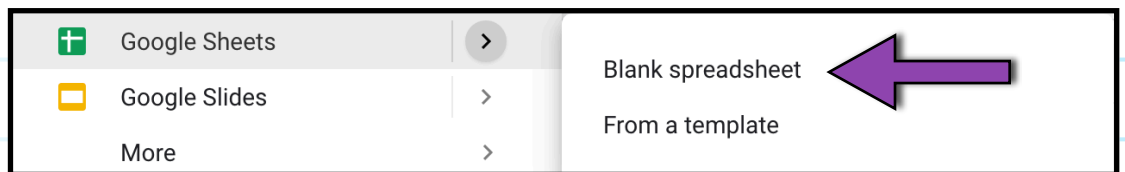
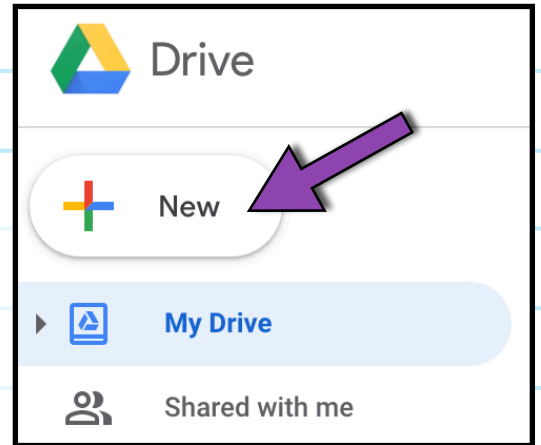


# Getting Started with Google Sheets

To launch Google Sheets, begin by navigating to your Google Drive. Once in Google Drive, click on the “New” button in the upper lefthand corner.

Next, scroll down to “Google Sheets” and select “Blank Spreadsheet” to open a blank spreadsheet template.

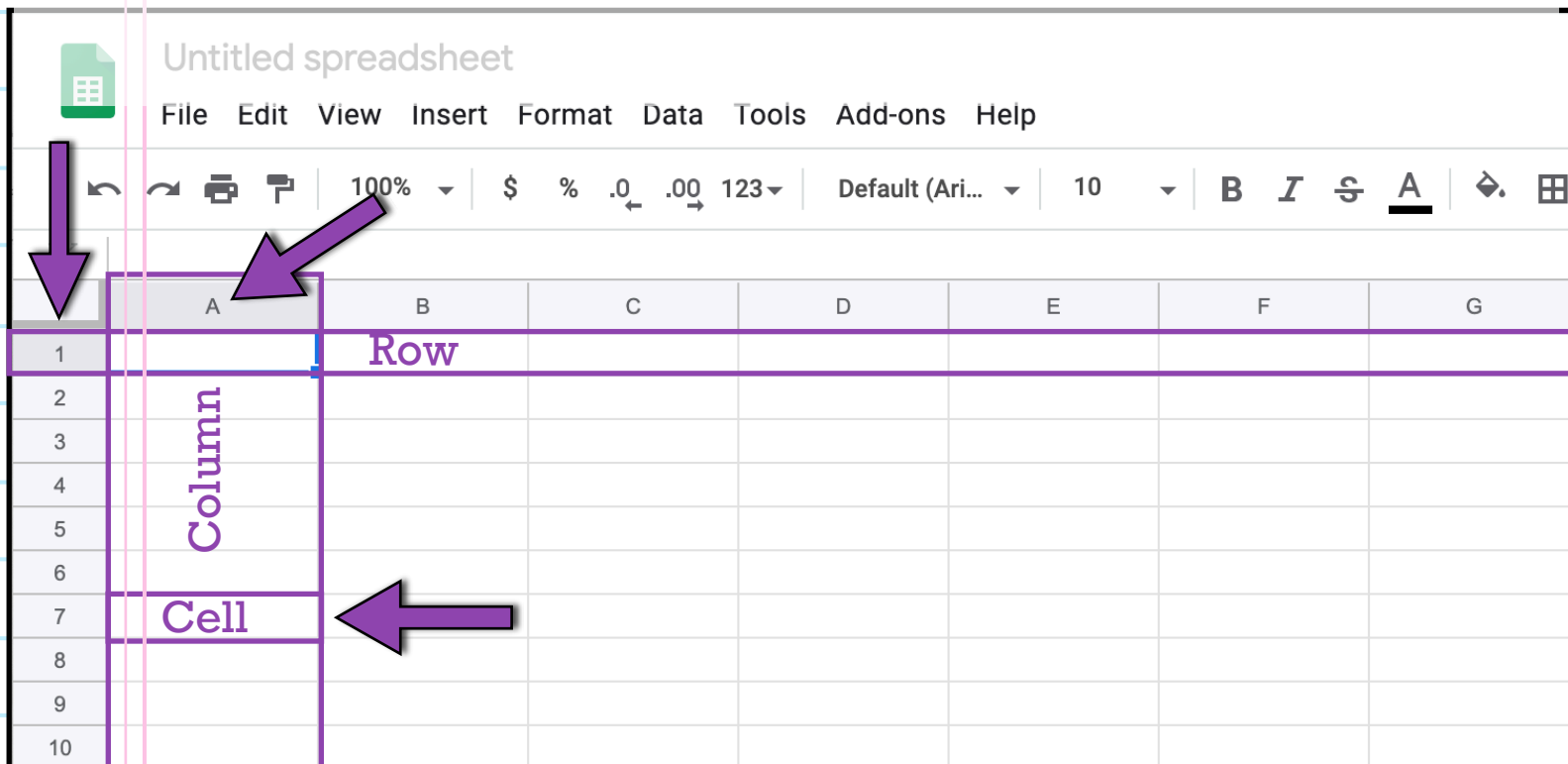
You have now opened a blank spreadsheet template!



