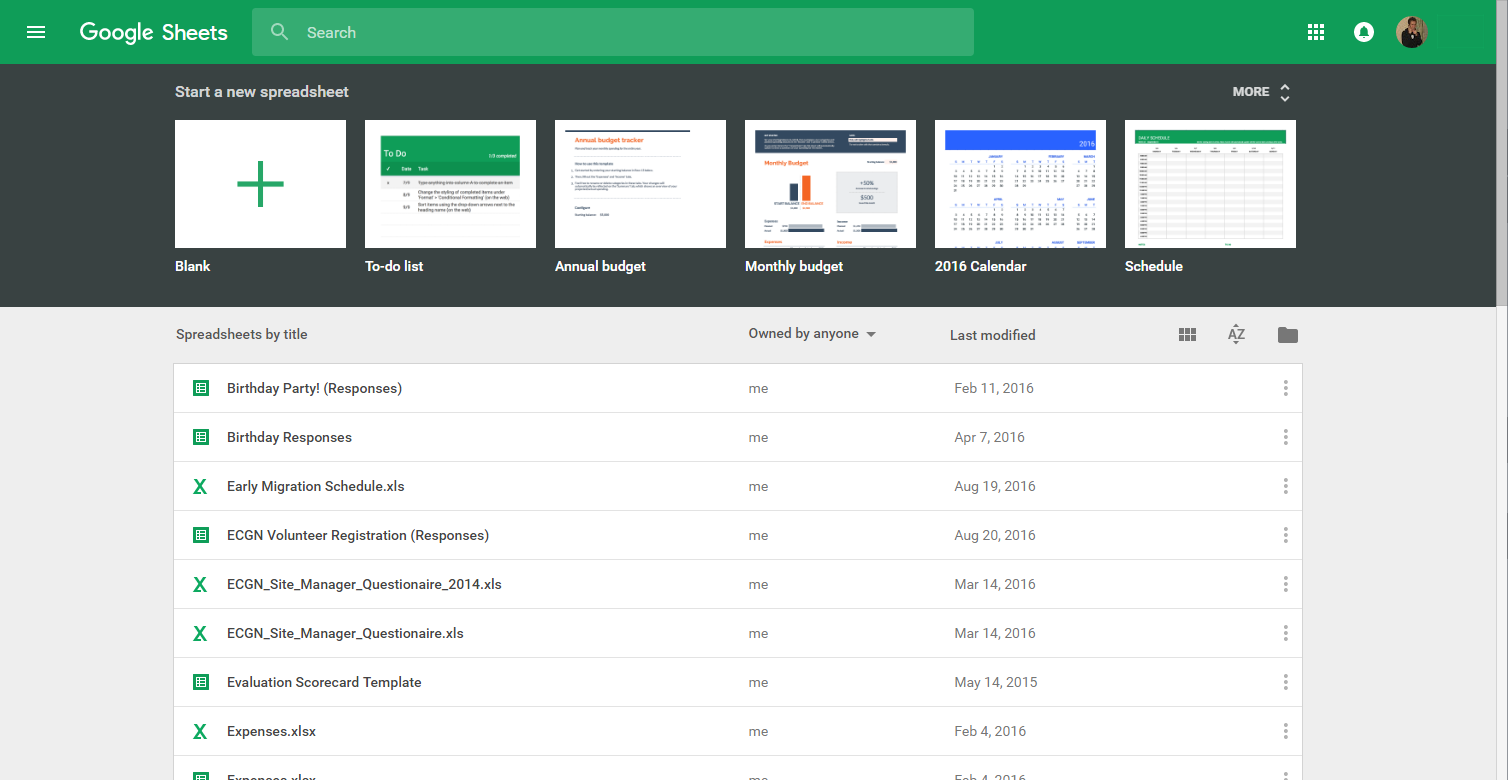
Google Tools: Sheets

**GOOGLE SHEETS OVERVIEW**

Google Sheets is an online spreadsheet application that lets you create, format, and collaborate on spreadsheets with people in real time.

