

Google Sheets

Steven Holzner,Nancy Conner

The Ridiculously Simple Guide to Google Sheets Scott La Counte,2019-08-19 For 40-some-odd years, the world of spreadsheets has been ruled by one king: Microsoft Excel. Sure, there were far away challengers that tried to overtake the beast—I’m looking at you, Lotus 1-2-3—but none have come close to dethroning the powerful tool...until Google Sheets. So what is Google Sheets? It’s a cloud-based spreadsheet. Think Excel, but online. “But Excel is online,” you say. Yes! But Google was there first, and really has the advantage over Excel in this arena. It’s quicker and easier to use for collaboration. Google Sheets is also free; Excel has monthly/yearly subscriptions. If you’d like to get the most out of the software, then let’s get started! Note: This book is the Google Sheets portion of the larger work: The Ridiculously Simple Guide to Google Apps (G Suite). This book is not endorsed by Alphabet, Inc.

Beginner's Guide to Google Sheets Barrie Roberts,2020-06-14 Google Sheets is a wonderful tool but if you are new to it, it can be a little daunting. In this book I'll take you step-by-step through the different areas of Google Sheets, starting from the very basics to more advanced areas, so that you are able to use Google Sheets with confidence.Updated with the latest changes to Sheets, including removing duplications, trimming whitespace, version and cell edit history, suggested formulas, row & column grouping, and editing page breaks. Plus, all the screenshots have been redone to make them even easier to read and to show the latest version of Sheets. February 2021.Contents:1-The basics2-Cell formatting3-Formatting your data4-Basic functions and formulas5-Controlling rows and columns (part 1)6-Controlling rows and columns (part 2)7-Cell referencing8-Moving, copying, pasting9-Moving beyond one sheet10-Printing11-Downloading, emailing & sharing12-Filtering your data13-Conditional formatting & custom formulas14-Sorting your data15-Merging your data16-Notes and comments17-Sparklines18-Creating charts (part 1)19-Creating charts (part 2)20-Alternating Colours in a table21-Inserting hyperlinks22-The Explore tool23-Data validation24-Removing duplications & trimming whitespace25-Version & cell edit history

Going Chromebook Brian Schell,2020 In the first book, Going Chromebook: Living in the Cloud, we looked at Chromebooks and the various software options available for them, and we decided whether or not the cloud lifestyle was for you. If you've gotten this far, then the answer was a confident Yes! Now it's time to look into specific apps and how to use them. In this book, we look at Google's spreadsheet system, Google Sheets. Sheets competes directly with Microsoft Excel, and it is constantly being added to and improved month after month. If you need to do any calculations, record-keeping, list-making, outlining, or anything else where a spreadsheet grid is your tool of choice, then you need to at least consider Google Sheets. This book begins by introducing you to the differences between Google Sheets and the competing online office suites. We'll also look into Google's free and paid tiers for Google Apps/G Suite, and which one works out best for your needs.Next, there's a short review chapter on how to manipulate, delete, copy, and do various file operations within the Google Drive file manager.After that, we'll go through every single command and menu, every toolbar, and all the hidden options of Google Sheets. This is the bulk of the material, and no stone (or menu) is left unturned. This includes picot tables, conditional formatting, data validation, Slicers, embedding Google Docs and Slides, and all the other special things Sheets can do for you. Lastly, for the things that Google Sheets still just can't do natively, we will look at some of the very best third-party add-ons for Sheets, allowing you to do all sorts of wild tasks. You already know the benefits of working in the cloud-- Now it's time to learn how to get the most out of it!Note: There is a section concerning keyboard commands which applies only to Chromebooks, but the majority of the content within the book applies to Windows, Mac, and most other computers as well. If you're considering switching to Sheets, but don't have a Chromebook, you'll still find plenty here to interest you.

