How to use Google Sheets

Sheets is a good tool for making spreadsheets of data. It is also very good to use as a basic database management app.

To start launch the internet browser. Then enter this address :

https://docs.google.com/spreadsheets/u/0/

Google requires you to have an account. Typically, the first time you do this is for email and the account name is your email address. If you have another email vendor, then just open a free gmail email account just so you can use Sheets.

The following **Sign in** page appears. Follow the entry steps until you reach the Sheets page.
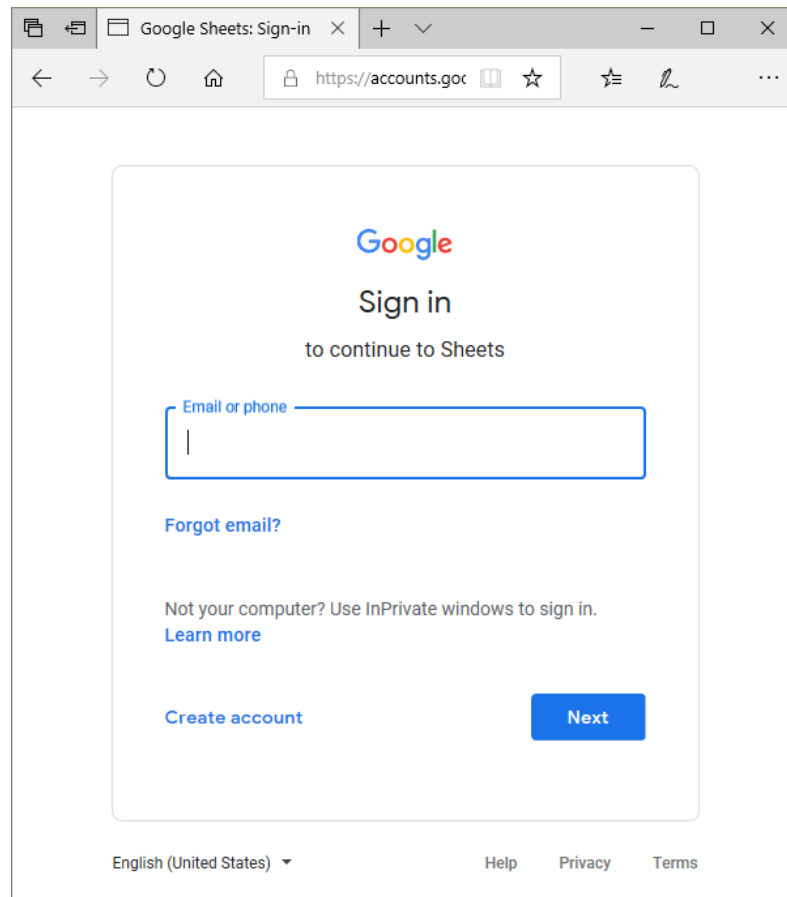
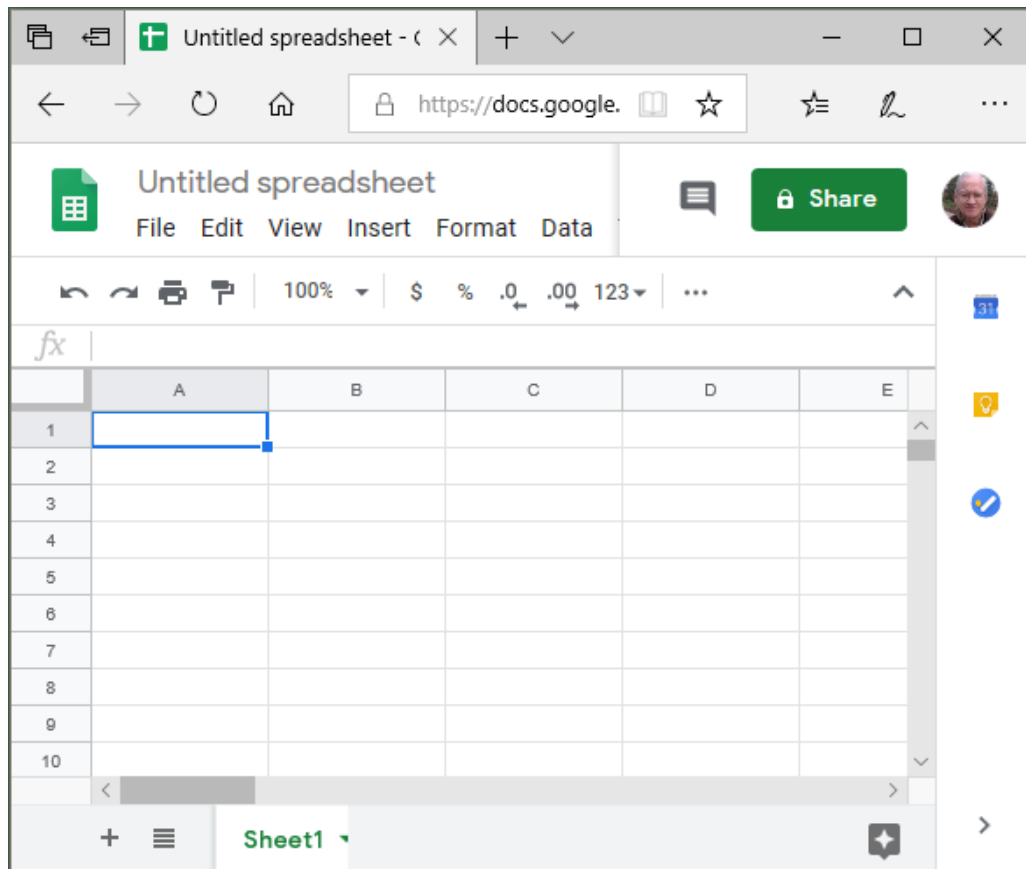The details of signing in are not shown. The resulting page after sign-in is **Sheets**.
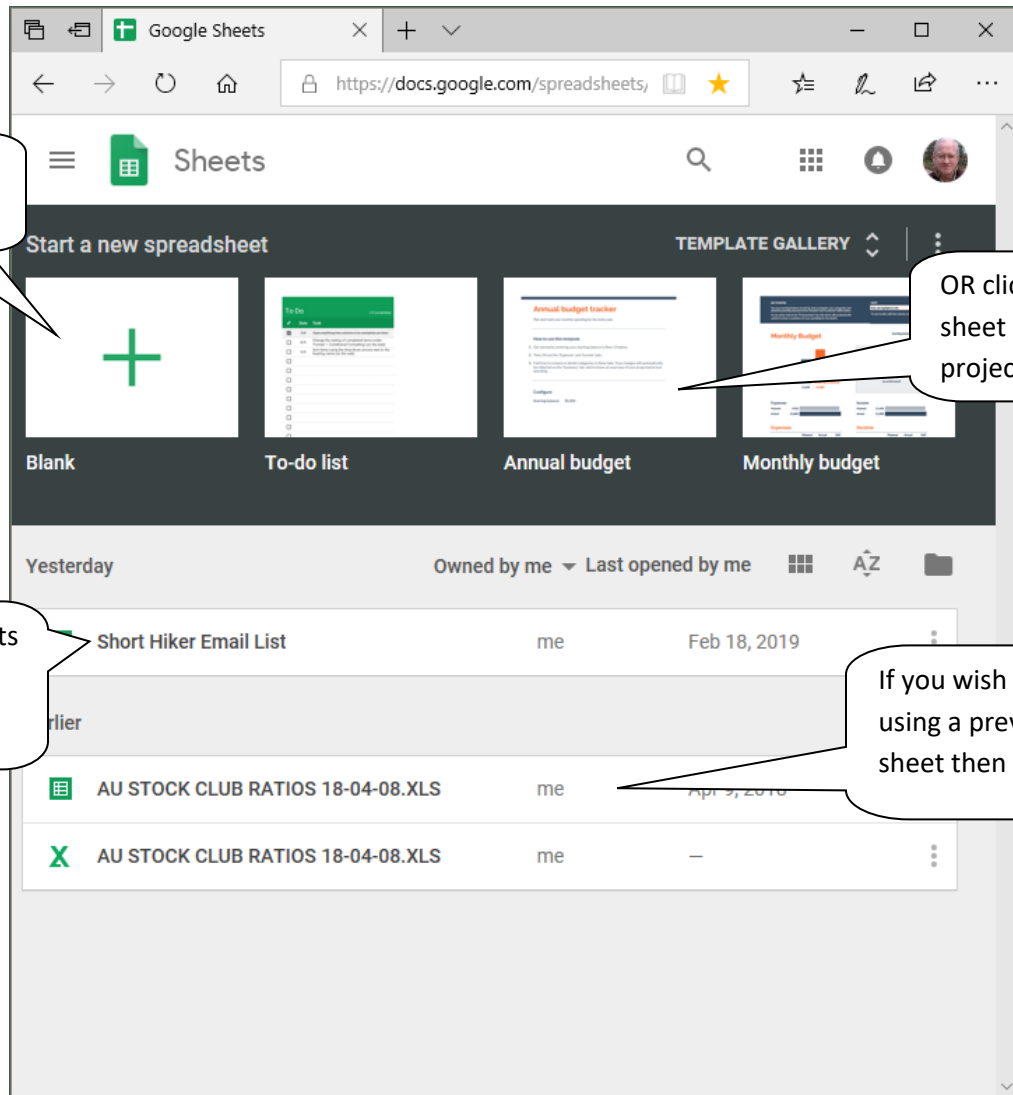
Click to start a new sheet.

