



G Suite™

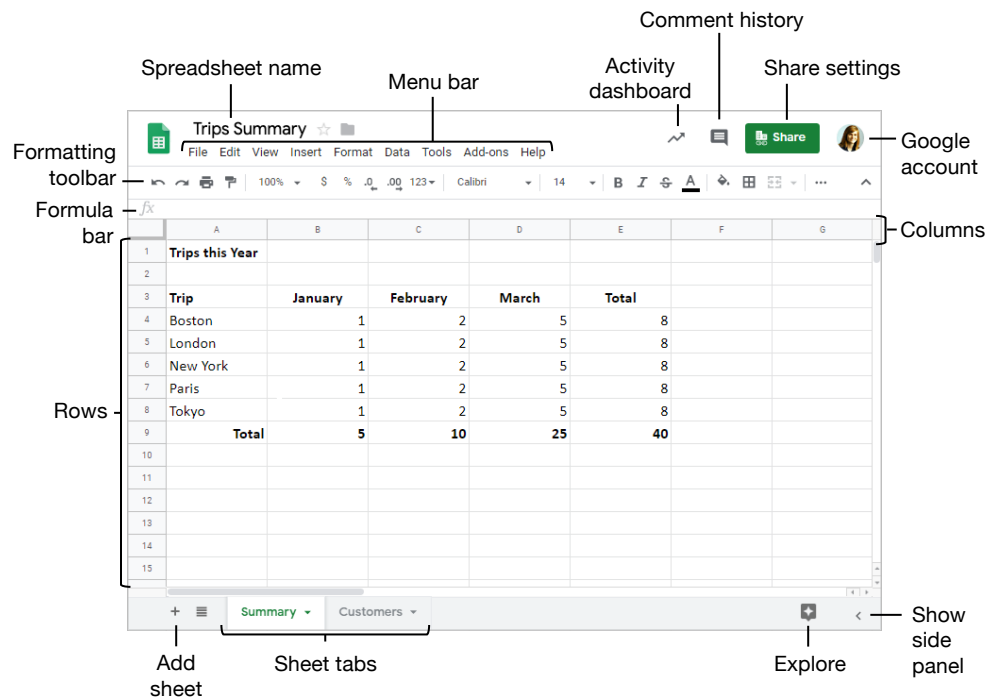
Google Sheets

Quick Reference Card



199 Chambers Street (212) 220-1383
New York, NY 10007 www.bmcc.cuny.edu/lrc

The Google Sheets Screen



Keyboard Shortcuts

General

- Open..... **Ctrl + O**
- Print **Ctrl + P**
- Select column **Ctrl + Space**
- Select row **Shift + Space**
- Select all..... **Ctrl + A**
- Insert rows or columns **Ctrl + Alt + =**
- Delete rows or columns..... **Ctrl + Alt + -**
- Hide row **Ctrl + Alt + 9**
- Hide column..... **Ctrl + Alt + 0**
- Unhide row..... **Ctrl + Shift + 9**
- Unhide column..... **Ctrl + Shift + 0**
- Fill down..... **Ctrl + D**
- Insert new sheet..... **Shift + F11**

Editing

- Cut..... **Ctrl + X**
- Copy **Ctrl + C**
- Paste..... **Ctrl + V**
- Paste values only..... **Ctrl + Shift + V**
- Undo **Ctrl + Z**
- Redo **Ctrl + Y**
- Find and replace..... **Ctrl + H**
- Insert or edit a link **Ctrl + K**

Formatting

- Bold **Ctrl + B**
- Italics..... **Ctrl + I**
- Underline..... **Ctrl + U**
- Align left **Ctrl + Shift + L**
- Align center **Ctrl + Shift + E**
- Align right **Ctrl + Shift + R**
- Apply cell border **Alt + Shift + 7**
- Format as decimal..... **Ctrl + Shift + 1**
- Format as time **Ctrl + Shift + 2**
- Format as date..... **Ctrl + Shift + 3**
- Format as currency **Ctrl + Shift + 4**
- Clear formatting..... **Ctrl + **

Navigating

- Move to beginning of row.. **Home**
- Move to end of row **End**
- Move to cell A1 **Ctrl + Home**
- Move to end of sheet **Ctrl + End**
- Move to next sheet..... **Alt + ↓**
- Move to previous sheet **Alt + ↑**

Sheets Fundamentals

Create a Spreadsheet from Google Drive: In Google Drive, click the **New** button and select **Google Sheets**.