Using Google Spreadsheets (Digital Short Cut) Michael R. Miller,2002-07-25 This is the eBook version of the printed book. Google Spreadsheets is the new web-based spreadsheet application that's giving Microsoft Excel a run for its money. With Google Spreadsheets, you can create complex spreadsheets online, using any web browser, complete with sophisticated formulas and functions. You can even share spreadsheets online and perform collaborative editing on those spreadsheets with other users anywhere in the world. And the best thing is, Google Spreadsheets is completely free! Using Google Spreadsheets is the first e-book to cover Google's innovative online spreadsheet program. You learn how to create new web-based spreadsheets, upload and work with existing Excel spreadsheets, create complex formulas, apply a variety of formatting effects, and let other users share and edit their spreadsheets. Delivered in Adobe PDF format for quick and easy access, Using Google Spreadsheets includes everything you need to create your own sophisticated online spreadsheets. It also includes a detailed reference to the more than 200 functions included in the program, and a great cheatsheet you can print off and refer to for quick reference. Introducing Google Spreadsheets Migrating from Excel to Google Spreadsheets Navigating the Google Spreadsheets Workspace Creating, Opening, and Saving Google Spreadsheets Entering and Editing Data Working with Ranges Sorting Data Inserting, Deleting, Moving, and Copying Data Changing Column Width and Row Height Formatting Google Spreadsheets Entering and Editing Formulas Using Functions Working with Multiple Sheets Printing Google Spreadsheets Sharing and Collaborating with Google Spreadsheets A Final Word

Google Docs 4 Everyone Steven Holzner,Nancy Conner,2009-02-09 Who needs expensive, old-fashioned office software? Now, you can do everything online, free, with Google Docs! Experts Steve and Nancy Holzner offer simple, step-by-step instructions and great insider tips for making the most of Google’s powerful online word processing, spreadsheet, and presentation tools. You’ll get started fast... learn how to create and format professional-quality documents of all kinds... collaborate with colleagues to build better proposals and presentations... use advanced tools like revision history, templates, and charts... discover Google Docs’ latest features and shortcuts... and a whole lot more! No matter what kind of documents you create, this book can help you do the job better, faster, and more efficiently... and you’ll never pay for office software again! You’ll Learn How To • Get your free Google account and set up iGoogle for instant access to your documents • Upload and use the documents you’ve already created with Microsoft Office • Use Google Spreadsheet to create charts to display spreadsheet data • Master Google Docs’ easy, powerful document-editing and formatting tools • Insert images into your documents and presentations • Share documents securely with your colleagues • Back up your documents offline and edit them when you don’t have an Internet connection Steven Holzner, former contributing editor at PC Magazine, is author of 108 computer books that have sold more than 2.5 million copies. His most recent Pearson book is Facebook Marketing. Nancy Holzner writes and edits technology books from her home in central New York state. Her recent publications include books on Intuit QuickBase and Zoho. Nancy has also worked as a medievalist, a high school teacher, and a corporate trainer. CATEGORY: Productivity Suites COVERS: Google Docs USER LEVEL: Beginning-Intermediate

The Ridiculously Simple Guide to Google Sheets Scott La Counte,2019-08-19 For 40-some-odd years, the world of spreadsheets has been ruled by one king: Microsoft Excel. Sure, there were far away challengers that tried to overtake the beast--I'm looking at you, Lotus 1-2-3--but none have come close to dethroning the powerful tool...until Google Sheets. So what is Google Sheets? It's a cloud-based spreadsheet. Think Excel, but online. But Excel is online, you say. Yes! But Google was there first, and really has the advantage over Excel in this arena. It's quicker and easier to use for collaboration. Google Sheets is also free; Excel has monthly/yearly subscriptions. If you'd like to get the most out of the software, then let's get started! Note: This book is the Google Sheets portion of the larger work: The Ridiculously Simple Guide to Google Apps (G Suite). This book is not endorsed by Alphabet, Inc.

Google sheets as your spreadsheet Charles Nehme,2021-09-22 Learn about Google sheet in this short 20 page graphic book. The book is short yet very concise. It goes item by item of the available google menu.