OR click an example sheet reflecting your project needs

This shows sheets that have been saved before

If you wish to resume using a previously created sheet then click on it

Here we see the result of clicking the **blank** new sheet:

Note: the **cell A 1** is highlighed in blue.

To demonstarte creating a simple accounting sheet (spreadsheet), we enter the information as follows:
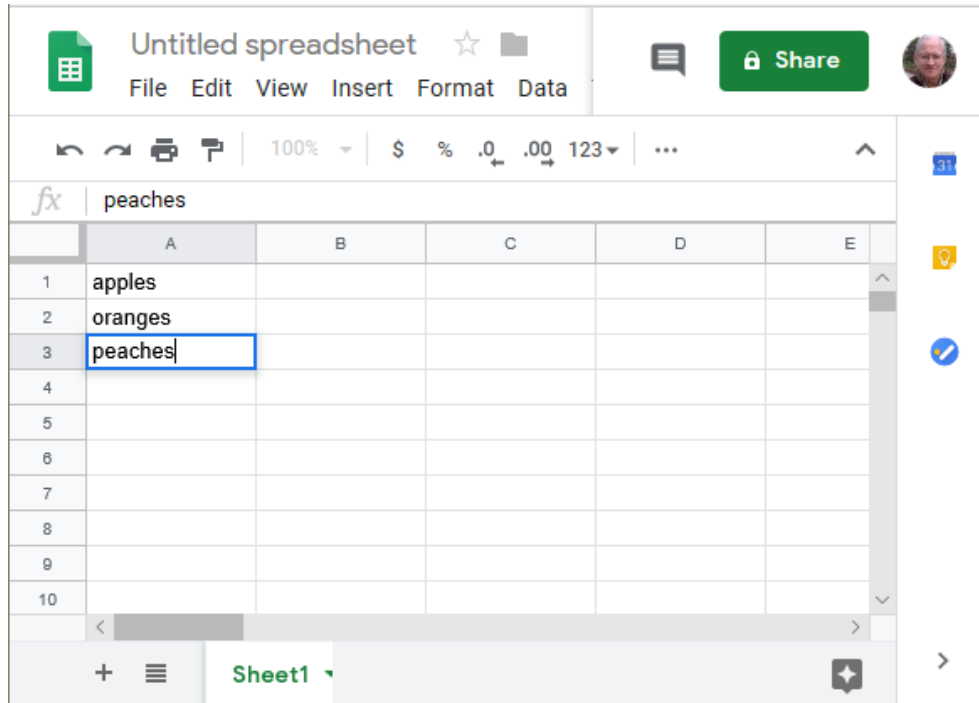
Type **apples** hit EnterKey

