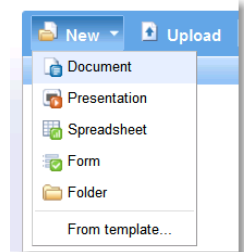


Google Spreadsheets



Interesting items about Google Spreadsheets

- Similar to Excel
- You can collaborate with other people and work on a document at the same time
- You can chat in real time with others who are editing your spreadsheet
- You can import and export files such as .xls, .csv, .txt and .ods. You can also export as pdf or html
- You can keep track of changes made to a document
- You can share with world or small group
- Has numerous templates to take advantage of
- You can share your document with up to 200 people
- 50 people can simultaneously edit/view a document



Creating a Spreadsheet

- Go to New in the menu bar and select Spreadsheet
- Many items found on the tool bar will probably be familiar so I will focus on highlighting unfamiliar or interesting tools

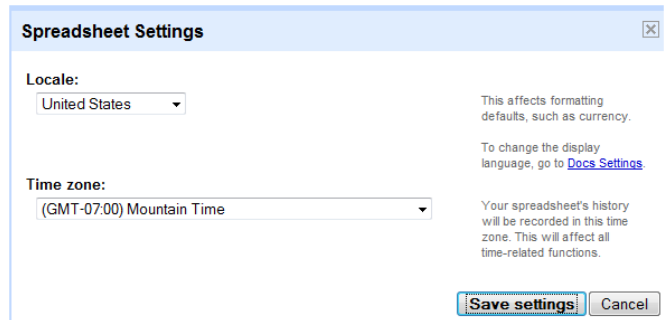
Spreadsheet page overview

The screenshot shows a Google Spreadsheet interface with the following labeled components:

- spreadsheet title**: Points to the 'Unsaved spreadsheet' text at the top left.
- collaboration and saving tabs**: Points to the 'Share' and 'Save' buttons at the top right.
- menu bar**: Points to the 'File', 'Edit', 'View', 'Format', 'Insert', 'Tools', 'Form', 'Help' menu.
- formatting toolbar**: Points to the toolbar containing icons for undo, redo, font color, background color, text color, bold, italic, text alignment, and formulas.
- column headings**: Points to the letters A through I at the top of the grid.
- row headings**: Points to the numbers 2 through 22 on the left side of the grid.
- spreadsheet content**: Points to the main grid area.
- Sheet labels and tools**: Points to the 'Add Sheet' and 'Sheet1' tabs at the bottom.

File menu

- Revision history will highlight the changes made to the document and By whom; you can reset to a previous version if you need to from this point
- Spreadsheet settings allows you to set your location and time zone
- Export will let you export files into many different formats



Spreadsheet Settings

Locale: United States

Time zone: (GMT-07:00) Mountain Time

[Save settings](#) [Cancel](#)

This affects formatting defaults, such as currency.

To change the display language, go to [Docs Settings](#)

Your spreadsheet's history will be recorded in this time zone. This will affect all time-related functions.

Edit menu

- Give you options to copy, paste, undo, redo, define ranges, search and replace and the like

View menu

- Gives you options for viewing your spreadsheet

Format menu

- Allows you to format your text
- Can set rules to change colors



Change colors based on rules

Text contains Text: Background: x

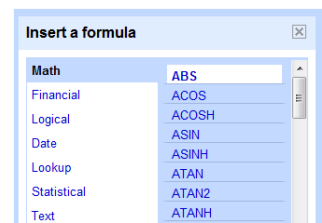
e.g. "done" or "Jonathan"

[+ Add another rule](#)

[Save rules](#) [Cancel](#)

Insert menu

- Rows and columns will insert more of each
- Formula will let you insert mathematical formulas based on your needs
- Chart will let you insert just that
- Comment will let you insert comments and ask questions or provide feedback; comments are stamped with username and time; to print them you will need to go to print settings and check the box to include comments
- Gadget gives you options to display your data in more visual ways
- Image will allow you to bring in images from your computer or from the web
- Drawing will let you insert shapes so you can make a flow chart