Understanding Google Sheets - 2021 Edition Kevin Wilson,2023-11-10 We've all been there before, staring at a computer screen with no idea what to do - don't worry Understanding Google Sheets is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Understanding Google Sheets is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover the latest version of Google Sheets, this guide will show you how to: Start Google Sheets and find your way around navigation menus Format text: bold, italic, underlined, and strikethrough Align text, highlight and change text colour Cut, copy, paste and using the clipboard Add borders, cell shading and conditional formatting Insert charts Add, move and crop images Insert formulas and functions Filter and sort data Analysed data

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Google Sheets Reference and Cheat Sheet i30 Media Staff,2015-08-01 This reference and cheat sheet contains tips, examples, and easy-to-read annotated screenshots of Google Sheets, the free online spreadsheet program and Microsoft Excel alternative. The four-panel reference is printed on 8.5 by 11 inch high-quality card stock, perfect for desks, walls, and shelves. It has holes for three-ring binders. Topics include:* Overview of Google Sheets on the Web, including annotated screenshots of the main page and formatting toolbar.* Sheets basics: Creating, renaming, saving, and copying spreadsheets* How to edit while offline* How to add, edit, and hide data* How to import and export .txt, .csv, .pdf, and .xlsx files* Examples of basic formulas, functions, auto-fill* How to perform simple math and calculate averages* Sorting and filtering data* How to create a chart or graph* Keyboard shortcuts for Chromebooks, Windows, and OS X Note that the Google Sheets Reference and Cheat Sheet does not cover Google Drive, Google Docs, Google Slides, or other applications in Google's free online office suite. Publisher i30 Media offers separate cheat sheets and references for Google Drive and Google Docs in the Google Drive Reference and Cheat Sheet (ISBN 9781939924438) and the Google Docs Reference and Cheat Sheet (ISBN 9781939924445).The Google Sheets Reference and Cheat Sheet was created by the publisher of the top-selling guides Google Drive & Docs In 30 Minutes, LinkedIn In 30 Minutes, Excel Basics In 30 Minutes, and other titles.

Understanding Google Sheets Kevin Wilson,2021-04-30 We've all been there before, staring at a computer screen with no idea what to do - don't worry Understanding Google Sheets is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Understanding Google Sheets is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover the latest version of Google Sheets, this guide will show you how to: Start Google Sheets and find your way around navigation menus Format text: bold, italic, underlined, and strikethrough Align text, highlight and change text colour Cut, copy, paste and using the clipboard Add borders, cell shading and conditional formatting Insert charts Add, move and crop images Insert formulas and functions Filter and sort data Analysed data with goalseek and pivot tables Add validation rules to ensure users enter accurate data Print your spreadsheets Convert documents to other formats such as PDF or Excel Share your spreadsheets, print them out, or email them as attachments. Collaborate with other users with collaboration features Check spelling and grammar Expand the functionality of Google Sheets using Addons Take Google Sheets with you on your tablet and work from anywhere Get started with Google Drive You'll want to keep this edition handy as you make your way around Google Sheets. Have Fun!

Google Apps for Seniors Scott La Counte,2019-08-29 Remember when you used to pay for things?! When computer software was almost as much as your new computer. Times have certainly changed! Today many companies are giving you all that stuff you used to pay hundreds of dollars for—for free! What's the catch? There has to be a catch! Sometimes there definitely is a catch...it's free, but you have to watch a 30 second commercial every five minutes. Or it's free but you have to pay a subscription once you start to really like it. In the case of Google Apps, it truly is free. No annoying ads. No money grabs. Nothing. For the price of nothing you are getting online software that is on par with the Office suite you grew to love—and pay hundreds of dollars for. That means you get writing software, spreadsheet software, presentation software, and more...and you don't pay a dime! Now you see why so many people are making the switch to Google Apps? Who wouldn't want to pay nothing for good software? If you are interested in learning more about it, or you are ready to make the leap and become a free user, then this guide will show you the ropes and get you started as quickly as possible. Let's get started! This book is not endorsed by Alphabet, Inc.

Spreadsheets for Librarians Bruce White,2021-01-11 Work smarter and save time with the librarian's guide to the hidden-in-plain-sight secrets of Excel, Sheets, and other types of spreadsheets. While some librarians have become very skilled at using the full power of Excel and Sheets to turn data into useful and valuable information, for many librarians the relevance of spreadsheets—and how to use them—is not necessarily obvious. This book demystifies Excel and other spreadsheets. Starting from basic concepts, the book progresses to advanced implementations important to librarians in such areas as collection management, including evaluation and benchmarking; research assessment through the creation of sophisticated bibliometric measures; and library design based on an analysis of patron behavior or the creation of a keyword map of physical collections. Real-life examples highlight a variety of techniques and shortcuts that can be immediately applied to libraries of all kinds. Spreadsheets for Librarians is a book for the desk, not only the library shelves. No prior knowledge of spreadsheets is needed, and readers can expect to learn skills that will enhance their reputation as information and data professionals.

