Google Sheets & Google Drive

Instructor: Kenny Duray   kduray@aapld.org   847-458-3146

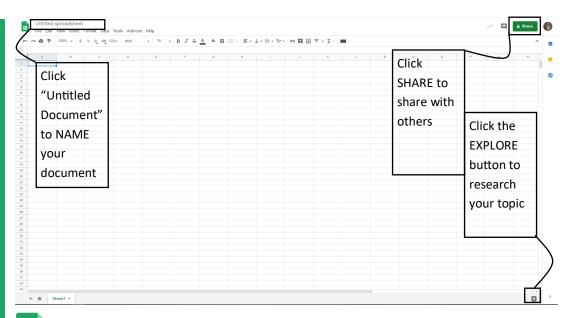Instructor: Kenny Duray   kduray@aapld.org   847-458-3146

Class Agenda

- **Sign up for a Google account**
- **Getting to Google Sheets**
- **Creating a Sheet**
- **Tour**
- **Autofill & AutoSUM**
- **Insert a Chart**
- **Pivot Table**
- **Share**
- **Google Drive**
- **Resources**

www.aapld.org

⇒ **Online Library**

⇒ **Online Learning**

⇒ **Lynda.com**

**2600 Harnish Drive
Algonquin, IL 60102
847-458-6060
www.aapld.org**

**Mon-Thur: 9am - 9pm
Fri: 9am - 6pm
Sat: 9am - 5pm
Sun: 12pm – 5pm**

Click "Untitled Document" to NAME your document

Click SHARE to share with others

Click the EXPLORE button to research your topic

Clicking on this will take you to Sheets Home where you can; open a new blank Sheet, open a template, or open a previously created Sheet

Most of what you need to use is right there in front of you in the toolbar at the top. However, if you shrink your screen, you won't be able to see everything. Below is a listing for most of the tabs and tools.

- ♦ **File:** Make a copy, download as PDF or Excel, email, rename, move to a Drive folder, Spreadsheet settings

- ♦ **Edit:** Cut, copy, paste, undo / redo, select all, and find and replace, delete; values, rows, columns and then which way to shift other data

- ♦ **View:** Freeze rows or columns, protect ranges, show different parts of the spreadsheet, zoom and full screen options

- ♦ **Insert:** Rows, columns, cells, images, charts, drawings, **FORMS,** functions, checkboxes, new sheet

- ♦ **Format:** Number type, Text: bold, italics, alignment, merge cells, text wrap, hanging indent, text rotation, conditional formatting, alternating colors, clear all formatting

- ♦ **Data:** Sort, filter, pivot tables, named ranges, protected ranges

- ♦ **Tools:** Create a **FORM,** macros, spelling, notifications, protect sheet, accessability

- ♦ **Add-ons:** get add-ons that help you do what you're trying to do

- ♦ **Help:** Google help for Google Sheets, search a topic or read it all

- ♦ **All changes saved in Drive / Saving:** Google Sheets saves as you work on your spreadsheet. If you haven't done any work in a while it will read "All changes saved in Drive". If you are typing it will read "Saving".

https://applieddigitalskills.withgoogle.com/en/digital-training

AutoFill

Fill in a word that is part of a series
Click on the tab in the bottom right corner and drag down or right

AutoSUM

Σ

Enter data in cells
Highlight data by left clicking and dragging
Click on the AutoSUM button to add

Insert a Chart

To create a chart;

- Highlight the data to include in chart
- Click on INSERT and then CHART
- A chart will be inserted and a chart editor will open at right
- Choose chart type and more options
- Choose customize to change colors and design

Pivot Table

Pivot tables make it so you can more easily analyze your date by making it more manageable.
Many jobs are looking for people with Excel skills who can use pivot tables

- Create a spreadsheet with several pieces of data, example: Name, Sales, Month, Zone
- Highlight this data
- Click DATA then PIVOT TABLE
- A new sheet will open with a menu at right
- Here you can choose what you want included in your table by row, column, value, or filter
- After choosing what will be included in your rows or colums, and what will be your values, you can then choose filters to narrow down what pieces of information will be included

Share

With Google Sheets, you can share your spreadsheet with others with Google accounts and work together.
Edit:
The people you shared with can make changes to the document
Comment:
The people that you shared with can only comment on the document and suggest changes
View:
The people you shared with can only view the document
Add a comment:

- Right click on a cell or highlight many cells and right click
- Click on COMMENT and type
- To reply to a comment, click on it and type
- When an agreement has been made, click on RESOLVE to remove the comments

Google Drive

Google Drive is where all your files are stored. You can sort all these files into different folders for organization and filter Drive to show items you created or items that were shared with you. It is basically like your File Explorer on Windows or Library on Macs.

Drive: Clicking on this will show you all files and folders stored on your Drive

+ New: Create a new folder, upload a file or folder from your computer, or open any of the Google apps (Docs, Sheets, Slides, etc…)

Priority: Create folders of files that you need to get to frequently

My Drive: Works the same as clicking on Drive but you also get to list folders

Team Drive: These are files or folders that are shared with a team

Shared with me: This will show all the files that have been shared with you

Recent: Will show the most recently opened or modified files

Starred: You can STAR files to make them easier to find, this is where you'll find them

Trash: Any file you delete will show up here, you can retrieve it if you accidently deleted it, or you can delete it forever to free up more space

Storage: Drive gives you 15gb of storage, however this includes your Gmail account as well

Search: You can search for a file in the tip SEARCH bar, clicking on the down arrow will open advanced search options

ⓘ : Will show a list of activity for recently modified files that either you have done or someone who has shared a file with you

Help

Settings

Apps

Right clicking on a file will bring up this option menu:

- 👁 Preview
- ✦ Open with >
- +👤 Share
- 🔗 Get shareable link
- 🗂 Move to
- ★ Add to Starred
- ✎ Rename
- 🕘 Manage versions
- 📄 Make a copy
- ❗ Report abuse
- ⬇ Download
- 🗑 Remove