

How to use Google Sheets

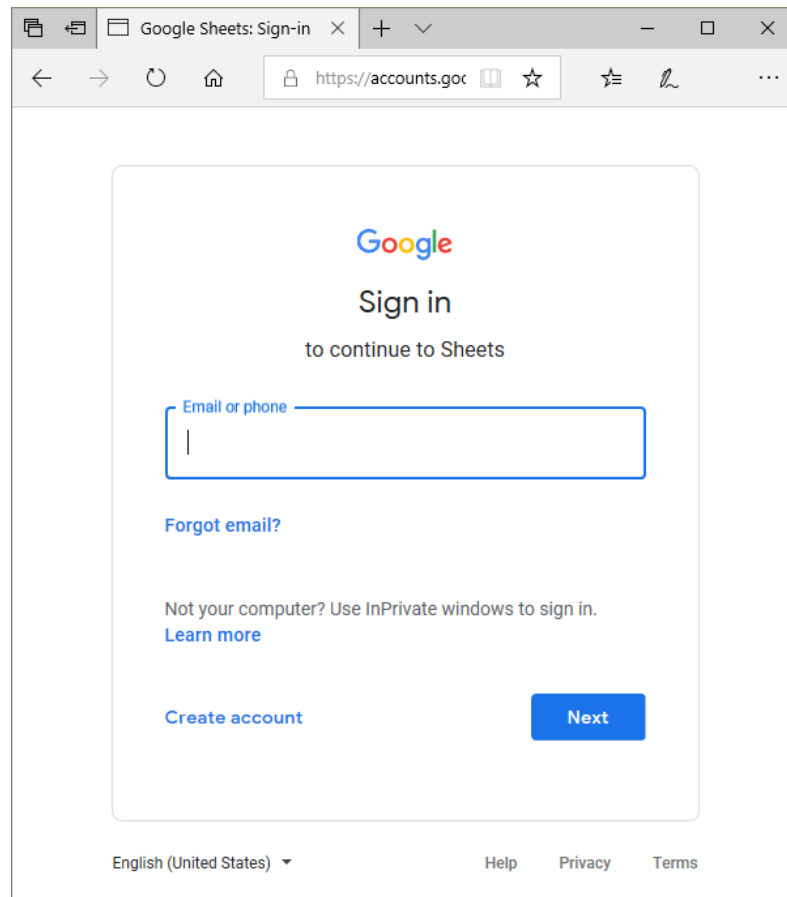
Sheets is a good tool for making spreadsheets of data. It is also very good to use as a basic database management app.