Type **oranges** hit EnterKey

Type **peaches** hit EnterKey

Because Google had highlighted A1 then typing places the word **apple** into that cell. Hitting the EnterKey causes Google to shift the highligh down to A2 so **oranges** goes into that cell. And so on until the list of fruit is complete.

This looks like:

Then it is important to click somewhere in the box of cell B 1

So that the highlighted cell looks like this:
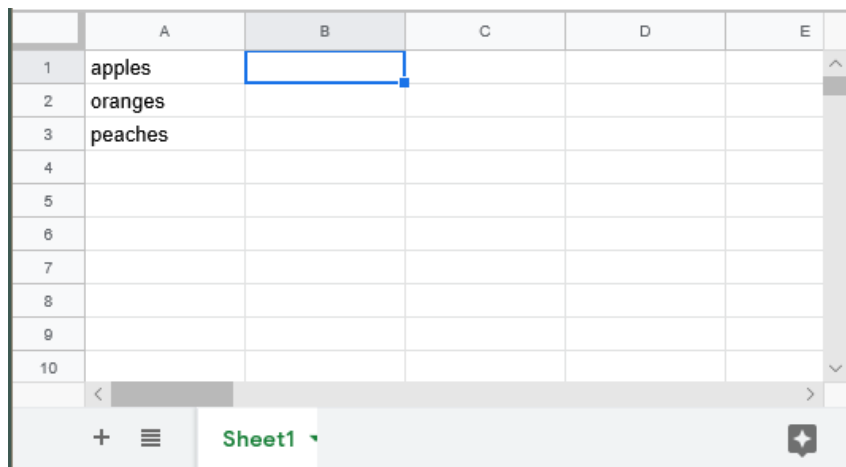
Continue typing:

4.25 EnterKey

3.75 Enterkey

7.89 EnterKey

Which yields the following:

	A	B	C	D	E
1	apples	4.25			
2	oranges	3.75			
3	peaches	7.89			
4					
5					
6					
7					
8					
9					
10					

+ ≡   Sheet1 ▾

Since the highlighted cell is now B4 you can enter a formula there. Type in

= sum (B1 : B3)   EnterKey

	A	B	C	D
1	apples	4.25		
2	oranges	3.75		
3	peaches	15.89 ✕ 7.89		
4		=sum(B1:B3)		
5				
6				

Resulting in:

	A	B	C	D
1	apples	4.25		
2	oranges	3.75		
3	peaches	7.89		
4		15.89		
5				
6				

Complete the sheet by giving it a name. Click on **Untitled spreadsheet** and type

Fruit Expense Jan 2019 then hit EnterKey

Resulting in:

