

# GOOGLE SHEETS

SUMMARY OF MENU COMMANDS AND OPTIONS

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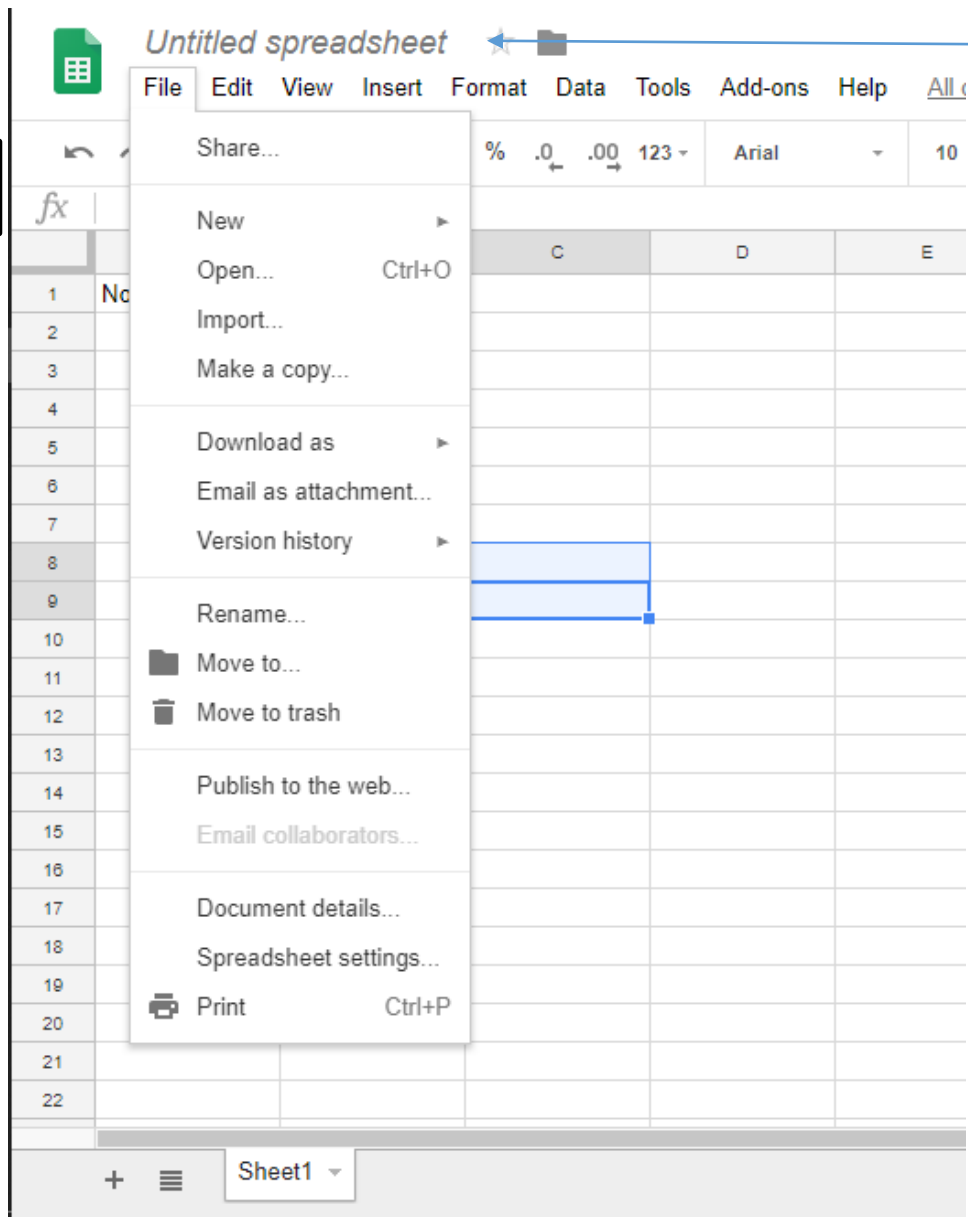
September 28, 2018