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

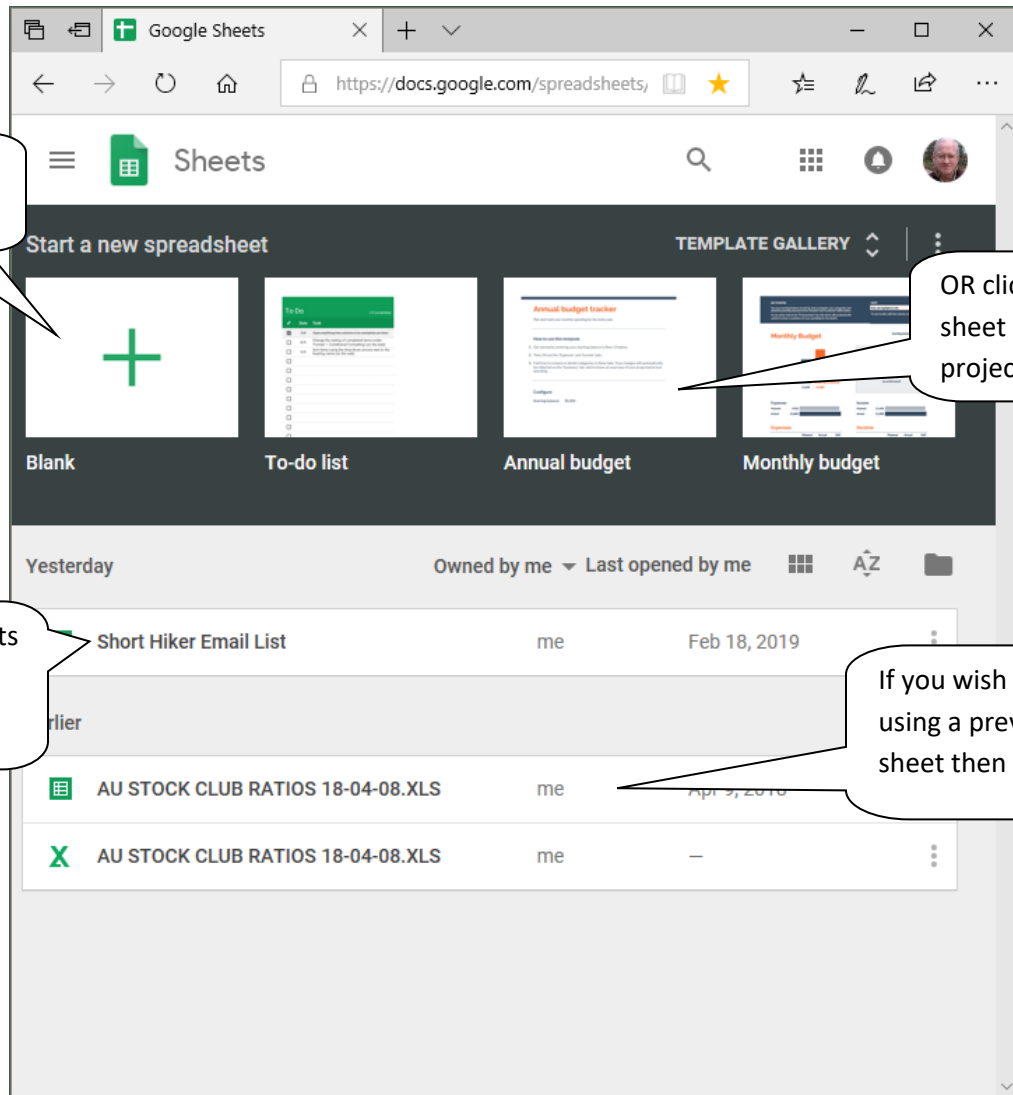
<https://docs.google.com/spreadsheets/u/0/>