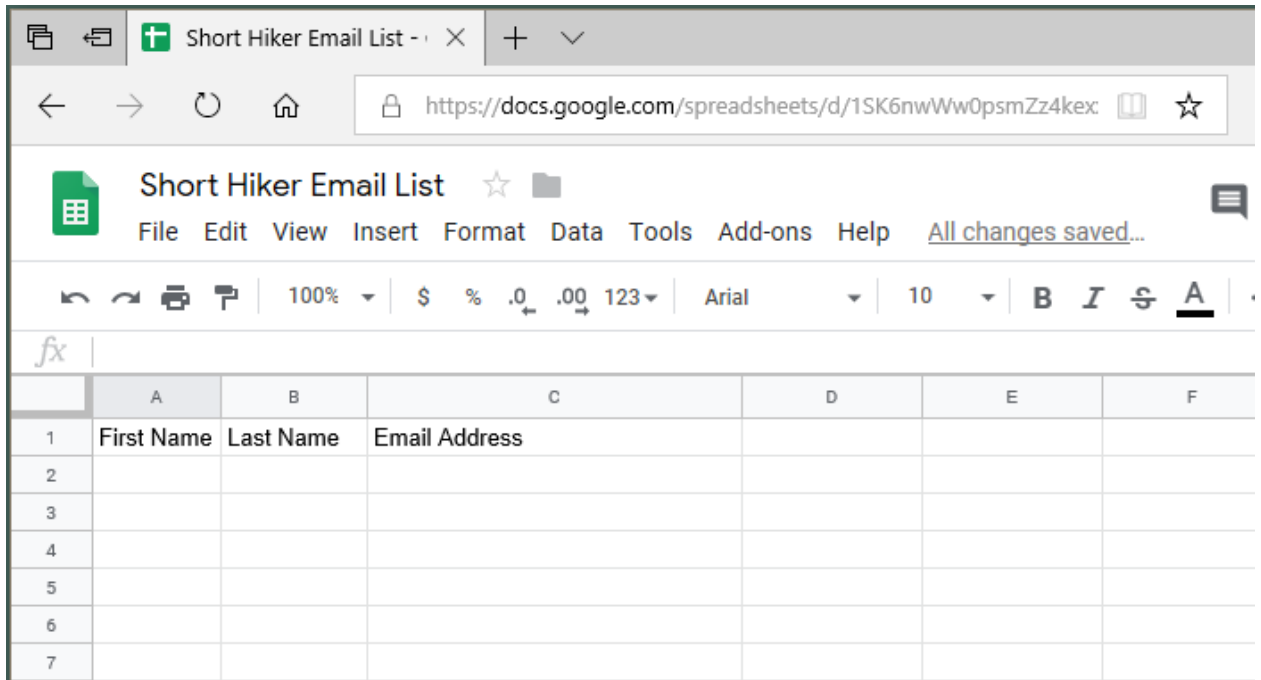For an example of using Sheets for data management we will start by setting up 3 columns of data. First we will enter Short Hiker Email List as the Sheet name. Then in cells A1 , B1 and C1 we will enter First Name, Last Name and Email Address respectively.

Setting up a sheet like this:

A tip to visualize the Data field names as idfferent from the data is to BOLD those cells. This is done by clicking on the **cell** and then on the **B** .
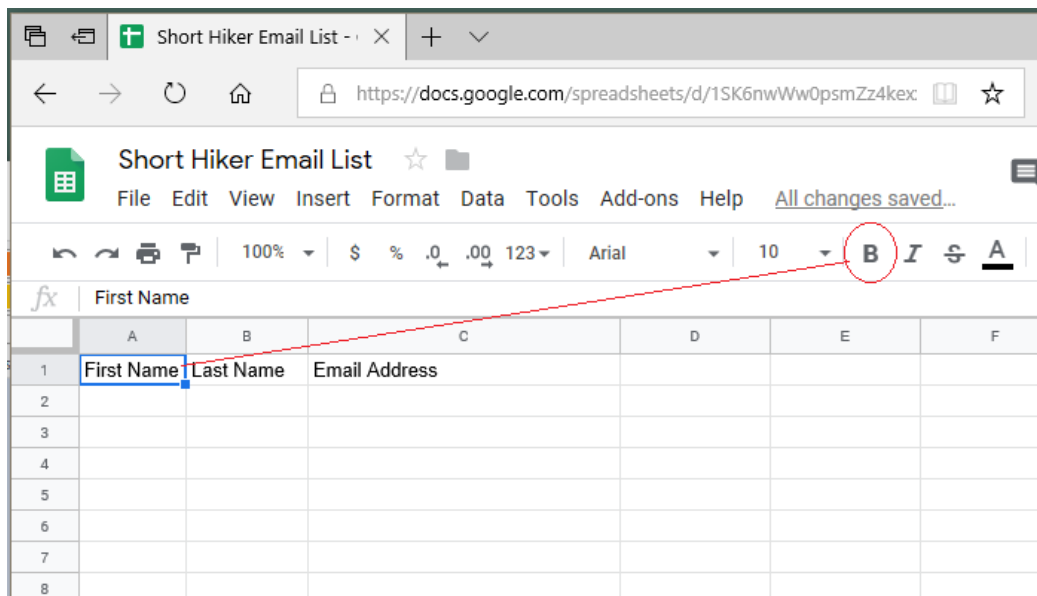
Starting with this we will add some data rows. (note cell A2 is now highlighted by clicking on it)

