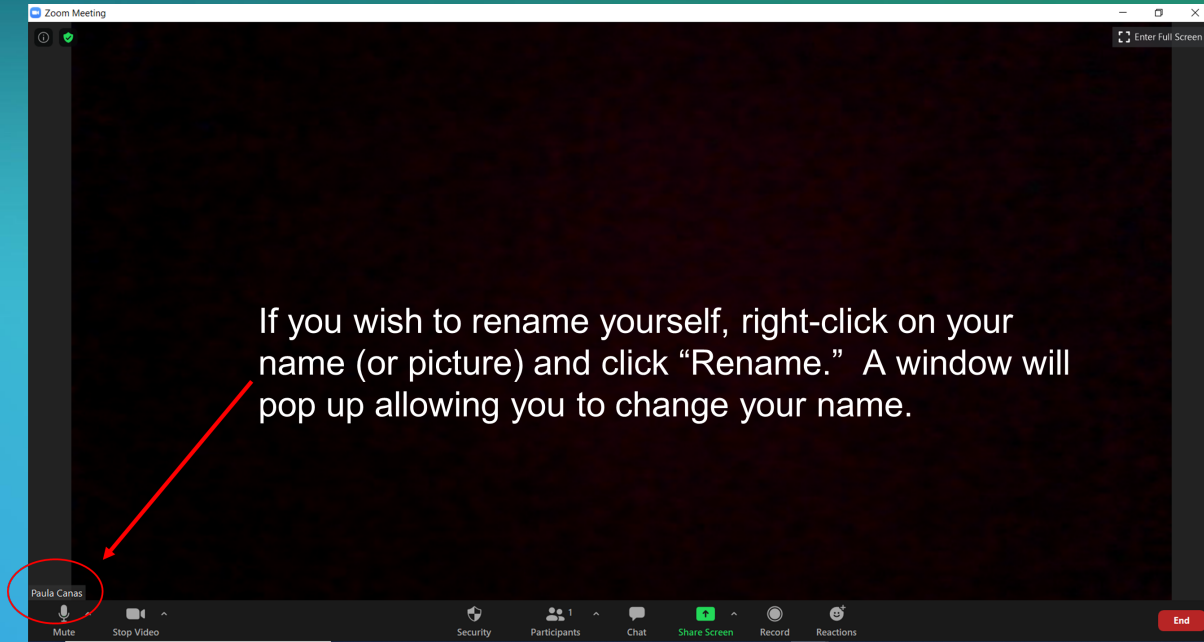
- What is your name?
- Country of origin?
- Occupation?
- What do you expect to learn?

Housekeeping tasks

- Registration Forms - Please fill out if not done already
- Media Release agreement – Please read and sign if you are willing to be photographed
- End of Course Survey - Will be done after completion of the course
- You **MUST** complete the survey at the end of the course to receive your certificate. Please complete this survey as it allows us to get funding from the government and continue delivering these free courses
- You will need to be signed into Google for this course

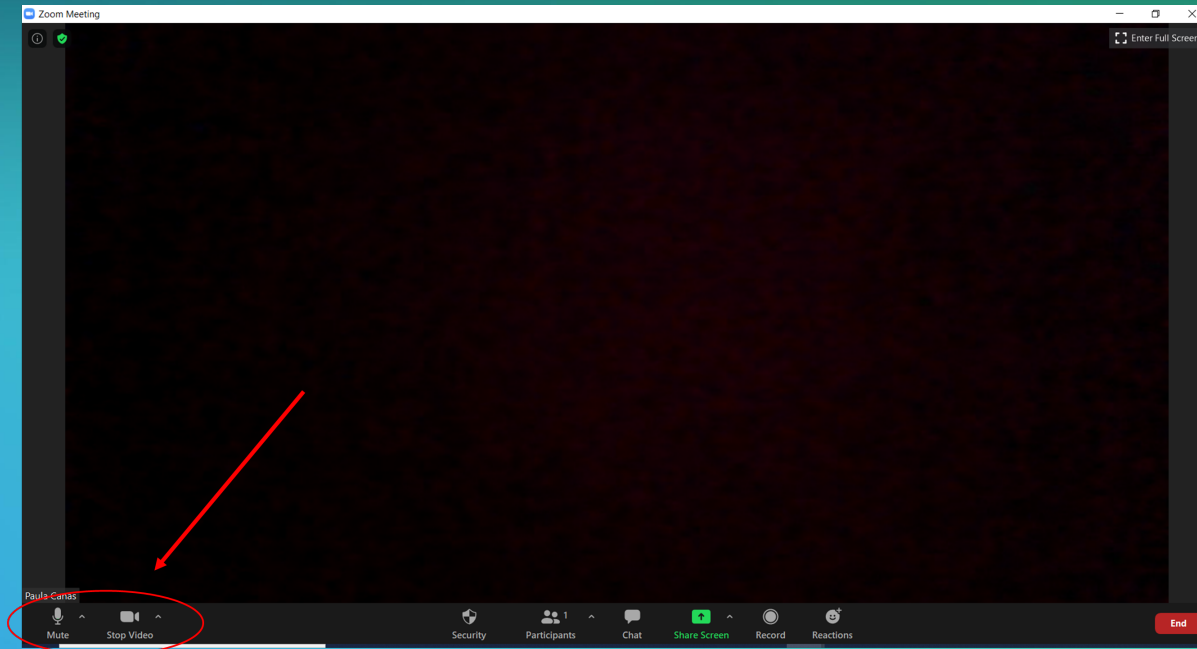
How to use Zoom: RENAME

Button is at the bottom left corner of your screen



How to use Zoom: MUTE & VIDEO

Buttons are at the bottom left corner of your screen

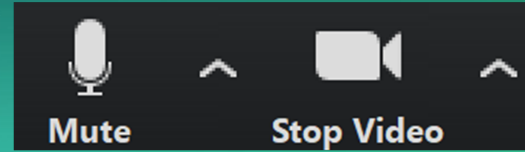


How to use Zoom: MUTE & VIDEO

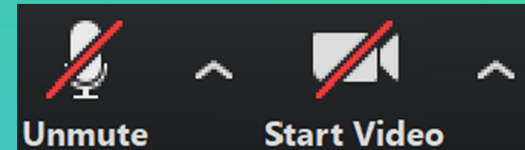
Click on the button to mute/unmute or start/stop video.

A red line crossing through the microphone or camera means that it is muted or off.