# Google Sheets Menus

- Sometimes the best way to learn something new is to EXPERIMENT, INVESTIGATE and COLLABORATE.
- The **ToolBar** and Add-ons can be different depending on who used and customized the settings.
- Screen Resolution can also impact what Icons or descriptions you see on the screen.
- When you don't remember where a menu option or Command is, the **<Right Click>** option on an element will usually bring up the features that are available to use.
- If you don't like using the MOUSE and commands and Menus, there are Hot Keys for various commands you can learn
  - BOLD: Ctrl+B
  - Copy: Ctrl+C
  - Paste: Ctrl+V
  - Undo: Ctrl+Z

The screenshot displays the Google Sheets interface. At the top, the title bar shows "Untitled spreadsheet" with a star icon and a folder icon. Below the title bar is the menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. A status bar below the menu bar indicates "All changes saved in Drive". To the right of the menu bar is a "SHARE" button and a user profile picture. Below the menu bar is the toolbar, which includes icons for undo, redo, copy, paste, zoom (100%), currency, percentage, text color, background color, font face (Arial), font size (10), bold, italic, strikethrough, text color, fill color, border, text wrap, text alignment, text orientation, text color, link, insert chart, filter, and sum. Below the toolbar is the spreadsheet grid. The first row is labeled with columns A through L. The first column is labeled with rows 1 through 4. The cell at row 1, column A contains the text "Nolan T".

[FILE]



You should change the file Name

**Share:** Allow other people with a **Gmail** account to access file. Various levels of controls and access.

**New:** Create a NEW file

**Open:** Open an existing file

**Import:** Open an existing file (or upload from the PC (ie an EXCEL file)

**Make a Copy:** Is Like a **SAVE AS**

**Download As:** Save on a PC (Not GOOGLE)

**Email:** Send as a PDF or EXCEL file

**Version:** Google Does 'AUTO SAVES' so this is a way to go back to 'prior versions'

**Rename:** Change the File Name

**Move To:** Change the File Folder Location

**Move to Trash: Delete**

**Publish:** Another way to make share the file

**Details:** Audit of who and when last changed

**Settings:** Date and Time Format

**Print:** Print the File

[EDIT]

Untitled spreadsheet

File Edit View Insert Format Data

fx

	A
1	base
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

- Undo Ctrl+Z
- Redo Ctrl+Y
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Paste special
- Find and replace... Ctrl+H
- Delete values
- Delete row 18
- Delete column A
- Delete cells and shift up
- Delete cells and shift left
- Clear notes
- Remove checkboxes

ROW and COLUMN are the cell you were in when you pressed [EDIT]

[VIEW]

The image shows a Google Sheets interface with the 'View' menu open. The menu items are: Freeze, Gridlines (checked), Protected ranges, Formula bar (checked), Show formulas (Ctrl+'), Hidden sheets, Zoom, and Full screen. To the right of the menu, there are options for row and column selection: No rows, 1 row, 2 rows, Up to current row (3), No columns, 1 column, 2 columns, and Up to current column (A). The spreadsheet grid shows row 1 with 'base' in column A, and row 3 is selected. The formula bar shows '7'.

Untitled spreadsheet

File Edit View Insert Format Data Tools Add-ons Help

Freeze

✓ Gridlines

Protected ranges

✓ Formula bar

Show formulas Ctrl+'

Hidden sheets

Zoom

Full screen

No rows

1 row

2 rows

Up to current row (3)

No columns

1 column

2 columns

Up to current column (A)

	A
1	base
2	
3	
4	
5	
6	
7	
8	
9	
10	

[INSERT]

The image shows a spreadsheet application window titled "Untitled spreadsheet". The "Insert" menu is open, displaying various options. The spreadsheet grid shows column A with "base" in row 1 and "height" in row 1, column B. Row 2 has "7" in column B, row 3 has "7" in column B, and row 4 has "2" in column B. The "Functions" list on the right includes: SUM, AVERAGE, COUNT, MAX, MIN, All, Array, Database, Date, Engineering, Filter, Financial, Google, Info, Logical, Lookup, Math, Operator, Parser, Statistical, and Text.