Your spreadsheet is made up of **columns**, **rows**, and **cells**. **Columns** run vertically and are labeled with letters (e.g., A, B, C).

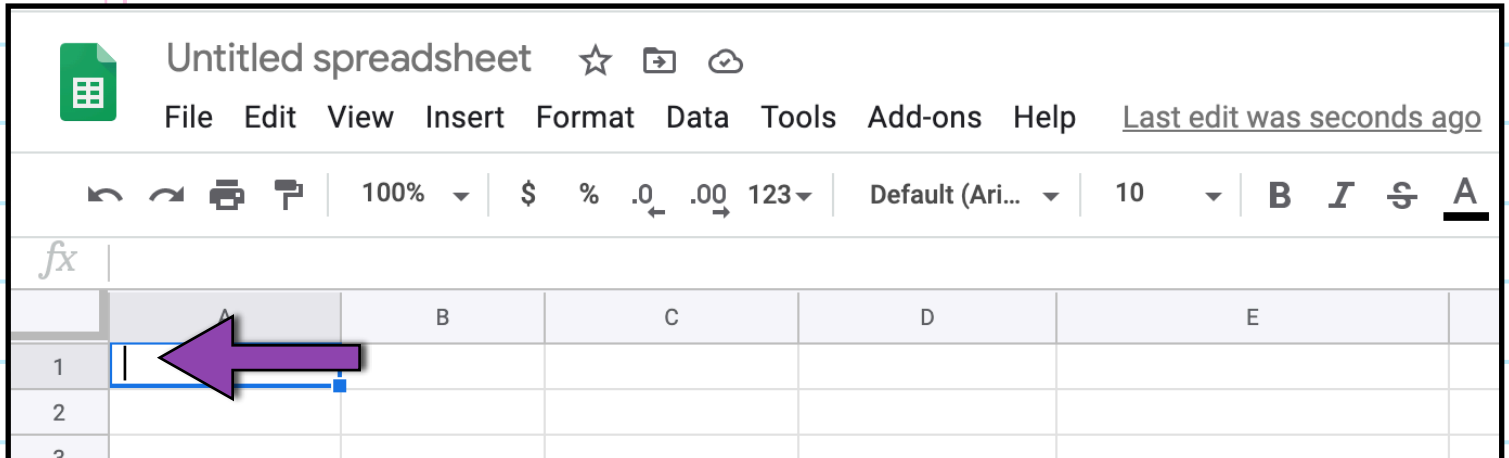
**Rows** run horizontally and are labeled with numbers (e.g., 1, 2, 3).

**Cells** are the boxes that make up the spreadsheet. Each cell is identified by its column letter and its row number. For example, the cell highlighted below is cell A7 because it is in column A and row 7.



Cells are where data appear in your spreadsheet.

To enter data into a cell, simply double click on the cell and start typing.



The first row of a spreadsheet is usually considered the Heading Row, meaning it's a row that contains headings for each of the columns.

In your own spreadsheet, create a Header Row by enter the column headings for the five types of data you collected, using the order:

A screenshot of a Google Sheets spreadsheet. The title bar says "Person's Initials". The spreadsheet has columns labeled A, B, C, D, and E, and rows labeled 1, 2, 3, 4, 5, 6, and 7. The first row (row 1) contains the following text: "Person's Initials", "Age (in years)", "Height (in inches)", "Month of Birthday", and "Favorite Flavor of Ice cream". The cell in row 1, column A is highlighted with a blue border. A purple arrow points to the cell in row 1, column A.

Person's Initials, Age, Height, Month of Birthday, and Favorite Flavor of Ice Cream.

When entering data into cells, you may need to adjust the width of a column to be able to see all of the data you've entered.