Microphone and Camera ON



Microphone and Camera OFF

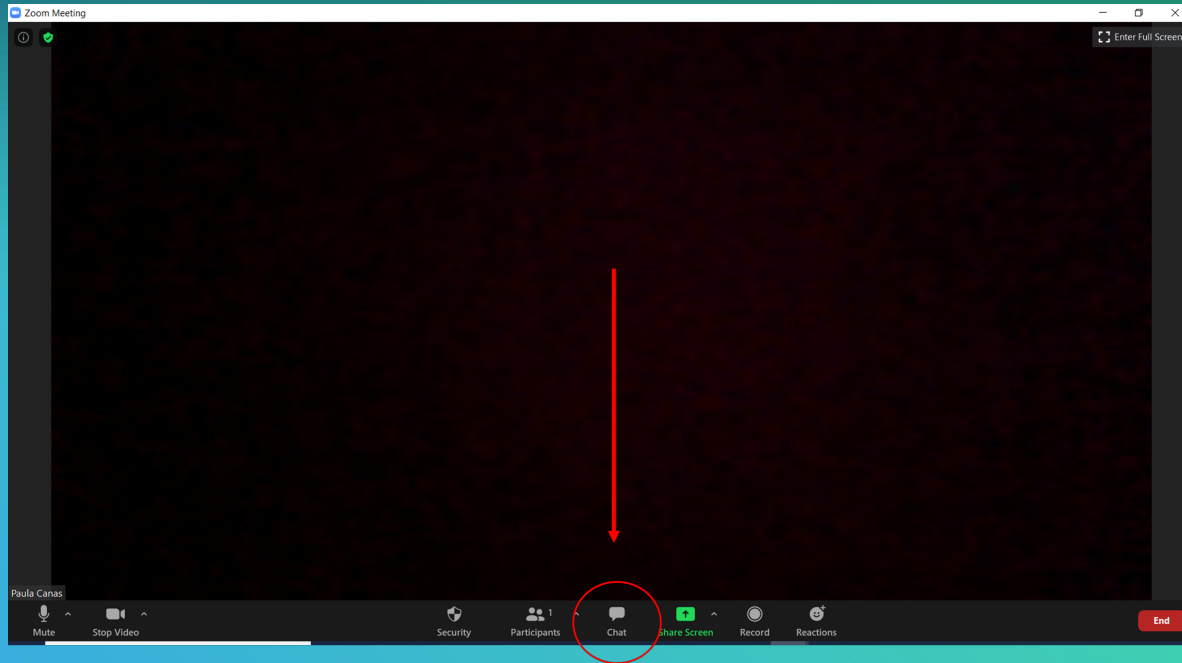


Important: *Please mute yourself when you are not speaking, otherwise everyone will be able to hear your background noise.*

The mute shortcut is Alt + A

How to use Zoom: CHAT

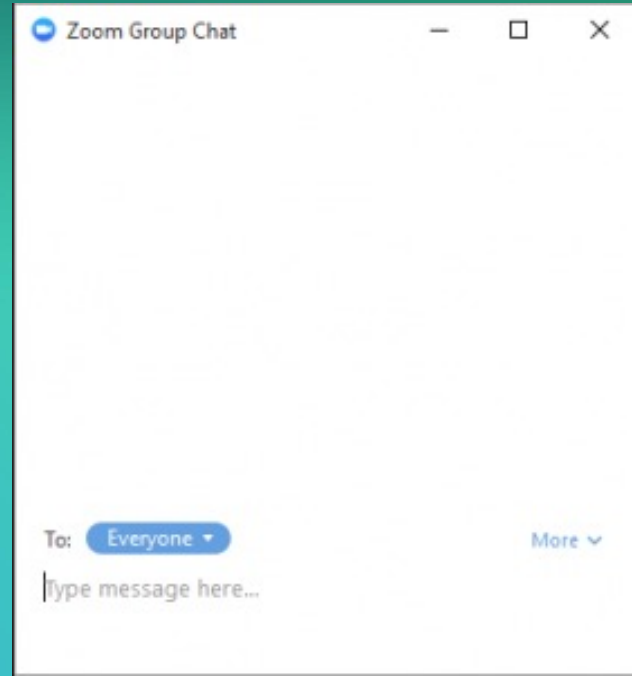
Button is at the bottom middle section of your screen



How to use Zoom: CHAT

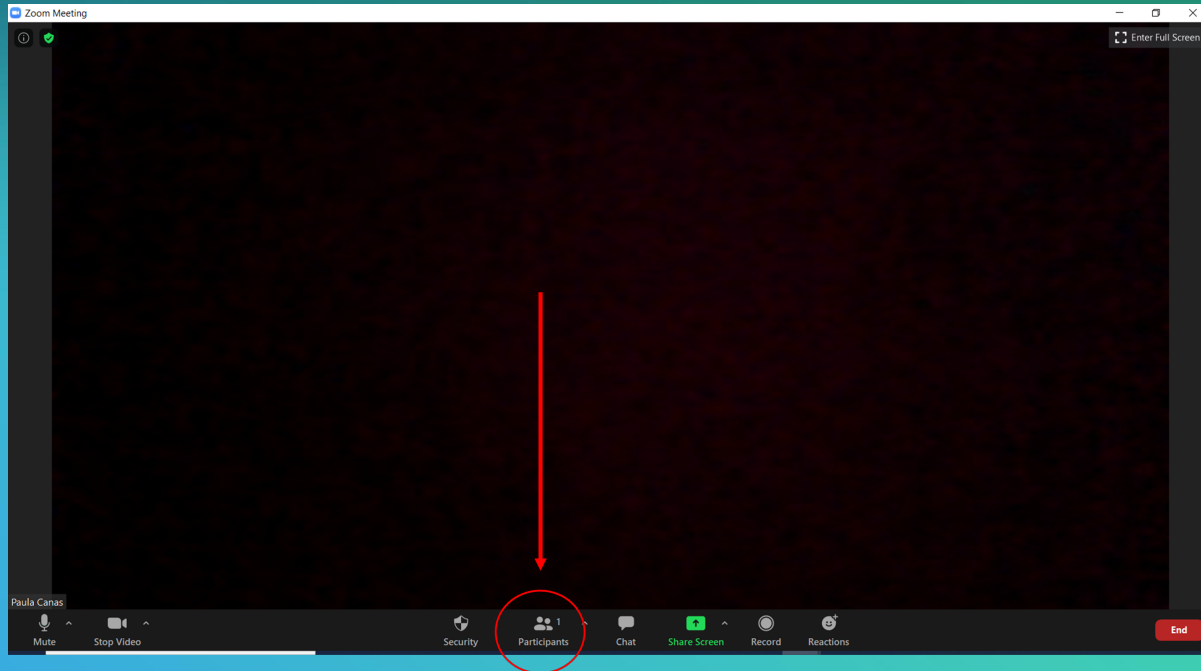
Use the chat function to:

- Ask & answer questions
- Chat with the group
- Private message with other participants or message your instructor for tech support