Google Sheets Quick Reference Training Guide Laminated Cheat Sheet TeachUcomp,2021-07-15 Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Google Sheets. When you need an answer fast, you will find it right at your fingertips with this Google Sheets Quick Reference Guide. Clear and easy-to-use, quick reference guides are perfect for individuals, schools, businesses, and as supplemental training materials.

The Google Sheets Handbook - Everything You Need to Know about Google Sheets Harper Goodwin,2016-11-17 This edition of the unique 'The Google Sheets Handbook' is brimming with even more Google Sheets inspiration - the results that are always loved, plus bonus results from today's thought leaders. 'The Google Sheets Handbook' continues to open up inspiration and rekindle the spirit. Celebrate success with the latest book in the series that inspired and reinvigorated thousands! You will find inspiration in this 'The Google Sheets Handbook' that gets you results, helps you thinking positive, and overcoming challenges. PLUS, INCLUDED with your purchase, are real-life document resources; this kit is available for instant download, giving you the tools to navigate and deliver on any Google Sheets goal.

Google Sheets Intermediate Reference and Cheat Sheet i30 Media,2020-09 This cheat sheet contains intermediate-level tips, examples, and shortcuts of Google Sheets, the free online spreadsheet program and Microsoft Excel alternative. The four-panel reference is printed on 8.5 by 11 inch high-quality card stock, perfect for desks, walls, and shelves. It has holes for three-ring binders. Fully recyclable and designed for readability. Topics include:* Keyboard shortcuts for Chromebooks, Windows, and macOS* Join text and numbers* Exponents and roots* Order of operations & nested functions* Calculate loan and interest payments* Time differences* Using SUMIF, AVERAGEIF & COUNTIF* Sorting multiple columns* Merge cells* Convert text to columns* Find & Replace* Remove duplicates* Freeze row/column* Fill a series* Creating static cell references* Referencing other sheets* Formatting and themes* Protecting sheets and cell ranges* Sharing and collaboration basics* Convert Excel to Sheets and vice versa Note that the Google Sheets Intermediate Reference and Cheat Sheet does not cover Google Drive, Google Docs, Google Slides, or other applications in Google's free online office suite. The Google Sheets Intermediate Reference and Cheat Sheet was created by the publisher of the top-selling guides Google Drive & Docs In 30 Minutes, LinkedIn In 30 Minutes, Excel Basics In 30 Minutes, and other titles.

The Ridiculously Simple Guide to Google Apps (G Suite) Scott La Counte,2019-09-11 Chances are you grew up a Word and Office user. Maybe you were a rebel and committed your herd to OpenOffice, or, dare I say, WordPerfect—but for the majority of people, our lives were loyal to Microsoft. In 2005, a small little startup named Upstartle developed something unheard of at the time: a web-based word processor called Writely. It pioneered the idea of writing on the “cloud” and changed the way people thought about word processing. Google noticed the little upstart, and in 2006, they acquired the company. The software was abandoned and turned into what everyone knows today as Google Docs. It disrupted the industry—namely, Microsoft's industry. Today, Google has a whole suite of productivity apps; from documents to spreadsheets, you can do just about anything from the cloud. Microsoft and Apple have each made big attempts to create cloud-based environments of their own for office productivity, but Google pioneered the idea and its collaborative, online environment make it hard to beat. It's become so feature-rich that many businesses are finding it to be the preferred way to conduct business. If you are thinking about making the switch to Google, or have already made

the switch but want to make sure you are using it correctly, then this guide will walk you through it. It will show you all the basic features to make sure you can get up and running as quickly as possible. It covers Google Drive, Google Docs, Google Slides, Google Sheets, and Google Forms. Let’s get started!