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**.



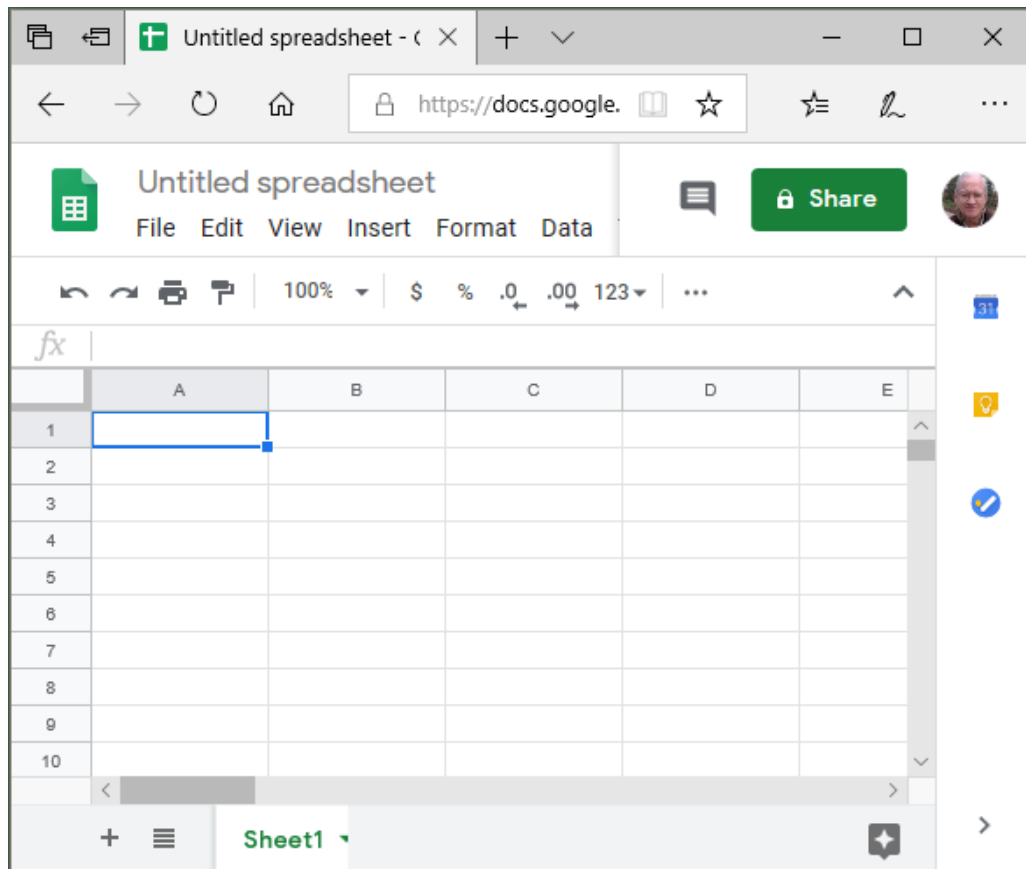
Click to start a new sheet.