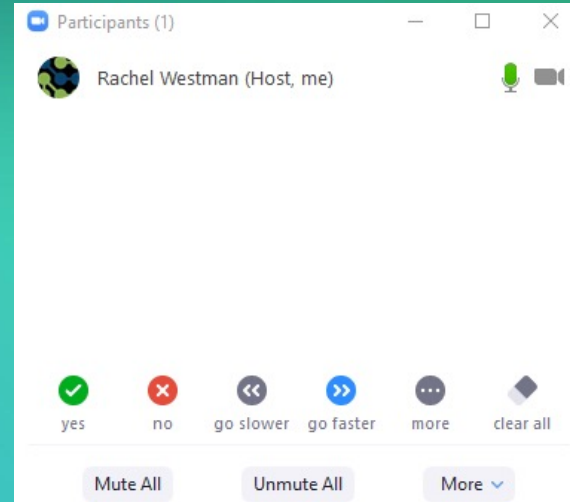
How to use Zoom: PARTICIPANTS

Button is at the bottom middle section of your screen



How to use Zoom: PARTICIPANTS

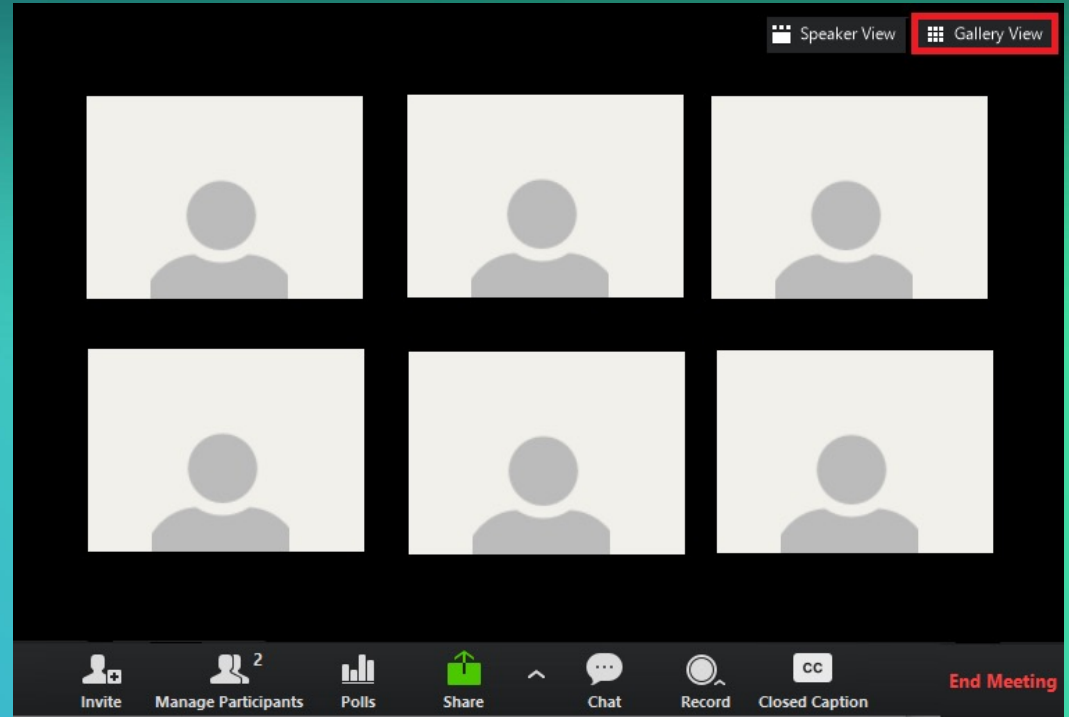
Use the participants function to quickly respond to questions from the speaker/host with non-verbal feedback



How to use Zoom: VIDEO LAYOUT

There are 3 video layouts located at the top right corner of your screen:

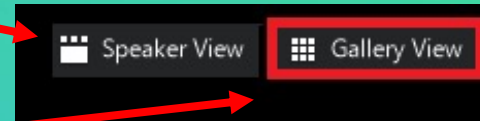
- (Active) Speaker View
- Gallery View
- Floating thumbnail window (when you minimize ZOOM)



How to use Zoom: VIDEO LAYOUT

Select the Speaker View when the instructor is teaching.

Select the Gallery view for Q&A and when participating in discussions.



Intro to Google Sheets

Learning Outcomes for this course

- Get started using Google Drive
- Familiarize yourself with Google Sheets interface and create files/sheets
- Learn how to format cells and modify columns and rows
- Create simple formulas
- Learn how to use cell references



- What do you use spreadsheets for?
- What are a few situations where you might want to collaborate on a spreadsheet with others?





Sign in to your Google account

- You will need a Google account to get started. Create one if you haven't already at google.com
- Sign in to your account

Gmail

Images



Sign in



Sign in

with your Google Account

Email or phone

[Forgot email?](#)

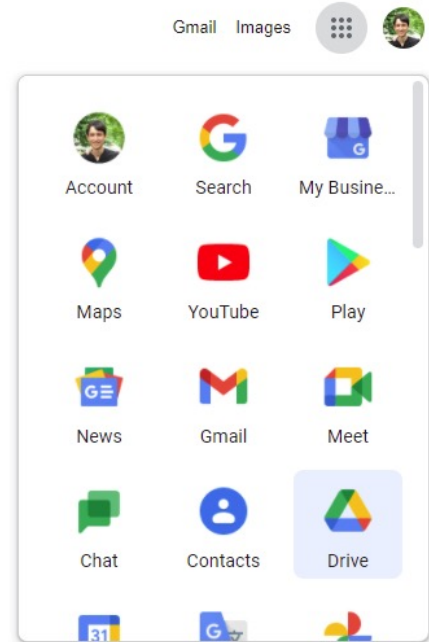
Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

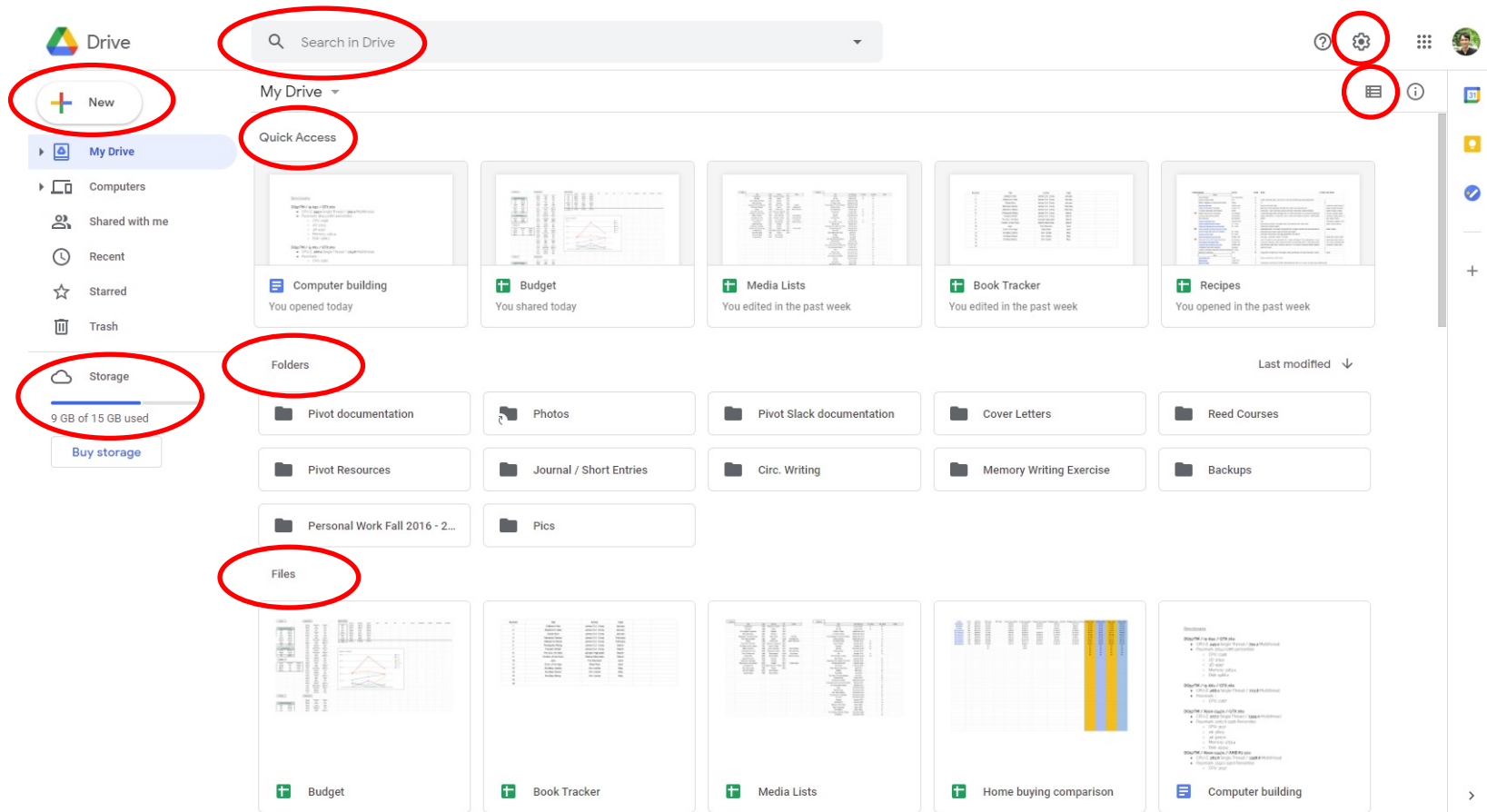
Next

- Once you are signed in, you can access Google Drive at drive.google.com or by clicking the apps icon in the top left at google.com
- Drive is great for backups, as it can store any type of file, including pictures, pdfs, and MS Office files
- You can link Drive to your desktop with the [desktop app](#) to upload files directly to Drive from your computer's file browser