An important method change from the above spreadsheet example is in adding data by row instead of by column. So instead of using the EnterKey we use the RightArrow key.

Typing

Donald RightArrowkey Kirkpatrick RightArrowkey dakirkpt@verizon.net click cell A3

John RightArrowkey Abrahamsen RightArrowkey john.abrahamsen.bnp@gmail.com click cell A3

Fred RightArrowkey Theile RightArrowkey fredtheile@gmail.com click cell A3

Resulting in:

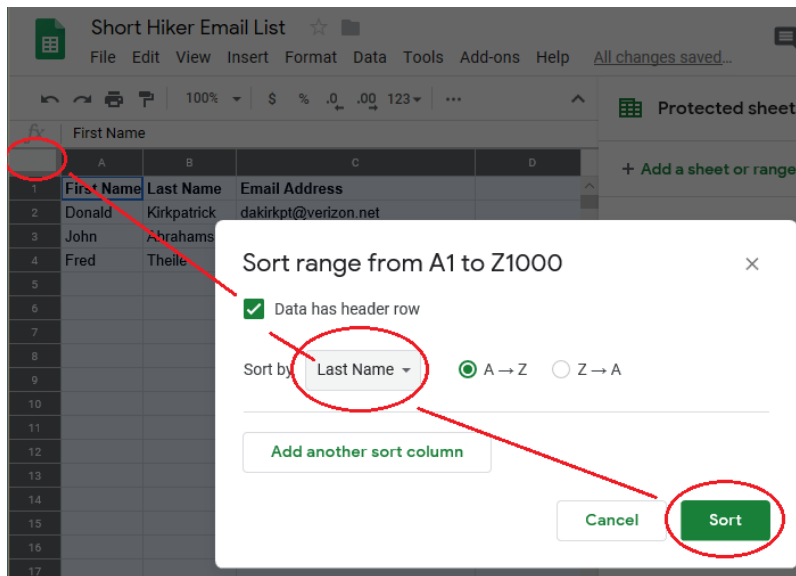|	A	B	C	D
1	**First Name**	**Last Name**	**Email Address**	
2	Donald	Kirkpatrick	dakirkpt@verizon.net	
3	John	Abrahamsen	john.abrahamsen.bnp@gmail.com	
4	Fred	Theile	fredtheile@gmail.com	
5				
6				
7				
8				

Now that we have a database these are some of the things you can do with the data.