Open a Spreadsheet: Click **File** on the menu bar, select **Open**, then navigate to the file you want to open. Select the spreadsheet and click **Open**.

Rename a Spreadsheet: Click in the spreadsheet name field at the top of an open spreadsheet. Type a name and press **Enter**.

Star a Spreadsheet: Click the **Star** button next to the spreadsheet name. The file appears in the **Starred** section of Google Drive.

Copy a Spreadsheet: Click **File** on the menu bar and select **Make a copy**. Enter a name for the copied sheet and specify the folder where you want to save it. Click **OK**.

Move a Spreadsheet: Click **File** on the menu bar and select **Move to**. Navigate to the folder where you want to move the spreadsheet and click **Move here**.

Delete a Spreadsheet: Click **File** on the menu bar and select **Move to trash**.

Print: Click **File** on the menu bar, select **Print**, specify the print settings, and click **Print**.

Sheets Fundamentals

Search Help Topics: Click **Help** on the menu bar and select **Sheets Help**. Type a keyword or phrase in the Search Help field and press **Enter**. Select the desired help topic.

Edit Spreadsheets

Select Cells: Click a cell to select it. Click a row or column heading to select the entire row or column.

Edit Cell Data: Click the cell where you want to modify data, type the data, and press **Enter**.

Copy and Paste: Select the cell(s) you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the data, click **Edit** on the menu bar, and select **Paste**.

Cut and Paste: Select the cell(s) you want to cut, click **Edit** on the menu bar, and select **Cut**. Click the cell(s) where you want to paste the data, then click **Edit** on the menu bar, and select **Paste**.

Insert Rows or Columns: Select the column or row where you want to insert new cells. Click **Insert** on the menu bar and select either **Column left / Row above** or **Column right / Row below**.

Move Cells: Select the cell(s) you want to move. Hover over the outline of the selected cells, then click and drag the cells to a new location.

Edit Spreadsheets

Delete Cells: Select the cell or cell range you want to delete, click **Edit** on the menu bar, and select a delete option.

Hide a Row or Column: Right-click a row or column header and select **Hide Row** or **Hide Column**.

Find Text: Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Find** to jump to the first occurrence in the sheet.

Replace Text: Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.



Check Spelling: Click **Tools** on the menu bar, select **Spelling**, and select **Spell check**. Click **Ignore** to ignore instances of the misspelled word, or click **Change** to replace the misspelling with the selected word.


Format Spreadsheets


Change the Font: Select the cell(s) you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.


Change the Font Size: Select the cell(s) you want to format, click the **Font size** list arrow on the formatting toolbar, and select a new font size.

Change the Text Color: Select the cell(s) you want to format, click the **Text color**  button on the formatting toolbar, and select a new color.

Change Cell Alignment: Select a cell or cell range, click the **Horizontal align**  or **Vertical align**  button on the formatting toolbar, then select an alignment option.


Merge Cells: Select a cell range and click the **Merge cells**  button on the formatting toolbar.

Wrap Text: Select a cell or cell range, click the **Text wrapping**  button on the formatting toolbar, and select a text wrapping option.

Add a Cell Border: Select a cell or cell range, click the **Borders**  button on the formatting toolbar, and select a border option.

Apply Number Formatting: Select a cell or cell range, click **Format** on the menu bar, select **Number**, and select a number format.

Freeze a Row or Column: Click **View** on the menu bar, select **Freeze**, and select a freeze option.