Google Sheets Tutorial Guide Isaac Alejo,2023-09-03 Google Sheets serves as an interactive spreadsheet program, enabling you to generate, modify, and collaborate on spreadsheets over the internet. Whether it's basic calculations or complex data analysis, Google Sheets provides you with the resources to interpret figures and simplify your activities. In this guide, we'll dive right into the features of Google Sheets. You'll discover the intricacies of working with columns, becoming proficient in effortlessly inserting, deleting, and rearranging columns. Additionally, you'll unlock the capabilities of using multiple sheets, gaining expertise in effectively handling diverse sets of data in a unified manner. Here's a preview of the contents of this book: Inserting, deleting and moving rows and columns Formatting cells Working with multiple sheets And many more! As you navigate through this guide, you'll discover how Google Sheets can enhance your efficiency, collaboration, and data organization across personal and professional realms.

Google Sheet Functions Barrie Roberts,2020-06-14 The idea of this book is to show you how to use some of the most useful functions in GOOGLE SHEETS. It starts with the basic ones like SUM and takes you through to more advanced areas like VLOOKUP, IMPORTRANGE, and QUERY. I feel the best way to learn these is by following examples and in every chapter I will take you through several examples showing you different aspects of the function and various uses of it. The examples start with the basic syntax of the function and build up to more complex formulas, but I explain each step along the way. So, don't worry, these are much easier than maybe you think! CONTENT: Introduction to functions Chapter 1 - AVERAGE, MAX, MIN Chapter 2 - COUNT and COUNTA Chapter 3 - IF Chapter 4 - CONCATENATE Chapter 5 - VLOOKUP (inc IFERROR and ARRAYFORMULA) Chapter 6 - OR & AND Chapter 7 - COUNTIF, SUMIF, COUNTIFS, SUMIFS Chapter 8 - FILTER Chapter 9 - IMPORTRANGE Chapter 10 - PROPER, UPPER, LOWER, TRIM Chapter 11 - TRANSPOSE Chapter 12 - ISEMAIL, ISNUMBER, ISURL, NOT Chapter 13 - UNIQUE, COUNTUNIQUE, SORT Chapter 14 - NOW, TODAY, DAY, MONTH, YEAR, HOUR, MINUTE, SECOND Chapter 15 - WEEKDAY, WORKDAY, NETWORKDAYS, EDATE, EOMONTH, CHOOSE Chapter 16 - GOOGLETRANSLATE, DETECTLANGUAGE Chapter 17 - OFFSET Chapter 18 - IMAGE Chapter 19 - ROUND, ROUNDUP, ROUNDDOWN Chapter 20 - HYPERLINK Chapter 21 - INDEX and MATCH Chapter 22 - QUERY

Improve your skills with Google Sheets Rémy Lentzner,2020-07-23 Welcome to Google Sheets, your free worksheet on line. This book outlines useful possibilities if you want to work with this application. As with any spreadsheet, you can achieve simple or more complex calculations using functions. You will learn how to filter and sort out information creating statistics with Pivot tables. You will define page layout settings to print data easily. Charts will facilitate data analysis. Because Google Sheets is designed for sharing data, forms will enable you to create online questionnaires or surveys to get to know your contacts better. You will create macros that automate keyboard or mouse actions. This book will improve your knowledge about Google Sheets and how to use it in your work.

Google Sheets For Beginners Voltaire Lumiere,2023-11-27 Google Sheets For Beginners: The Ultimate Step-By-Step Guide To Mastering Google Sheets To Simplify Data Analysis, Use Spreadsheets, Create Diagrams, And Boost Productivity Are you finding it impossible to make sense of your data, drowning in a sea of numbers? Do you often find yourself doing formatting and calculations by hand for hours on end? With the help of this excellent book, you will set out on a revolutionary journey to make data analysis easier, increase productivity, and realize the full potential of spreadsheet management. Say goodbye to the annoyances of laborious calculations and lengthy chores, and welcome a new era of effectiveness and competence. Don't allow uncertainties to stop you! Because it is written with beginners in mind, this book provides step-by-step instructions, practical examples, and clear explanations to help you along the way. You will acquire the necessary abilities to master Google Sheets and realize the full potential of spreadsheets, so don't worry. Bid farewell to the difficulties involved in data analysis and the ineffectiveness of managing spreadsheets by hand! Discover the potential of Google Sheets For Beginners to enhance productivity and simplify data analysis.

The Enigmatic Realm of **Google Sheets**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Google Sheets** a literary masterpiece penned by way of a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those that partake in its reading experience.

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