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 highlighted in blue.

To demonstrate creating a simple accounting sheet (spreadsheet), we enter the information as follows:

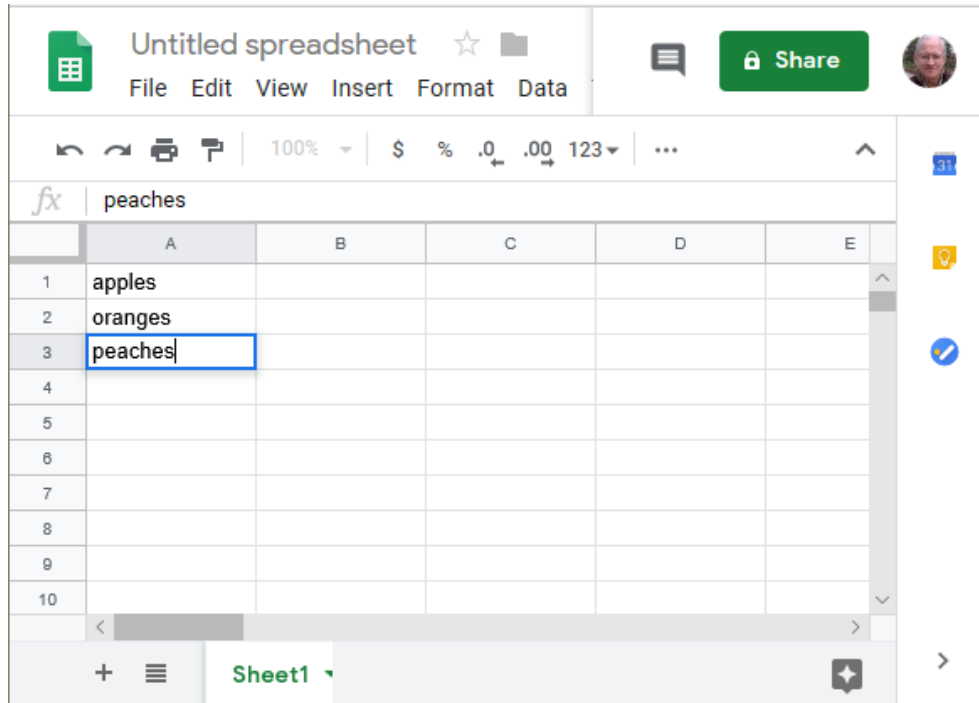
Type **apples** hit EnterKey

Type **oranges** hit EnterKey

Type **peaches** hit EnterKey

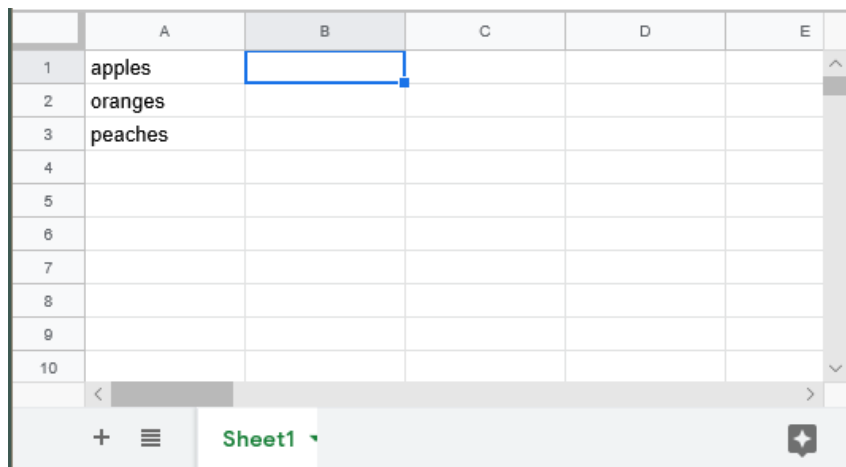
Because Google had highlighted A1 then typing places the word **apple** into that cell. Hitting the EnterKey causes Google to shift the highlight down to A2 so **oranges** goes into that cell. And so on until the list of fruit is complete.

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					

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

= sum (B1 : B3) EnterKey

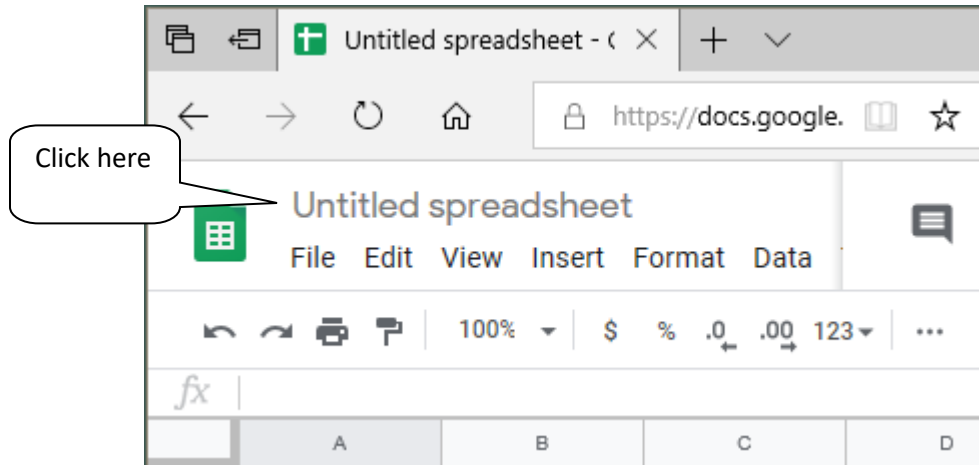
	A	B	C	D
1	apples	4.25		
2	oranges	3.75		
3	peaches	7.89		
4		=sum(B1:B3)		
5				
6				

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:

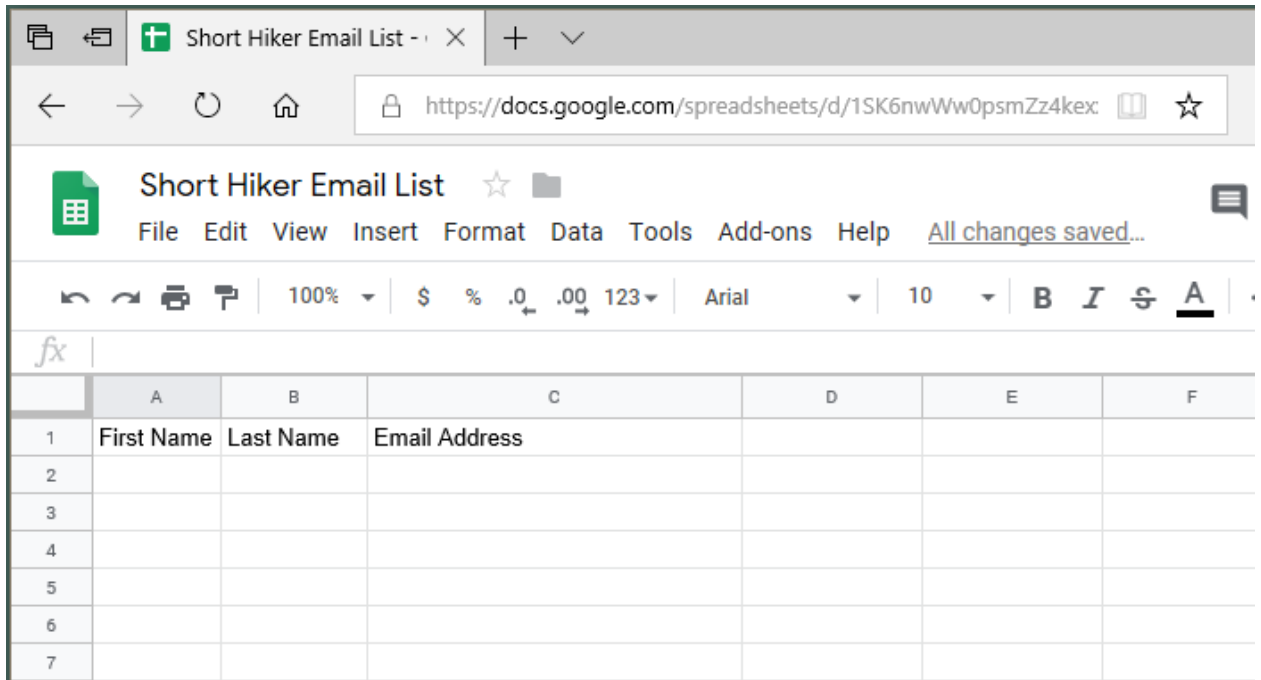
The screenshot shows a Google Sheets spreadsheet with the following data:

	A	B	C	D	E	F	G
1	apples	4.25					
2	oranges	3.75					
3	peaches	7.89					
4		15.89					
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

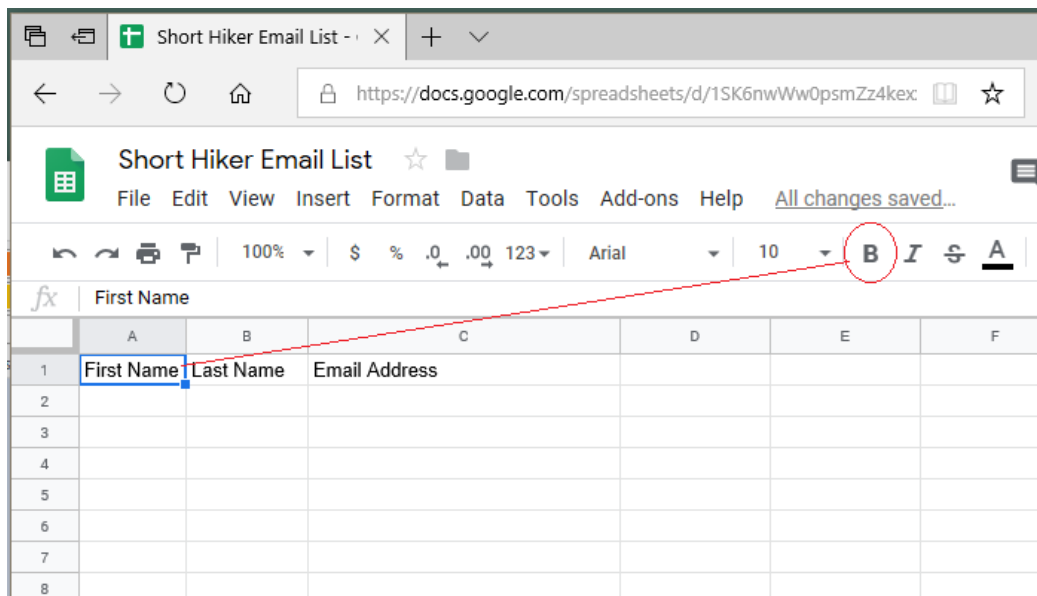
The spreadsheet interface includes a browser window with the URL https://docs.google.com/spreadsheets/d/1P_XZ6KI, a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), a toolbar with various icons, and a sheet tab labeled 'Sheet1'.

