













Google Sheets


The Toolbar

	Print
	Undo/Redo
	Paint Format Tool : Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.
	Format as Currency/Format as Percent
	Decrease Decimal Places/Increase Decimal Places
	More Numerical Formats
	Font and Font Size
	Bold, Italics, Strikethrough and Font Color
	Fill Color, Borders, and Merge Cells
	Horizontal Alignment, Vertical Alignment, and Wrap Text
	Insert Link/Insert Comment
	Insert Chart, Insert Filter, and Insert Function

Click  to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.

Share with others Get shareable link 

People



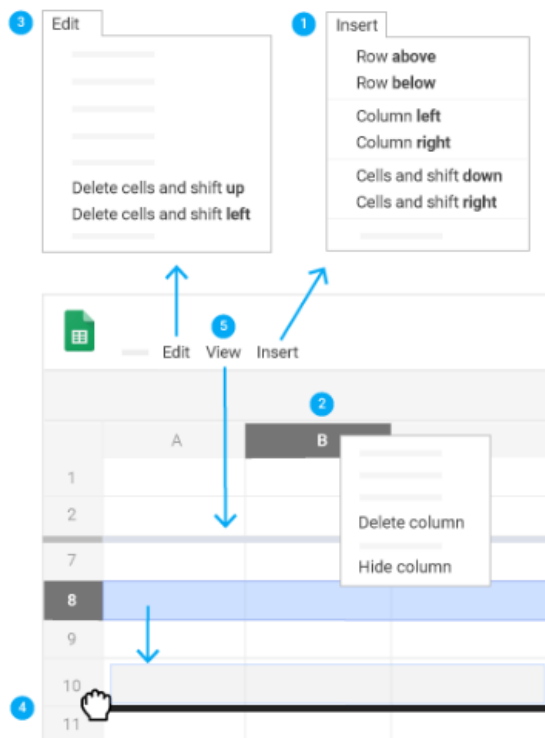
Can edit
 Can comment
 Can view

Done

1 Huxlev Kneehill County 12416 12/07/2010 F

Work with rows, columns, and cells

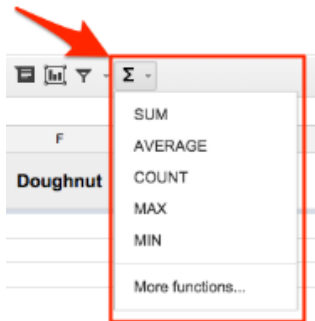
- 1 **Add rows, columns, and cells**—Select a cell or block of cells. Then, on the menu bar, click **Insert** and choose where to add the row, column, or cells.
- 2 **Delete or hide rows and columns**—Right-click the row number or column letter and select **Delete** or **Hide**.
- 3 **Delete a cell or a block of cells**—Select the cells you want to delete. Click **Edit > Delete cells and shift up**, or **Edit > Delete cells and shift left**.
- 4 **Move rows and columns**—Click the row number or column letter to select it. Then, drag it to a new location.
- 5 **Freeze header rows and columns**—Keep some data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View > Freeze** and choose an option.



Basic Formulas

- **SUM**: adds up a range cells (e.g. $1+2+3+4+5 =$ sum of 15)
- **AVERAGE**: finds the average of a range of cells (e.g. 1,2,3,4,5 = average of 3)
- **COUNT**: counts the values in a range of cells (ex: 1,blank,3,4,5 = 4 total cells with values)
- **MAX**: finds the highest value in a range of cells (ex: 1,2,3,4,5 = 5 is the highest)
- **MIN**: finds the lowest value in a range of cells (ex: 1,2,3,4,5 = 1 is the lowest)

- **Basic Arithmetic:** You can also perform functions like addition, subtraction, and multiplication directly in a cell without calling a formula



More Functions

AVERAGE	Statistical Returns the numerical average value in a dataset, ignoring text.
AVERAGEIFS	Statistical Returns the average of a range that depends upon multiple criteria.
CHOOSE	Lookup Returns an element from a list of choices based on index.
COUNT	Statistical Returns the count of the number of numeric values in a dataset.
COUNTIF	Statistical Returns a conditional count across a range.
DATE	Date Converts a provided year, month, and day into a date.
FIND	Text Returns the position at which a string is first found within text.
GETPIVOTDATA	Text Extracts an aggregated value from a pivot table that corresponds to the specified row and column headings.
IF	Logical Returns one value if a logical expression is true and another if it is false.
INDEX	Lookup Returns the content of a cell, specified by row and column offset.
INT	Math Rounds a number down to the nearest integer that's less than or equal to it.
LOOKUP	Lookup Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
MATCH	Lookup Returns the relative position of an item in a range that matches a specified value.
MAX	Statistical Returns the maximum value in a numeric dataset.
MIN	Statistical Returns the minimum value in a numeric dataset.
NOW	Date Returns the current date and time as a date value.
ROUND	Math Rounds a number to a certain number of decimal places according to standard rules.
SUM	Math Returns the sum of a series of numbers and/or cells.
SUMIF	Math Returns a conditional sum across a range.
TODAY	Date Returns the current date as a date value.
VLOOKUP	Lookup Searches down the first column of a range for a key and returns the value of a specified cell in the row found.