Copy Formatting: Select a cell or cell range with formatting that you want to copy. Click the **Paint format**  button on the formatting toolbar, then select the cell or cell range you want to apply the formatting to.

Format Spreadsheets

Create a Conditional Formatting Rule: Select a cell range, click **Format** on the menu bar, and select **Conditional formatting**. Select the conditions for the formatting to appear, customize the formatting that will appear when the conditions are met, and click **Done**.

Formulas and Functions

Create a Formula: Select the cell where you want to enter a formula. Press **=**, then enter the formula using numbers, cell references, and/or mathematical operators. Press **Enter**.

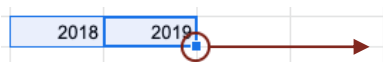
Insert a Function: Click in the cell where you want to add a function. Click **Insert** on the menu bar, select **Function**, select a category, then select a function. Enter the function's arguments and press **Enter**.

The Sum Function: Click the cell where you want to add the SUM function. Click **Insert** on the menu bar, select **Function**, and select **SUM**. Select the cells you want to find the sum for and press **Enter**.

The Min and Max Functions: Click the cell where you want to place a minimum or maximum value for a given range. Click **Insert** on the menu bar, select **Function**, and select **MIN** or **MAX**. Select the range of cells you want to analyze and press **Enter**.

The Count Function: Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click **Insert** on the menu bar, select **Function**, and select **COUNT**. Select the range of cells you want to analyze and press **Enter**.

Complete a Series Using AutoFill: Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.



Name a Cell Range: Select a cell range you want to name, click **Data** on the menu bar, and select **Named ranges**. Click **Add a range**, enter a name for the cell range, and click **Done**.

Manage Sheets and Data

Insert a Sheet: Click **+** to the left of the sheet tabs.

Rename a Sheet: Click the sheet tab you want to rename and click the sheet tab's arrow. Select **Rename** in the menu, then enter a new name and press **Enter**.

Delete a Sheet: Click the sheet tab you want to delete. Click the sheet tab's arrow, select **Delete**, and click **OK**.

Hide a Sheet: Click the sheet tab you want to hide. Click the sheet tab's arrow and select **Hide sheet**.

Manage Sheets and Data


Move a Sheet: Click and drag the sheet tab to the desired location.

Sort a Column: Select a cell in the column you want to sort, click **Data** on the menu bar, and select a sort order.

Filter Data: Select a cell in a data range. Click **Data** on the menu bar and select **Create a filter**. Click the filter arrow for a column, specify the items you want to filter, and click **OK**.

Insert Objects

Insert a Chart: Select a cell range containing data for a chart. Click **Insert** on the menu bar and select **Chart**. Click the **Chart type** list arrow in the Chart editor pane and select a chart type.

Modify a Chart: Select a chart, click the **More**  icon, and select **Edit chart**. Modify the options in the Chart editor pane.

Insert an Image: Click the cell where you want to insert the picture, click **Insert** on the menu bar, select **Image**, and select where you want to insert the image. Select the location from which you want to add an image, then double-click an image to insert it.

Insert a Link: Select the cell or object you want to use to create the link. Click **Insert** on the menu bar and select **Link**. Specify what you want to Link to, then click **Apply**.

Share, Collaborate, and Convert

Download a Spreadsheet: Click **File** on the menu bar, select **Download as**, and select a file format.

Email a Spreadsheet: Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

Share a Spreadsheet: Click the **Share** button and enter the email address(es) for the people you want to share the spreadsheet with. Set a permissions level, then click **Send**.

Add a Comment: Click the cell where you want to add the comment, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

Reply to a Comment: Select a comment. Click in the **Reply** field, type a reply, and click **Reply**.

View Version History: Click **File** on the menu bar, select **Version history**, and select **See version history**.

Restore a Version: In the version history pane, select the version you want to restore. Click the **Restore this version** button, then click **Restore** to confirm.