Insert a formula

Math: ABS, ACOS, ACOSH, ASIN, ASINH, ATAN, ATAN2, ATANH

Financial: ACOS, ACOSH, ASIN, ASINH, ATAN, ATAN2, ATANH

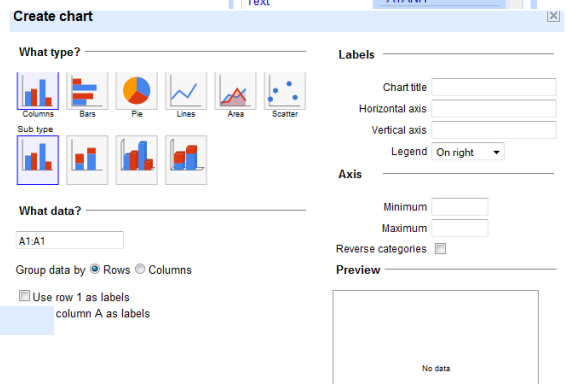
Logical: ACOS, ACOSH, ASIN, ASINH, ATAN, ATAN2, ATANH

Date: ACOS, ACOSH, ASIN, ASINH, ATAN, ATAN2, ATANH

Lookup: ACOS, ACOSH, ASIN, ASINH, ATAN, ATAN2, ATANH

Statistical: ACOS, ACOSH, ASIN, ASINH, ATAN, ATAN2, ATANH

Text: ACOS, ACOSH, ASIN, ASINH, ATAN, ATAN2, ATANH



Create chart

What type? Columns Bars Pie Lines Area Scatter

Sub type: Columns, Rows, Stacked, 3D

What data? A1:A1

Group data by: Rows Columns

Use row 1 as labels column A as labels

Labels: Chart title, Horizontal axis, Vertical axis, Legend: On right

Axis: Minimum, Maximum, Reverse categories

Preview: No data

Add a Gadget

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[Custom...](#)

Have a better idea?

[Write your own gadget](#) to display data in cool new ways. Want to see your gadget on this list? Submit it to us using the [submission form](#)

Many of the gadgets in this directory were developed by other companies or by Google's users, not by Google. Please read our [Terms of Service](#) and [Privacy Policy](#) before using these gadgets.

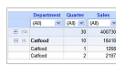




Table
By Google
An interactive table with filters and grouping.

[Add to spreadsheet](#)



Gauges
By Google
Each numeric value is shown as a gauge.

[Add to spreadsheet](#)



Interactive Time Series Chart
By Google
An interactive time series line chart like the one used in Google Finance. The first column contains dates and the second column contains values.

[Add to spreadsheet](#)



Motion Chart
By Google

Tools menu

- Gives you options for sorting data
- Freeze rows or columns to prevent it from changing
- Notification rules allows you to be contacted in the event of changes
- Data validation is just that

Data validation

For range: Sheet1!A1:A1

Only allow: Number between and

Help text:

Strictness: Allow cells to contain only valid data
 Allow invalid data, but show warning

Remove validation Save Cancel

Set notification rules

Notify me at carcher-davison@cherrycreekschools.org when...

Any changes are made

Anything on this sheet is changed: Sheet1

Any of these cells are changed:

Collaborators are added or removed

A user submits a form

Notify me with...

Form menu

- Provides options to create forms and collect data (see forms handout)

Help menu

- Google docs help center provides an online place to seek help
- Keyboard shortcuts will show you ways to combine keys to help save you time

Share tab

- Invite people allows you to bring on other contributors or viewers; simply add their email address and invite them; be sure to check advanced permissions as well
- Get the link to share gives you address so you can share your ss
- See who has access shows you who has access and what permissions they have
- Publish as a web page allows you to publish this particular document online; it will allow you to only view part of the ss as well
- Set notification rules is the same as in the tools menu

Share with others

Invite people People with access Advanced permissions

Invite: (Any email address will work)

Subject: Untitled spreadsheet

Message:

To edit To view

Choose from contacts

Send a copy to myself

Send Add without sending invitation

Get the link to share

cherrycreekschools.org users only Get a link for anyone

Allow anyone with the link to view (no sign-in required)

Also allow them to edit

Choose an option above to get the link to share. Preview

Save & Close Cancel