**Insert Menu Options:**

- Row **above**
- Row **below**
- Column **left**
- Column **right**
- Cells and shift **down**
- Cells and shift **right**
- Chart
- Image...
- Drawing...
- Form...
- Function
- Link... (Ctrl+K)
- Checkbox (NEW)
- Comment (Ctrl+Alt+M)
- Note (Shift+F2)
- New sheet (Shift+F11)

**Functions List:**

- SUM
- AVERAGE
- COUNT
- MAX
- MIN
- All
- Array
- Database
- Date
- Engineering
- Filter
- Financial
- Google
- Info
- Logical
- Lookup
- Math
- Operator
- Parser
- Statistical
- Text

# [FORMAT]

Functions

The image shows the Google Sheets interface with the 'Format' menu open. The spreadsheet has columns A and B, with row 7 containing 'On Hand' in column B. The 'Format' menu is open, showing options for text, font, and number formatting. The 'Number' submenu is also open, showing various number formats like Automatic, Plain text, Number, Percent, Scientific, Accounting, Financial, Currency, etc.

	A	B
1	base	height
2		7
3		7
4		2
5		
6		
7	<input checked="" type="checkbox"/>	On Hand
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

**Format Menu Options:**

- Number
  - Automatic
  - Plain text
  - Number: 1,000.12
  - Percent: 10.12%
  - Scientific: 1.01E+03
  - Accounting: \$ (1,000.12)
  - Financial: (1,000.12)
  - Currency: \$1,000.12
  - Currency (rounded): \$1,000
  - Date: 9/26/2008
  - Time: 3:59:00 PM
  - Date time: 9/26/2008 15:59:00
  - Duration: 24:01:00
  - September 26, 2008
  - 09-26
  - More Formats
- Bold (Ctrl+B)
- Italic (Ctrl+I)
- Underline (Ctrl+U)
- Strikethrough (Alt+Shift+5)
- Font size
- Align
- Merge cells
- Text wrapping
- Text rotation
- Conditional formatting...
- Alternating colors...
- Clear formatting (Ctrl+\)

[DATA]

The screenshot shows the Google Sheets interface with the 'Data' menu open. The spreadsheet contains a table with the following data:

	A	B	C	D
1	Nolan Tomboulian			
2	Example for using the [DATA] options: VA			
3				
4	Name	Sex	Age	Grade
5	John Smith	M	14	8
6	Sally Jones	F	12	6
7	Ann Adams	F	12	4
8	Bob Matthews	M	14	7
9	Dana Taylor	F	13	7
10	Bev Lewis	F	14	8
11	Larry Olson	X	13	7
12	Tim Hayes	M	12	7
13	Don Miller	M	11	6
14				
15				
16	When doing a SPLIT, make sure you have			
17	If you HIGHLIGHT (select) the range of da			
18	Use Data Validation to Limit ages to be be			
19	Use Data Validation to Grades to be: 6, 7, or o			

The 'Data' menu is open, showing options such as 'Sort sheet by column A, A → Z', 'Sort range by column A, A → Z', 'Sort range...', 'Create a filter', 'Filter views...', 'Data validation...', 'Pivot table...', 'Randomize range', 'Named ranges...', 'Protected sheets and ranges...', 'Split text to columns...', 'Group', and 'Ungroup'.



# Conditional Formatting (CELL FILL)

Cell is empty  
Cell is not empty  
Text contains  
Text does not contain  
Text starts with  
Text ends with  
Text is exactly

Date is  
Date is before  
Date is after

Greater than  
Greater than or equal to  
Less than  
Less than or equal to  
Is equal to  
Is not equal to  
Is between  
Is not between

Custom formula is

Ability to apply 'RULES' to the contents of a cell and change the formatting automatically.

Useful to find and highlight key pieces of data.