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 different 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)

The screenshot shows the Google Sheets interface for a spreadsheet titled "Short Hiker Email List". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various icons for undo, redo, print, and insert, along with settings for zoom (100%), currency, decimal places, and font (Arial, size 10, bold). The spreadsheet has five columns labeled A through E. Column A is labeled "First Name", column B is labeled "Last Name", and column C is labeled "Email Address". Row 1 contains the headers. Row 2 has cell A2 highlighted with a blue border. Rows 3, 4, and 5 are empty.

	A	B	C	D	E
1	First Name	Last Name	Email Address		
2					
3					
4					
5					

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**

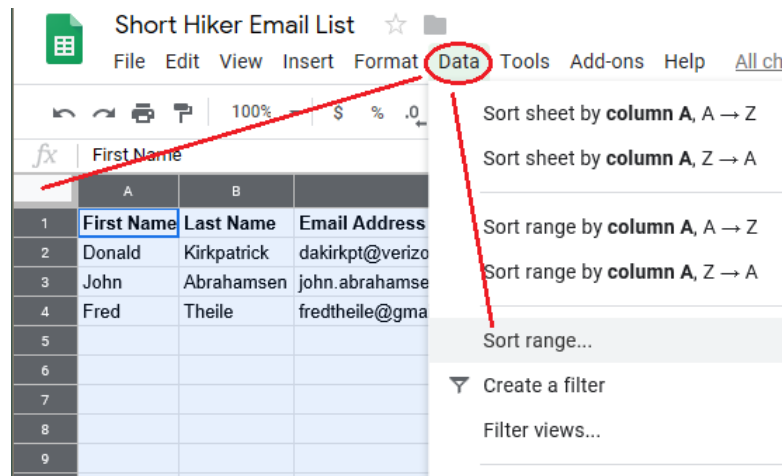
Resulting in:

	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				

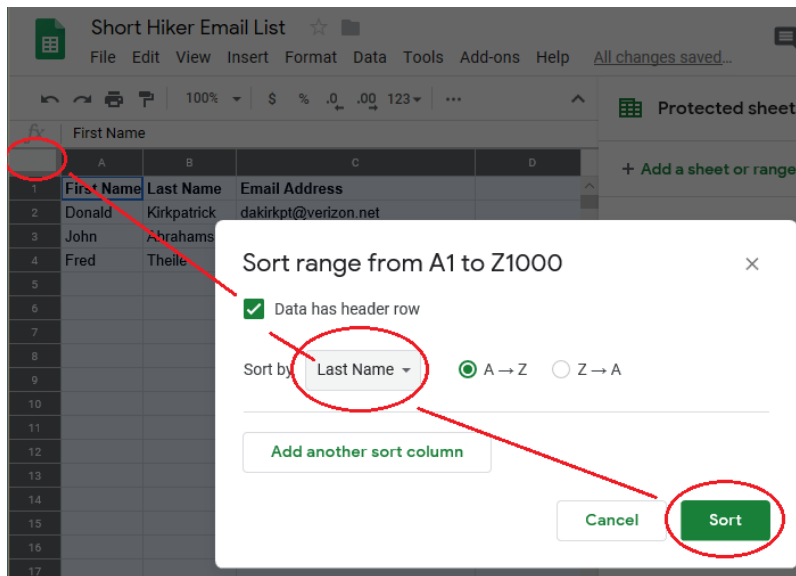
Now that we have a database these are some of the things you can do with the data.