At google.com:



A brief overview of Drive: Interface



The screenshot displays the Google Drive web interface. Several key components are highlighted with red circles:

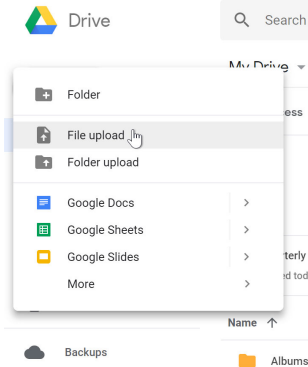
- Search Bar:** Located at the top center, labeled "Search in Drive".
- New Button:** A button with a plus icon and the word "New", located in the top left navigation area.
- Left Navigation Panel:** Contains links to "My Drive", "Computers", "Shared with me", "Recent", "Starred", "Trash", and "Storage". The "Storage" link is circled, showing a progress bar for "9 GB of 15 GB used" and a "Buy storage" button.
- Quick Access:** A section below the navigation panel showing recently accessed items like "Computer building" (opened today), "Budget" (shared today), "Media Lists" (edited past week), "Book Tracker" (edited past week), and "Recipes" (opened past week).
- Folders:** A section below Quick Access displaying various folders such as "Pivot documentation", "Photos", "Pivot Slack documentation", "Cover Letters", "Reed Courses", "Pivot Resources", "Journal / Short Entries", "Circ. Writing", "Memory Writing Exercise", "Backups", "Personal Work Fall 2016 - 2...", and "Pics".
- Files:** A section at the bottom showing individual files, including "Budget", "Book Tracker", "Media Lists", "Home buying comparison", and "Computer building".
- Top Right:** Contains a help icon (?), a settings gear icon, a grid icon, and a user profile picture.
- Right Side Panel:** A vertical sidebar on the far right with icons for Google apps (Gmail, Calendar, etc.) and a plus sign to expand more.

A brief overview of Drive: Uploading

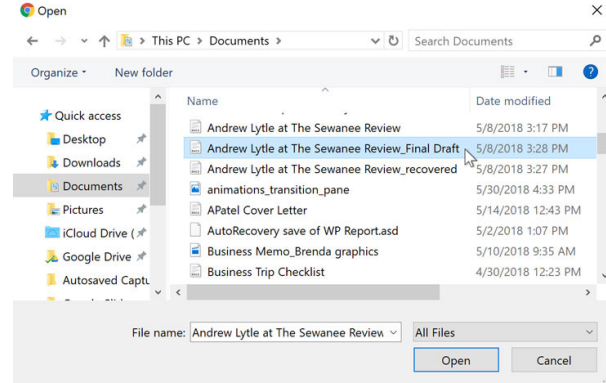
1.



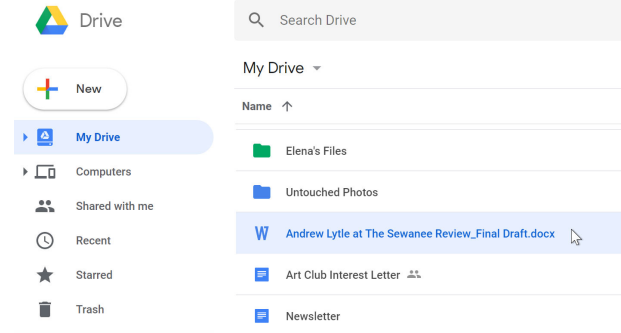
2.



3.



4.

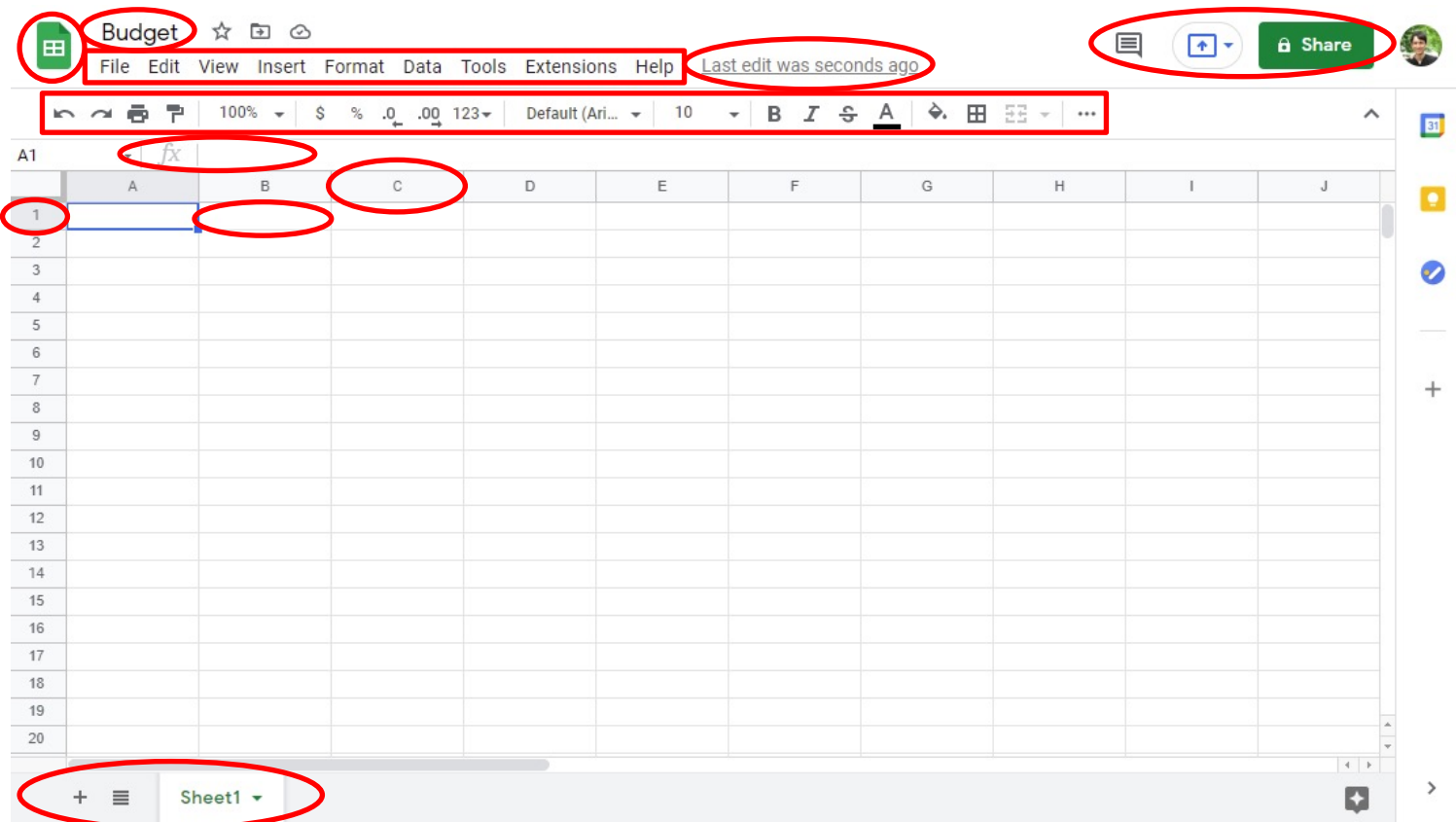


You can also simply click and drag the files you want to upload into Drive, or use the Drive desktop app

Spreadsheets are an incredibly useful way to organize data

GOOGLE SHEETS
GETTING
STARTED





The screenshot displays the Google Sheets interface with several key components highlighted by red circles:

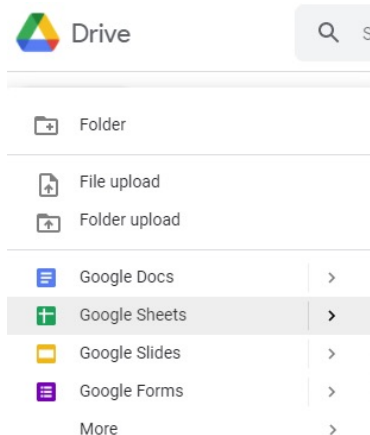
- Top Bar:**
 - The **Budget** title and the **File** menu are circled.
 - The **Share** button is circled.
 - The status **Last edit was seconds ago** is circled.
- Toolbar:** The entire toolbar, including undo, redo, print, and various formatting options, is circled.
- Grid:**
 - The **A1** cell address is circled.
 - The **1** row header is circled.
 - The **A** column header is circled.
 - The **C** column header is circled.
- Bottom Bar:** The **Sheet1** tab is circled.

Creating & naming a new spreadsheet

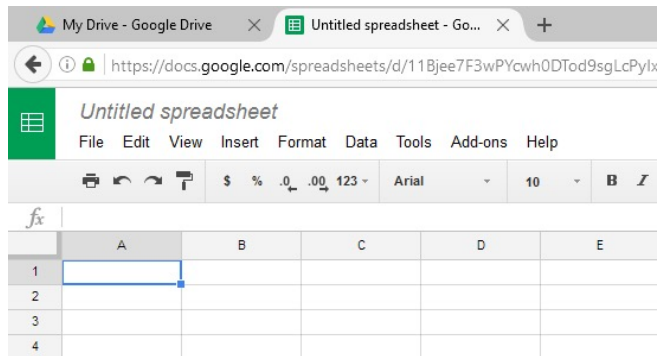
1.



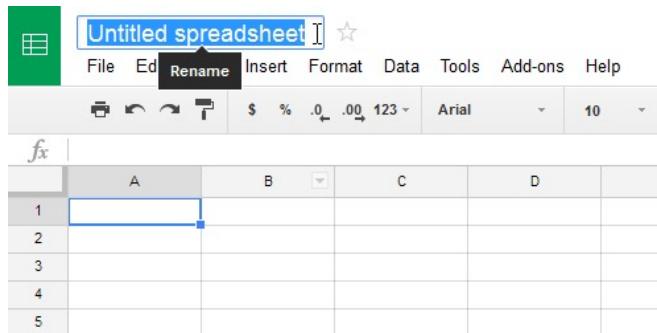
2.



3.

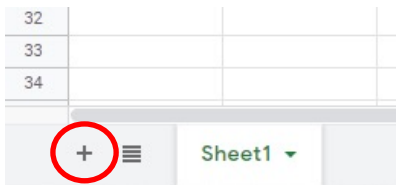


4.

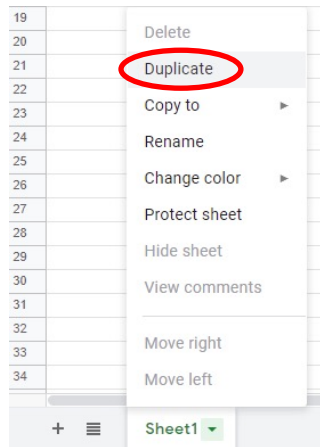


There is no need to **Save** in Drive. Your files are all automatically saved as you edit.

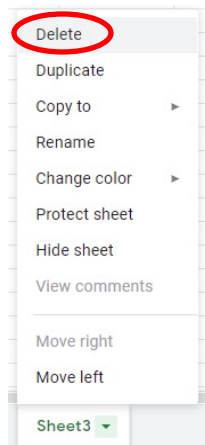
Add a sheet tab:



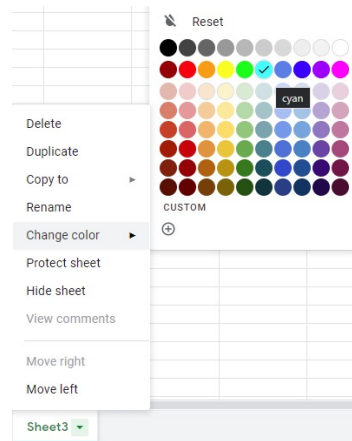
Duplicate a sheet tab:



Delete a sheet tab:



Add color to a tab:

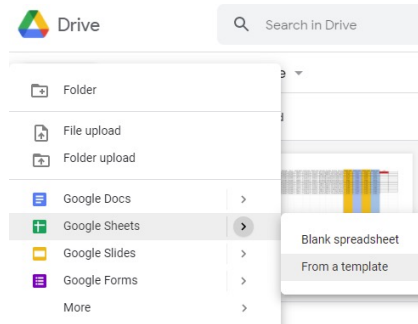


Creating a new spreadsheet: Templates

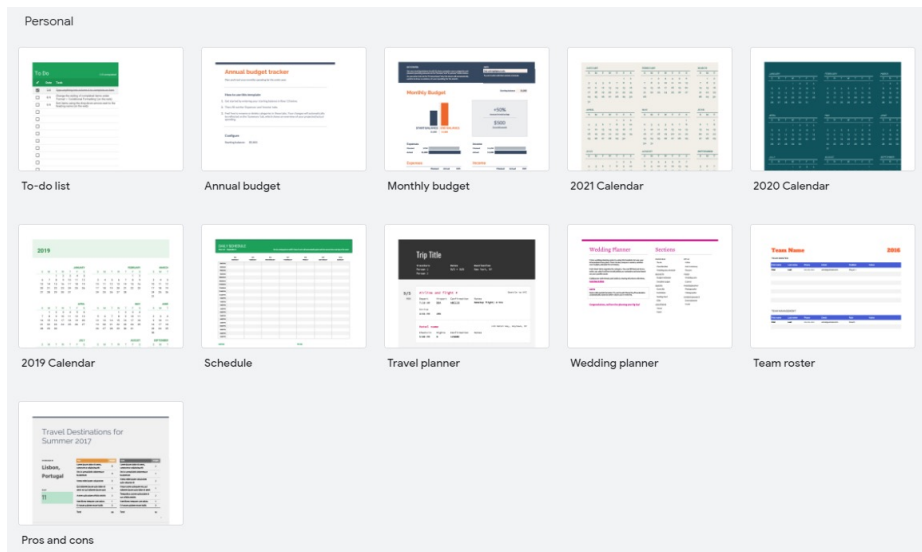
1.



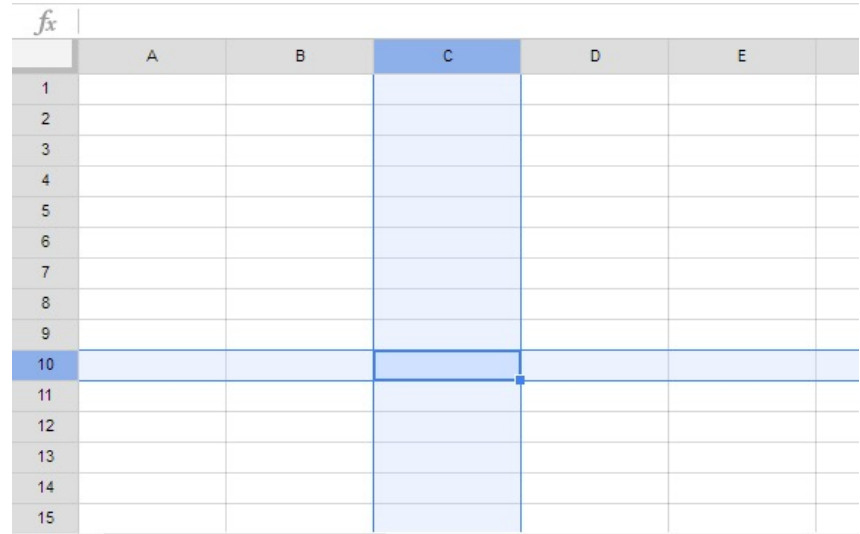
2.



3.



- Spreadsheets are made up of thousands of rectangles called cells
- A cell is the intersection of a row and a column. Rows are numbered and columns are lettered
- Cells have addresses: cell C10 is selected in this screenshot



A screenshot of a spreadsheet interface. The column headers are A, B, C, D, E. The row numbers are 1 through 15. Cell C10 is selected, highlighted in blue. A small blue square handle is visible at the bottom-right corner of the selected cell. The formula bar at the top left shows 'fx'.

fx	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

You can select multiple cells by clicking and dragging or holding shift and using the arrow keys

Cell range A2:A8

<i>fx</i>	5/6/2016	
	A	B
1	Date	Sales
2	5/6/2016	\$100.00
3	5/7/2016	\$121.00
4	5/8/2016	\$86.00
5	5/9/2016	\$25.00
6	5/10/2016	\$154.00
7	5/11/2016	\$110.00
8	5/12/2016	\$80.00

Cell range A2:B8

<i>fx</i>	5/6/2016	
	A	B
1	Date	Sales
2	5/6/2016	\$100.00
3	5/7/2016	\$121.00
4	5/8/2016	\$86.00
5	5/9/2016	\$25.00
6	5/10/2016	\$154.00
7	5/11/2016	\$110.00
8	5/12/2016	\$80.00

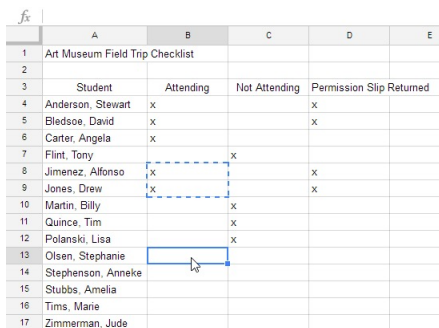
- Cells can be formatted to change the way letters, numbers, and dates are displayed. For example, percentages can appear as 0.15 or 15%
- Cells can contain formulas and functions that calculate cell values. For example, cell B9 contains a formula that adds up cells B2:B8

fx | =SUM(B2:B8)

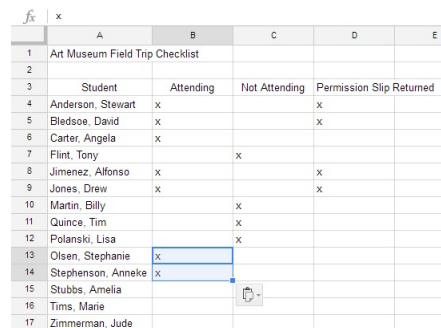
	A	B	C
1	Date	Sales	Percentage of Total
2	May 6	\$100.00	14.79%
3	May 7	\$121.00	17.90%
4	May 8	\$86.00	12.72%
5	May 9	\$25.00	3.70%
6	May 10	\$154.00	22.78%
7	May 11	\$110.00	16.27%
8	May 12	\$80.00	11.83%
9	Total Sales	\$676.00	

- To edit a cell, click on the cell and start typing. You can also edit a cell using the formula bar
- To delete cell contents, select the cell and press Delete or Backspace

To copy and paste the contents of one or more cells, select the cell(s) and press **Ctrl + C**. A dotted line will appear around the copied cell(s). Press **Ctrl + V** to paste



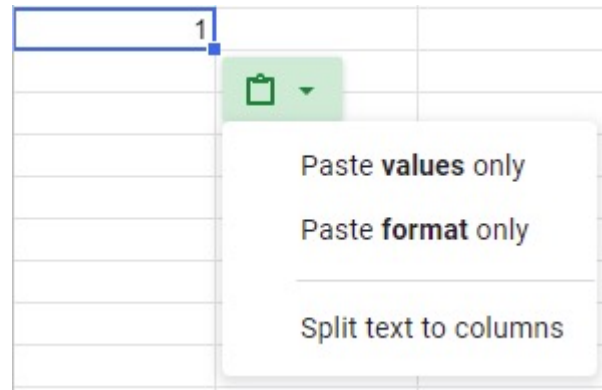
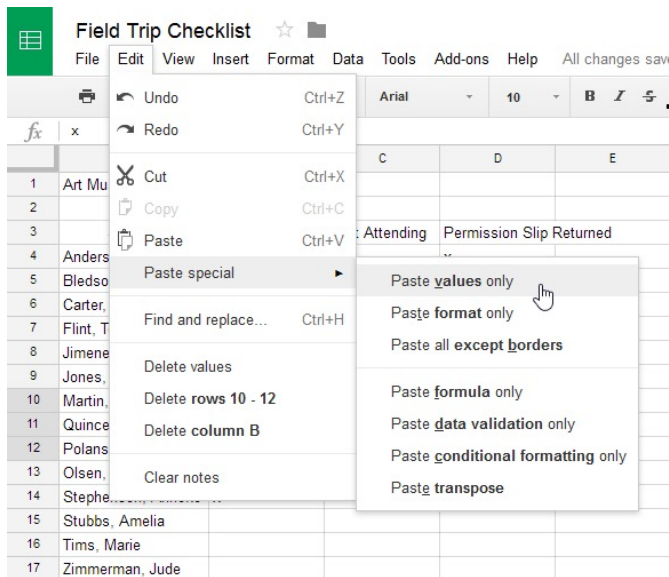
	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy		x		
11	Quince, Tim		x		
12	Polanski, Lisa		x		
13	Olsen, Stephanie				
14	Stephenson, Anneke				
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy		x		
11	Quince, Tim		x		
12	Polanski, Lisa		x		
13	Olsen, Stephanie	x			
14	Stephenson, Anneke	x			
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

To cut and paste, use the same method, but use **Ctrl + X** instead of **Ctrl + C**

Paste special is super useful for copying only certain elements of a cell's content. After copying, use **Paste special** in either the **Edit** menu or the **small clipboard icon** that pops up after you paste



The fill handle will automatically predict how you want to fill a sequence of cells. This can be used to fill numbers, dates, and even days of the week

First, enter the **first few values** in the sequence and select the cells

	A
1	1
2	2
3	
4	
5	
6	
7	
8	
9	
10	

Click and drag the **little square** in the bottom right of selected cells

	A
1	1
2	2
3	
4	
5	
6	
7	
8	
9	
10	

...and your sequence will be automatically filled

	A
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10

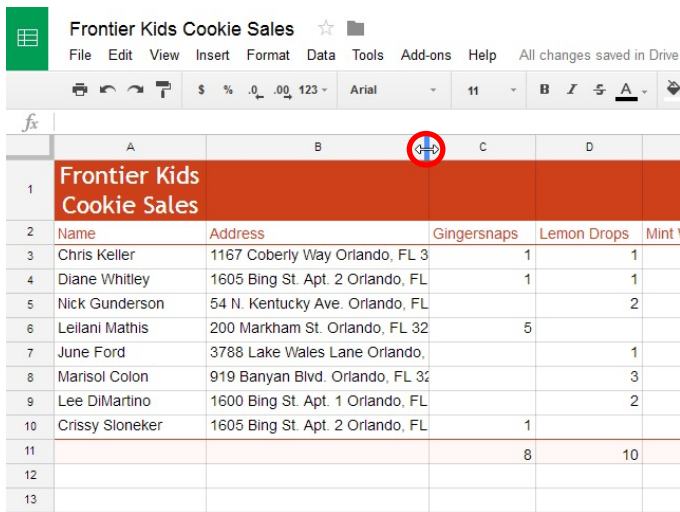
- Open Google Sheets and create a new blank spreadsheet
- Rename it from Untitled Spreadsheet to **Practice Spreadsheet**
- In cell **A1**, type the date using the format **M/D/YY** (e.g. 6/18/21)
- Use the **fill handle** to add dates to cells A2:A10
- **Cut and paste** the values to cells B1:B10
- Delete the content in cell **B5**