Access Google Sheets via https://sheets.google.com



Templates/New Doc

Your Sheets

Search Bar

Display options

File picker

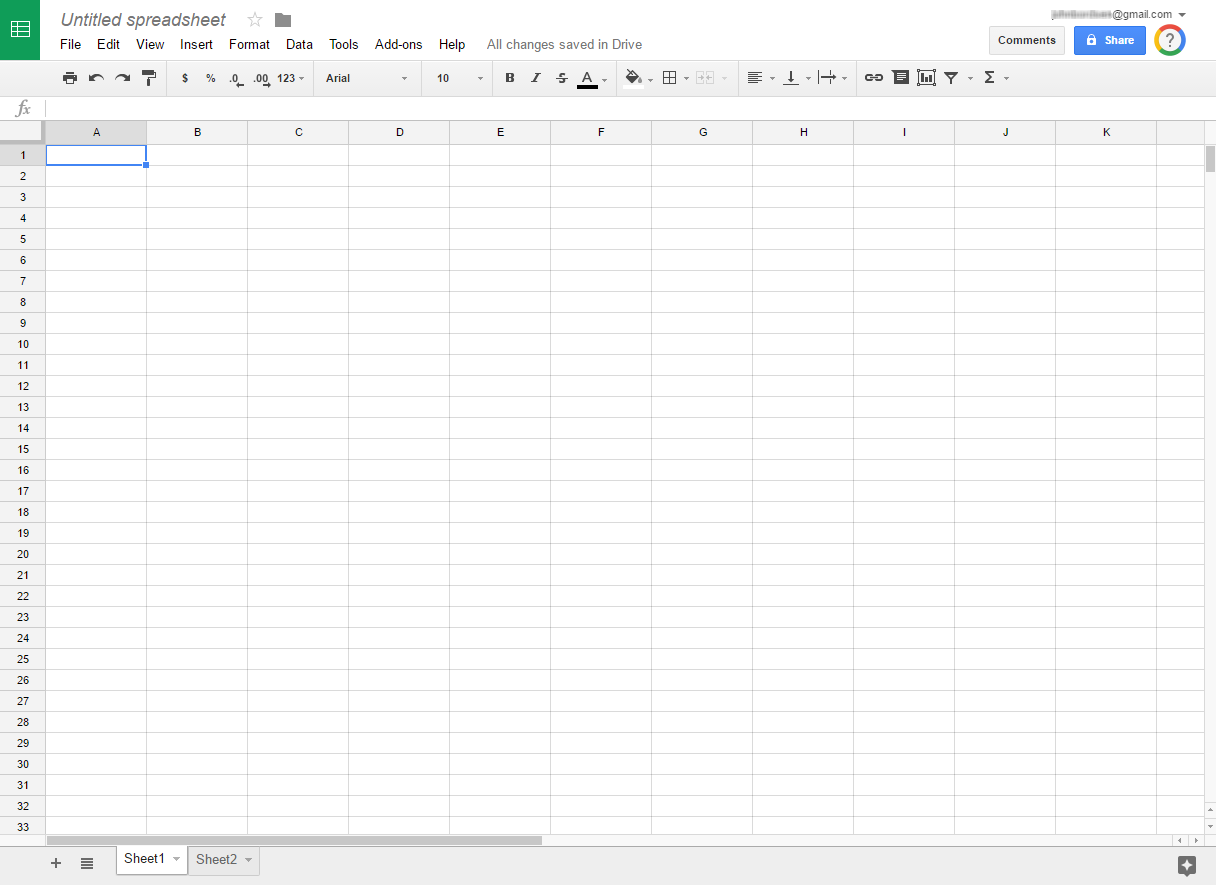
**CREATING A NEW SPREADSHEET**

1. Access Google Sheets
2. Under “Start a new document,” click  to begin a new “blank” document or select from an available template
3. The new spreadsheet displays
4. Edit, format, and/or share your spreadsheet, as needed

**Note:** All changes you make within Google Sheets are automatically saved in real time.

Google Tools: Sheets

**EDITING, FORMATTING, AND SHARING A SPREADSHEET**



Rename

Sheets home screen

Share

Menu bar

Text formatting

Insert comments, links, functions and more

Cell formatting

Tabs (sheets)

**Note:** All changes you make within Google Sheets are automatically saved in real time.