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.



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

Filter the list:

Click on the column title you want to filter.

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

Click Data then Create a filter

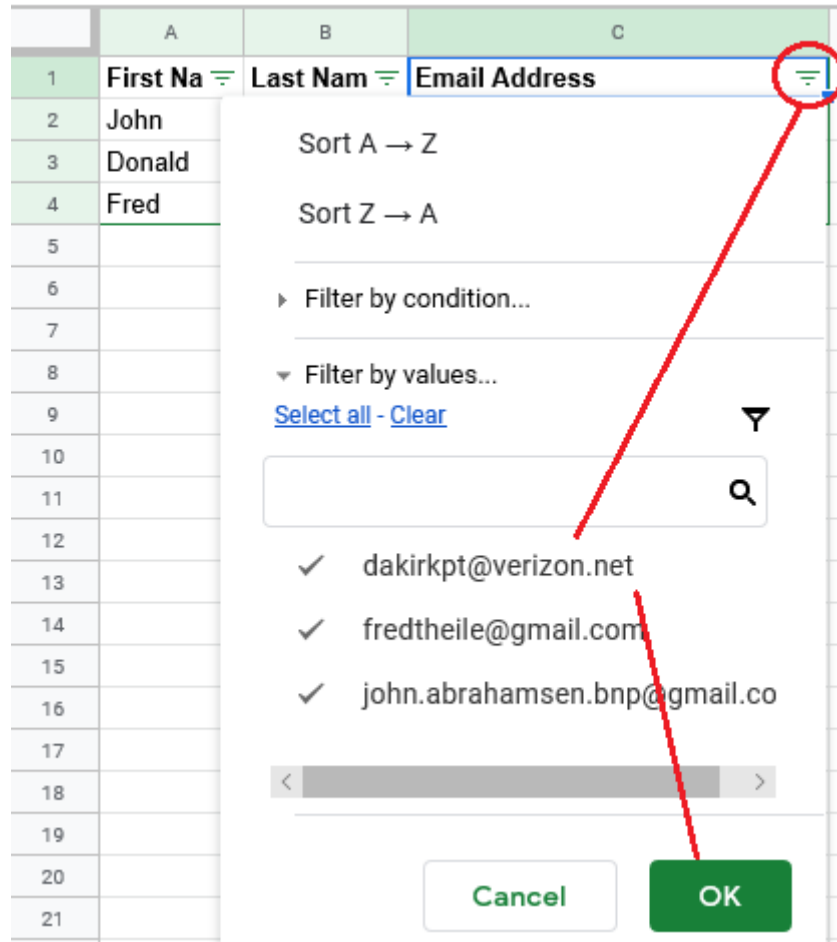
The screenshot shows the Google Sheets interface for a spreadsheet titled "Short Hiker Email List". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". The "Data" menu is open, showing options: "Sort sheet by column C, A → Z", "Sort sheet by column C, Z → A", "Sort range...", "Create a filter" (highlighted with a red circle), and "Filter views...". A red arrow points from the "Data" menu to the "Email Address" column header in the spreadsheet below.

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

This puts down arrows on each column.

	A	B	C
1	First Na ▾	Last Nam ▾	Email Address ▾
2	John	Abrahamsen	john.abrahamsen.bnp@gmail.com
3	Donald	Kirkpatrick	dakirkpt@verizon.net
4	Fred	Theile	fredtheile@gmail.com
5			

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:

	A	B	C	D
1	First Na	Last Nam	Email Address	
2	John	Abrahamsen	john.abrahamsen.bnp@gmail.com	
4	Fred	Theile	fredtheile@gmail.com	
5				
6				
7				