The spreadsheet should look something like this when you're done:

[illegible]

Columns and rows start out with a default size.
This size might be too small for your data and cut it off.
Here is how to adjust column width or row height:

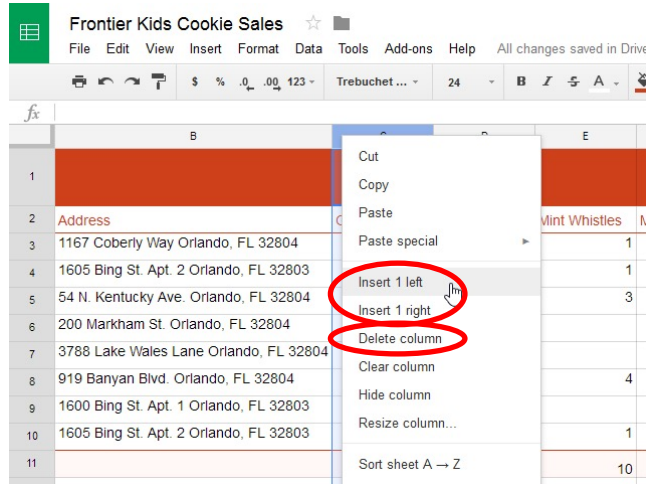
Mouse over the space between columns,
then click and drag to adjust the width



	A	B	C	D	E
1	Frontier Kids Cookie Sales				
2	Name	Address	Gingersnaps	Lemon Drops	Mint
3	Chris Keller	1167 Coberly Way Orlando, FL 3	1	1	
4	Diane Whitley	1605 Bing St. Apt. 2 Orlando, FL	1	1	
5	Nick Gunderson	54 N. Kentucky Ave. Orlando, FL		2	
6	Leilani Mathis	200 Markham St. Orlando, FL 32	5		
7	June Ford	3788 Lake Wales Lane Orlando,		1	
8	Marisol Colon	919 Banyan Blvd. Orlando, FL 32		3	
9	Lee DiMartino	1600 Bing St. Apt. 1 Orlando, FL		2	
10	Crissy Sloneker	1605 Bing St. Apt. 2 Orlando, FL	1		
11			8	10	
12					
13					

- Use the same method to adjust row height, mousing over the space between rows instead
- You can also select multiple rows or columns and adjust their sizes all at once
- To autosize a column's width, double click the space between columns. The column will adjust to fit the content

To insert a column, right click one of the existing columns:



- Use the same method to insert a row
- You can also select multiple columns or rows and right click to insert multiple columns or rows at once, or delete them
- Deleting a column/row is different than clearing its contents: deleting causes the other columns/rows to shift
- Click and drag a column or row to move it

Wrapping text and merging cells

If your cell contents are too long to be displayed in a single cell, you might decide to **wrap the text** or **merge the cell** rather than resize the column

First, select the cells you want to wrap

Open the text-wrapping menu and click the **wrap** button

The cells will resize to fit the wrapped content

Frontier Kids Cookie Sales

	A	B	C	D
1	Frontier Kids Cookie Sales			
2	Name	Phone	Address	Gingersnaps
3	Chris Keller	321-555-2740	1167 Coberly Way Orlando, FL 32804	1
4	Diane Whitley	321-555-2911	1605 Bing St. Apt. 2 Orlando, FL 32803	1
5	Nick Gunderson	321-555-6900	54 N. Kentucky Ave. Orlando, FL 32804	
6	Leilani Mathis	321-555-6648	200 Markham St. Orlando, FL 32804	5
7	June Ford	321-555-2776	3788 Lake Wales Lane Orlando, FL 32804	
8	Marisol Colon	321-555-2843	919 Banyan Blvd. Orlando, FL 32804	
9	Lee DiMartino	321-555-1725	1600 Bing St. Apt. 1 Orlando, FL 32803	
10	Crissy Stoneker	321-555-9068	1605 Bing St. Apt. 2 Orlando, FL 32803	1
11				8



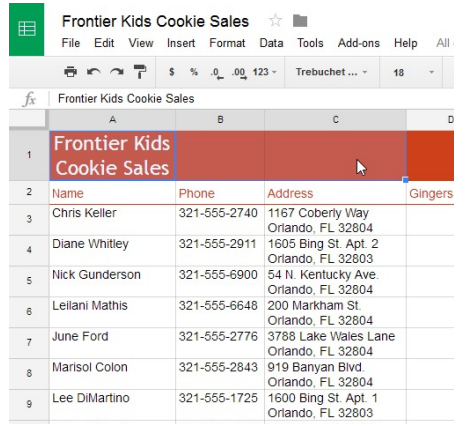
Frontier Kids Cookie Sales

	A	B	C	D
1	Frontier Kids Cookie Sales			
2	Name	Phone	Address	Gingersnaps
3	Chris Keller	321-555-2740	1167 Coberly Way Orlando, FL 32804	1
4	Diane Whitley	321-555-2911	1605 Bing St. Apt. 2 Orlando, FL 32803	1
5	Nick Gunderson	321-555-6900	54 N. Kentucky Ave. Orlando, FL 32804	
6	Leilani Mathis	321-555-6648	200 Markham St. Orlando, FL 32804	5
7	June Ford	321-555-2776	3788 Lake Wales Lane Orlando, FL 32804	
8	Marisol Colon	321-555-2843	919 Banyan Blvd. Orlando, FL 32804	
9	Lee DiMartino	321-555-1725	1600 Bing St. Apt. 1 Orlando, FL 32803	
10	Crissy Stoneker	321-555-9068	1605 Bing St. Apt. 2 Orlando, FL 32803	1
11				8

Wrapping text and merging cells

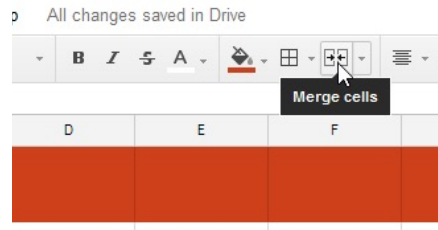
To merge cells:

First, select the cells you want to merge

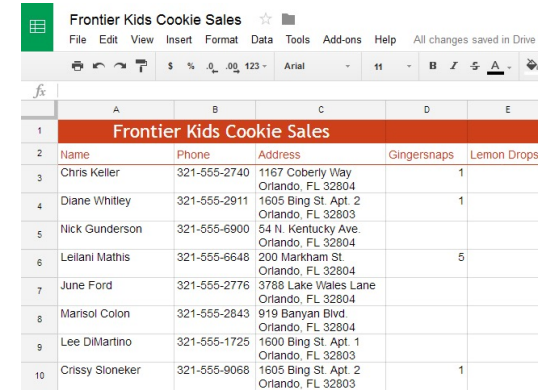


	A	B	C	D
1	Frontier Kids Cookie Sales			
2	Name	Phone	Address	Gingersnaps
3	Chris Keller	321-555-2740	1167 Coberly Way Orlando, FL 32804	
4	Diane Whitley	321-555-2911	1605 Bing St. Apt. 2 Orlando, FL 32803	1
5	Nick Gunderson	321-555-6900	54 N. Kentucky Ave. Orlando, FL 32804	
6	Leilani Mathis	321-555-6648	200 Markham St. Orlando, FL 32804	5
7	June Ford	321-555-2776	3788 Lake Wales Lane Orlando, FL 32804	
8	Marisol Colon	321-555-2843	919 Banyan Blvd. Orlando, FL 32804	
9	Lee DiMartino	321-555-1725	1600 Bing St. Apt. 1 Orlando, FL 32803	