Sort the list:

Click on Row 0 Column 0 to highlight the entire sheet. Then click Data then Sort range…
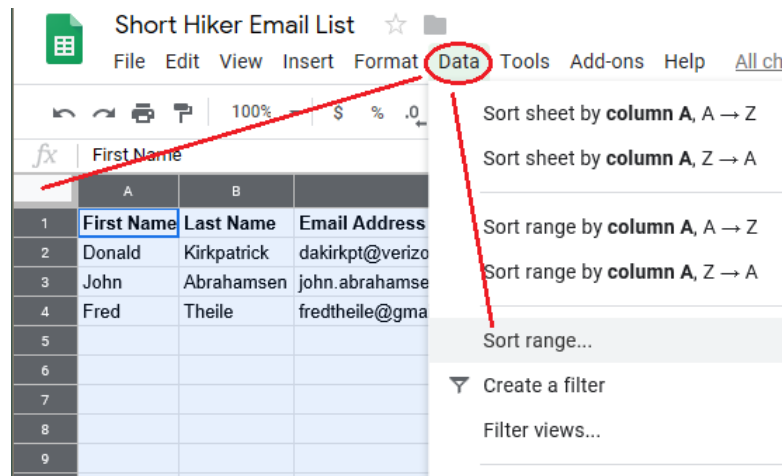
This brings up a box. Make sure you click the **checkbox** to indicate that the data has row headings. Then adjust the settings to the desired sort and click the **Sort** button.

Filter the list:

Click on the column title you want to filter.

Click Data then Create a filter

This puts down arrows on each column.

To filter Email address click the down arrow then click to remove the checkmark from rows to remove then click **OK**
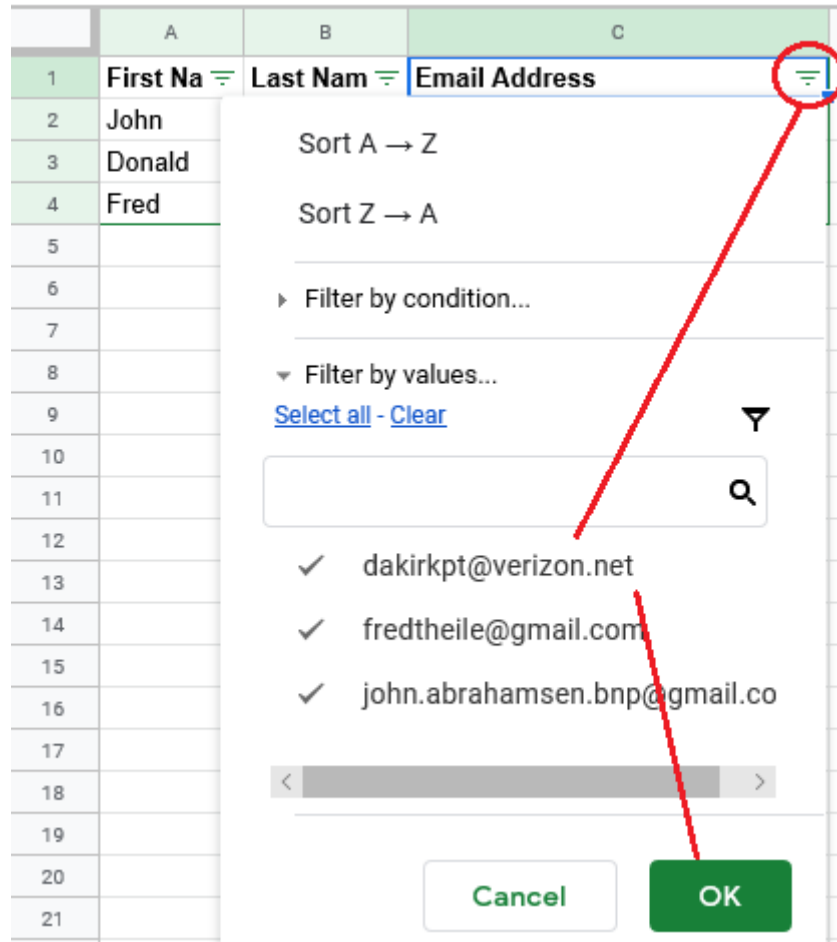
After removing rows with verizon the remaining rows are shown below: