

# Grow with Google

The Google Sheets icon is a green document with a white grid pattern at the bottom. A red horizontal bar is overlaid across the middle of the icon.

## Basic Sheets

Arlington Heights Memorial Library

## What is Google Sheets?

A free cloud based spreadsheet program as part of Google Docs Editors Suite offered by Google.

## What can it be used for?

Google Sheets has the same functionality as that of Microsoft Excel but is free and available for all Google account holders. It can be used to edit, organize and analyze data.

# Benefits of using Google Sheets?

Free for Google users

Easy to use

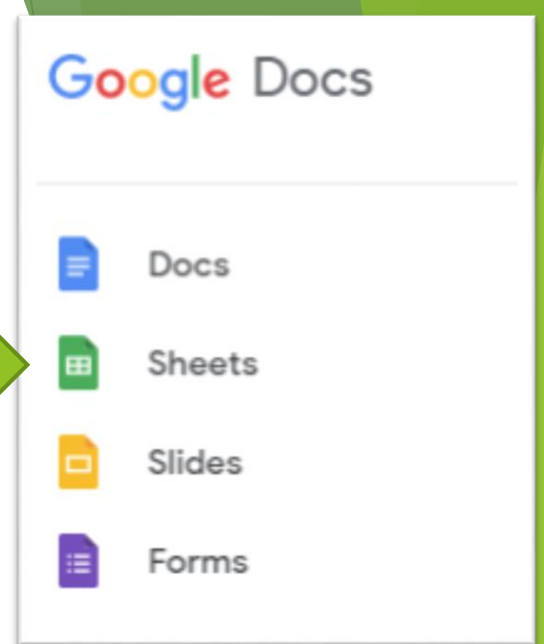
Available through a web browser, no need for any program installation

Can be used to work in collaboration with multiple users in real time

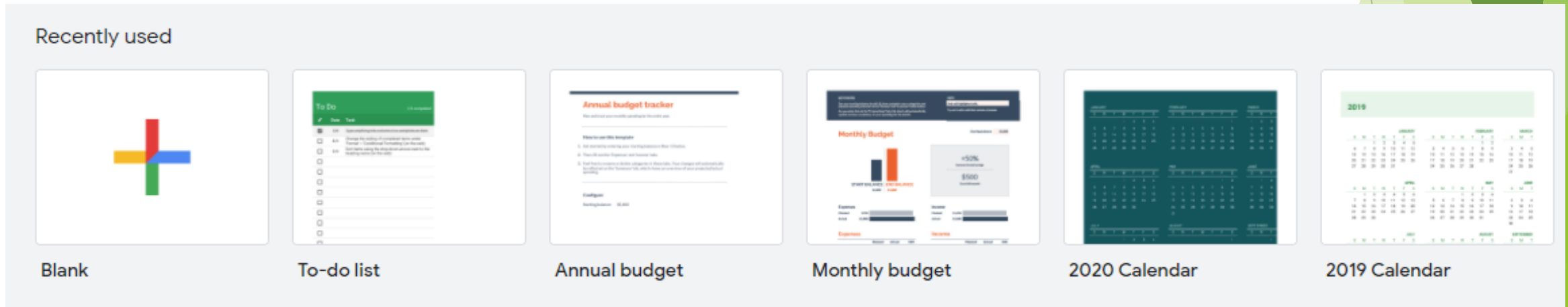
Changes are saved automatically

Integrate your data with charts, graphs, pivot tables and conditional formatting

► Open up [www.docs.google.com](http://www.docs.google.com) and click on the menu on the left to open up a new Google Sheet



► Click on plus sign for a blank one or choose from any of the templates provided





Untitled spreadsheet ☆ 📁 ☁

File Edit View **Insert** Format Data Tools Add-ons Help Last edit was 38 minutes ago

➔ **Menus**

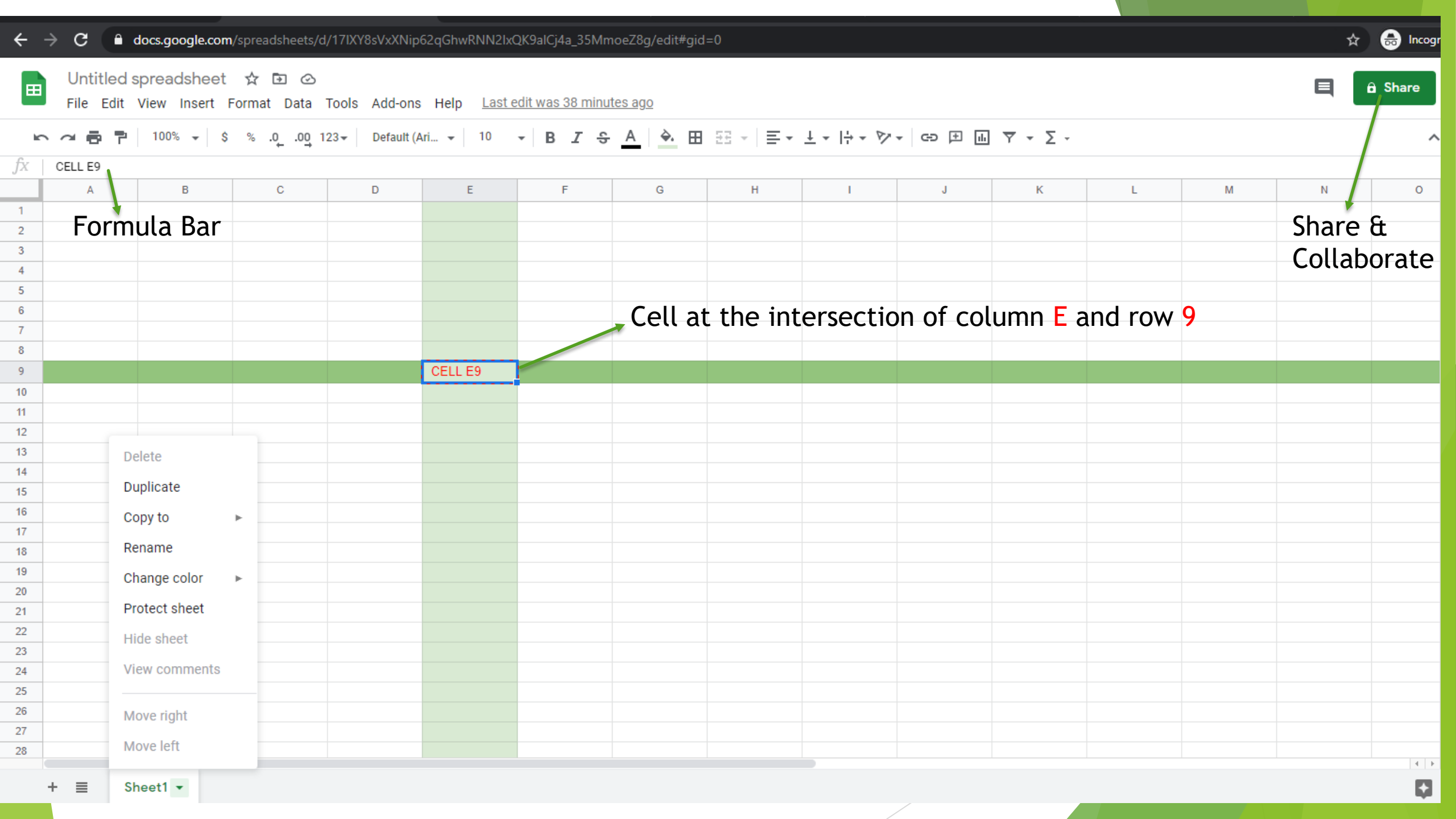
 **Share**

Name of the sheet

CELL E9

- Delete
  - Duplicate
  - Copy to
  - Rename
  - Change color
  - Protect sheet
  - Hide sheet
  - View comments
- 
- Move right
  - Move left

Sheet1 ▾



Untitled spreadsheet

File Edit View Insert Format Data Tools Add-ons Help Last edit was 38 minutes ago



Share

100% \$ % .0 .00 123 Default (Ari... 10 B I S A

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CELL E9

Formula Bar

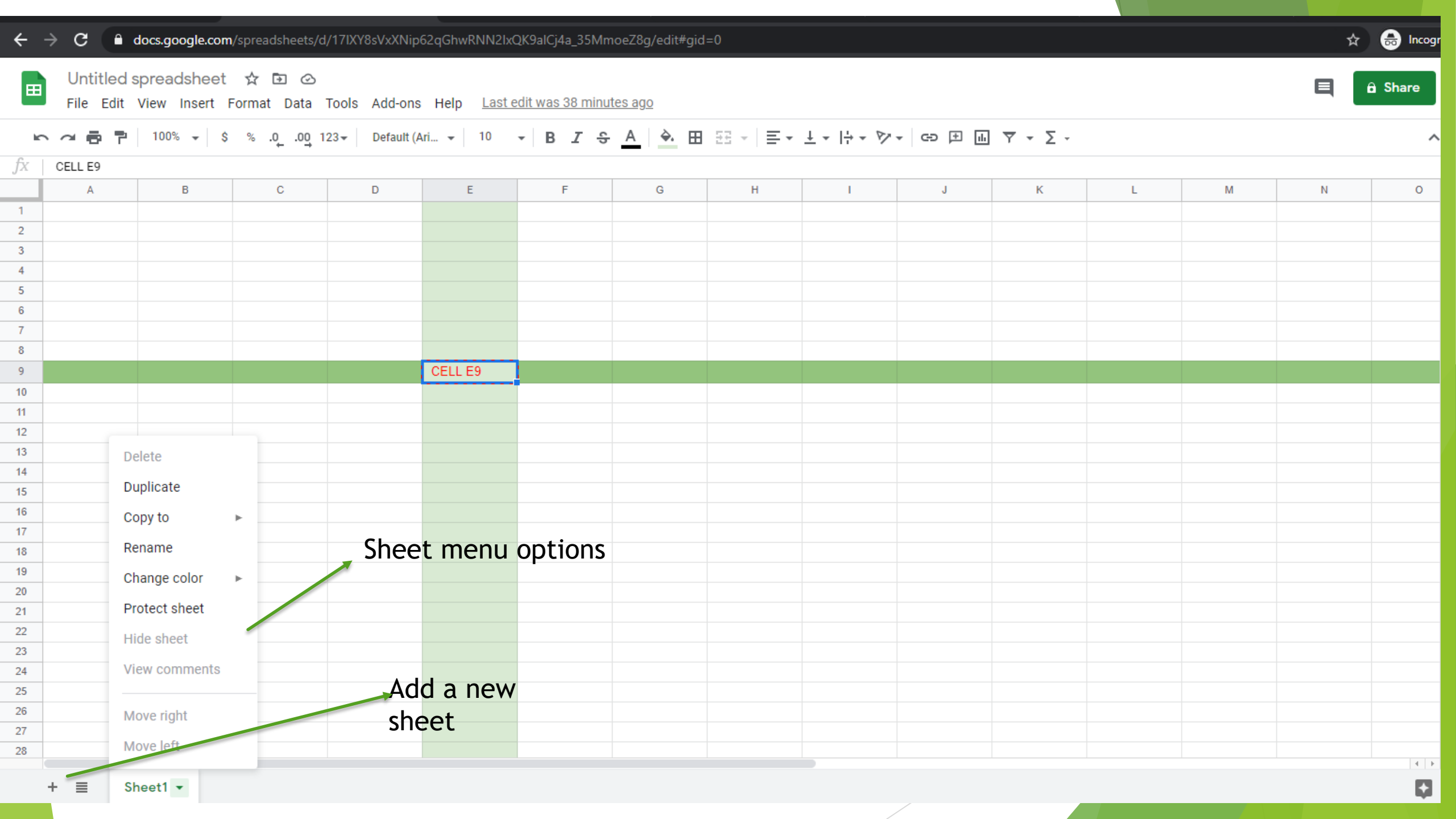
Share & Collaborate

Cell at the intersection of column E and row 9

CELL E9

- Delete
- Duplicate
- Copy to
- Rename
- Change color
- Protect sheet
- Hide sheet
- View comments
- Move right
- Move left