To adjust the width of a column, select the cell you would like to increase the width of. Place your cursor on the right

A screenshot of a Google Sheets spreadsheet. The title bar says "Person's Initials". The spreadsheet has columns labeled A, B, C, D, and E, and rows labeled 1, 2, 3, 4, 5, 6, and 7. The first row (row 1) contains the following text: "Person's Initials", "Age (in years)", "Height (in inches)", "Month of Birthday", and "Favorite Flavor of Ice cream". The cell in row 1, column A is highlighted with a blue border. A purple arrow points to the right border of the cell in row 1, column A.

boarder of that column and when the right boarder turns blue and your cursor changes to a right-pointing arrow, double click. This will automatically adjust the column width so that all cell contents are visible.

Usually, when we have multiple pieces of data about each of several individuals (e.g., we have the age, height, etc. for each of 5 adults), we usually enter all the information for one individual in the same row.

For example, all of the data entered in row 2 below is from the individual whose initials are CMA.

fx   Person's Initials						
	A	B	C	D	E	
1	Person's Initials	Age (in years)	Height (in inches)	Month of Birthday	Favorite Flavor of Ice cream	
2	CMA	28	74	May	Chocolate	
3						
4						
5						
6						
7						

In your own spreadsheet, enter all the data from each of your individuals, so that data from each individual are in the **same row**.

fx   Person's Initials						
	A	B	C	D	E	
1	Person's Initials	Age (in years)	Height (in inches)	Month of Birthday	Favorite Flavor of Ice cream	
2	CMA	28	74	May	Chocolate	
3	KLK	57	75	September	Peanut Butter Cup	
4	DRG	58	67	January	Mint Chocolate Chip	
5	KJF	20	64	October	Vanilla	
6	OAG	78	67	August	Chocolate	
7						

After you've entered the data from your five individuals into the spreadsheet, check your work! Make sure the data you entered for each cell is correct. Double check your data again. Double-checking your work is always a good strategy, but it's even more important when entering data.

Last, save your spreadsheet. Google Sheets automatically saves documents as you work! However, you will need to rename your document so you can identify it in the future. To rename your document, click on “Untitled spreadsheet” and type your documents new name.

Untitled spreadsheet

When you use “Save” in Google Sheets, your file is accessible to others in Google Sheets using a sharable link. To share your file, click on “Share” in the upper righthand corner and select “Copy Link”, which will copy a shareable link to your clipboard that you can then paste wherever you’d like to share your document.

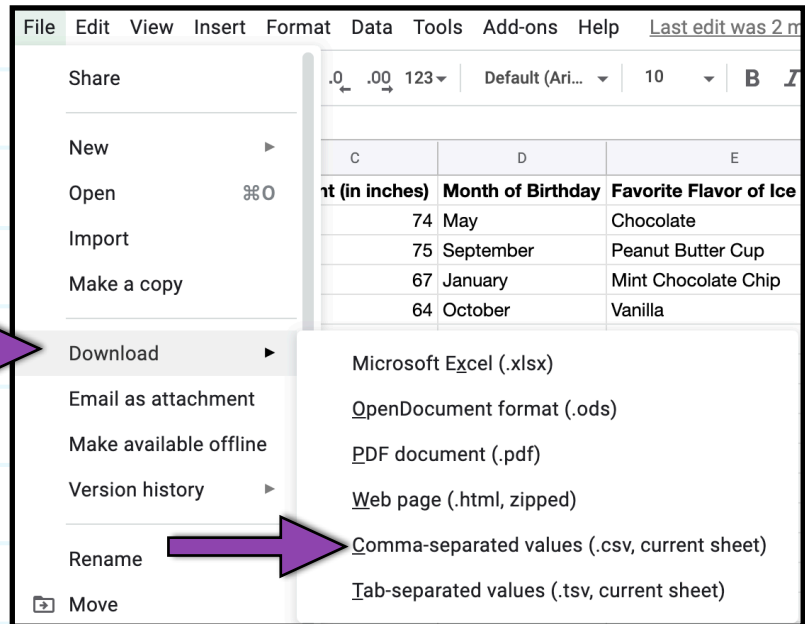
Share

Copy link

Google Sheets can also export spreadsheets to other file types, including **.csv** files.

A **.csv** file is the most universal data format (meaning it can be opened by almost every data management platform).

Because **.csv** is a universal format, **.csv** files contain only unformatted data; they don’t contain built-in functions or formulas.



To export a Google Sheets spreadsheet to be a **.csv** file, from the top menu, select “File”, then scroll down to “Download”, then select “Comma-separated values (.csv).”

Your exported file will automatically be given the extension **.csv**

You’ve now learned how to enter data into Google Sheets!