Select the merge cells button or choose Merge cells in the Format menu

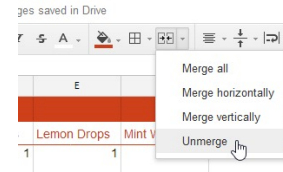


The cells will be merged into a single cell



	A	B	C	D	E
1	Frontier Kids Cookie Sales				
2	Name	Phone	Address	Gingersnaps	Lemon Drops
3	Chris Keller	321-555-2740	1167 Coberly Way Orlando, FL 32804		
4	Diane Whitley	321-555-2911	1605 Bing St. Apt. 2 Orlando, FL 32803	1	
5	Nick Gunderson	321-555-6900	54 N. Kentucky Ave. Orlando, FL 32804		
6	Leilani Mathis	321-555-6648	200 Markham St. Orlando, FL 32804	5	
7	June Ford	321-555-2776	3788 Lake Wales Lane Orlando, FL 32804		
8	Marisol Colon	321-555-2843	919 Banyan Blvd. Orlando, FL 32804		
9	Lee DiMartino	321-555-1725	1600 Bing St. Apt. 1 Orlando, FL 32803		
10	Crissy Sloneker	321-555-9068	1605 Bing St. Apt. 2 Orlando, FL 32803	1	

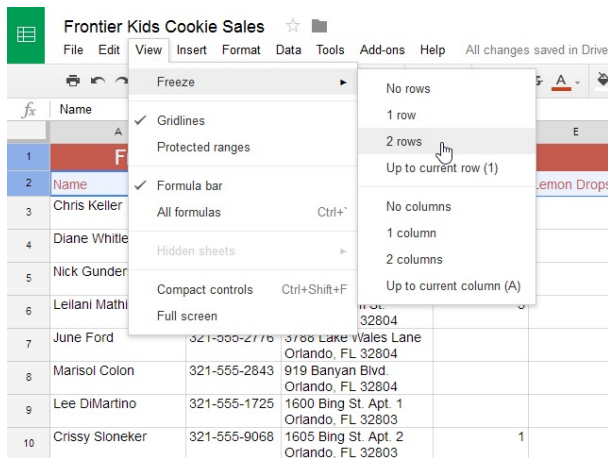
Use the Merge cell button menu to unmerge if needed



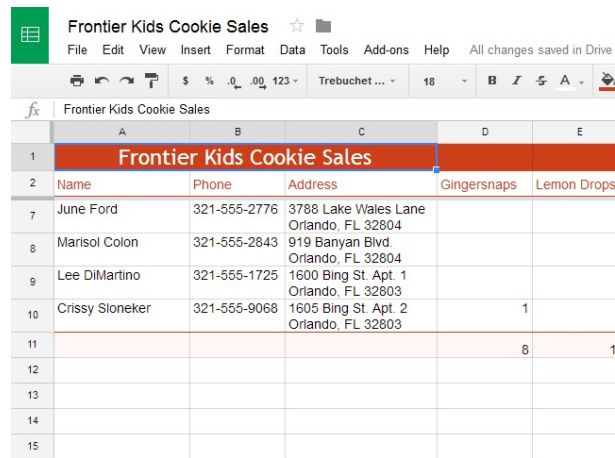
Freezing rows and columns

You may want to a certain row or column to be in view at all times, especially when using headers. Freezing a row or column keeps it in view even when you scroll down or to the right

Select the View menu and mouse over **Freeze**. We'll freeze the top two rows in this example



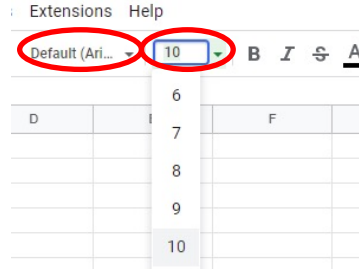
The top two rows are frozen. We can scroll down and they will remain in view



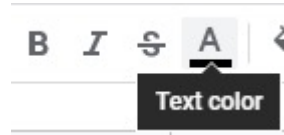
The screenshot shows the same Google Sheets spreadsheet after the top two rows have been frozen. The top two rows (rows 1 and 2) are highlighted in orange, indicating they are frozen. The spreadsheet data is visible in the background, with columns A through E and rows 1 through 15.

	A	B	C	D	E
1	Frontier Kids Cookie Sales				
2	Name	Phone	Address	Gingersnaps	Lemon Drops
7	June Ford	321-555-2776	3788 Lake Wales Lane Orlando, FL 32804		
8	Marisol Colon	321-555-2843	919 Banyan Blvd. Orlando, FL 32804		
9	Lee DiMartino	321-555-1725	1600 Bing St. Apt. 1 Orlando, FL 32803		
10	Crissy Sloneker	321-555-9068	1605 Bing St. Apt. 2 Orlando, FL 32803	1	
11				8	1
12					
13					
14					
15					

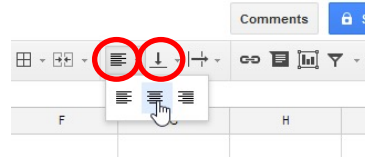
To adjust font or font size:



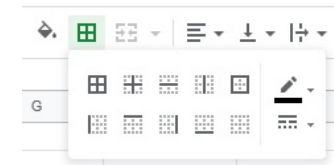
To adjust text color or bold, italicize, or strikethrough:



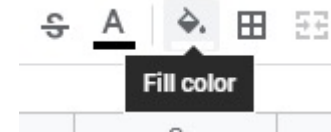
To adjust horizontal or vertical text alignment:



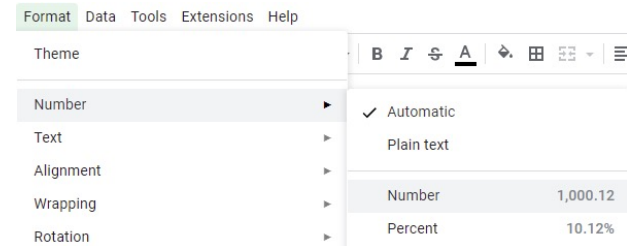
To add cell borders:



To add fill color:



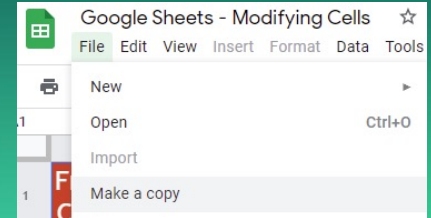
To format text and numbers:



or



- Open the example file and click File > Make a copy
- Reduce the row height of rows 1-12 all at once
- Merge cells A1:i1.
- Insert a row below row 11 and type your name in the first cell
- Delete row 7. This row contains the name Ben Mathis
- Insert a column between columns G and H and type Total Quantity as the column header
- Select cells A2:J2, change them to wrap text, and center align them
- Freeze the top two rows
- Play around with some cell formatting! Try adding borders and fill colors



The spreadsheet should look something like this when you're done:

[illegible]

Questions?

If you would like a copy of this presentation, please let the instructor know and we will be happy to share.



Please complete
the survey! You
must complete the
survey to receive
your certificate and have
a chance to win
a free desktop computer.