+ Sheet1



Sheet menu options

Add a new sheet

# Sample Data to work with Google Sheets

A	B	C	D	E	F
CAKE HUT PASTRY SHOP					
				Sales Tax =	7.50%
ITEM	UNIT PRICE	QUANTITY	SALES TAX	TOTAL	
Donuts	\$1.00	10	\$0.75	\$10.75	
Cakes	\$12.00	3	\$2.70	\$38.70	
Muffins	\$2.50	20	\$3.75	\$53.75	
Mini Pies	\$3.00	5	\$1.13	\$16.13	
Cupcakes	\$3.00	10	\$2.25	\$32.25	
Cookies	\$2.50	10	\$1.88	\$26.88	
Apple Turnovers	\$3.50	20	\$5.25	\$75.25	
			SUM	\$253.70	
	Max	20	Average	\$36.24	
	Min	3	Count	7	



# Udemy recommendations

## The Complete Google Sheets Course: Beginner to Advanced!

A crash course in basic and advanced functions: Learn VLOOKUP, QUERY & MORE!  
Use many of these skills in Excel too!

4.6 ★★★★★ (3,290 ratings) 13,687 students

Created by [Evan Ramsey, Sansone Partners](#)

🕒 Last updated 4/2020 🌐 English 🗣️ English [Auto], French [Auto]



Preview this course

Enroll now

### This course includes:

- 📺 8 hours on-demand video
- 📄 2 articles
- 📱 Access on mobile
- 🏆 Certificate of completion

### What you'll learn

- ✓ Create beautiful spreadsheets with amazing formatting tricks
- ✓ Connect multiple Google Sheets together using a single formula
- ✓ Learn to build incredible data visualizations using charts
- ✓ Learn formulas that work in both Google sheets & Excel
- ✓ Learn to manipulate text in formulas
- ✓ Analyze data sets with ease using complex functions & formulas
- ✓ Feel completely comfortable in a spreadsheet environment

## Google Sheets - The Comprehensive Masterclass

Learn Google Sheets in 2020! Solve Complex Data Analysis Problems. Become an Expert: Learn Pivot Tables, QUERY & more

4.8 ★★★★★ (559 ratings) 3,307 students

Created by [Leila Gharani](#)

🕒 Last updated 1/2021 🌐 English 🗣️ English [Auto]



Preview this course

Enroll now

### This course includes:

- 📺 14 hours on-demand video
- 📄 20 articles
- 📁 6 downloadable resources
- 📱 Access on mobile
- 🏆 Certificate of completion

### What you'll learn

- ✓ Solve real-life spreadsheet challenges with ease
- ✓ Learn hacks and hidden Google Sheets features that even the Experts don't know
- ✓ Learn advanced functions like QUERY, IMPORTHTML, IMPORTXML and more
- ✓ Secrets to properly use tricky features like Conditional formatting
- ✓ Create interactive & visually effective dashboards in Sheets
- ✓ Import & append data from other Google Spreadsheets
- ✓ Master Pivot tables, charts and sparklines to create impressive Google spreadsheets
- ✓ Automate your work with Macros & Google Apps Script

# AHML 1:1 appointment



Make a request for 30 minute virtual  
appointments @  
847-392-0100



Fill in the appointment request form @  
[www.ahml.info/virtualhelp](http://www.ahml.info/virtualhelp)

Thank you for attending!