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Candoo How to use Google Sheets

To print this guide, go to "File" and click "Print".

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What is Google Sheets

With Google Sheets, you can create and edit spreadsheets directly in your web browser. The most common reasons to use spreadsheets is to store and organize data, like lists, payroll and accounting information. Since Sheets is a Google product (service) it's best to use it on **Chrome**.

A spreadsheet is a file that consists of cells in rows and columns and can help arrange, calculate and sort data. Data in a spreadsheet can be numeric values, as well as text, **formulas**, **references** and **functions**.

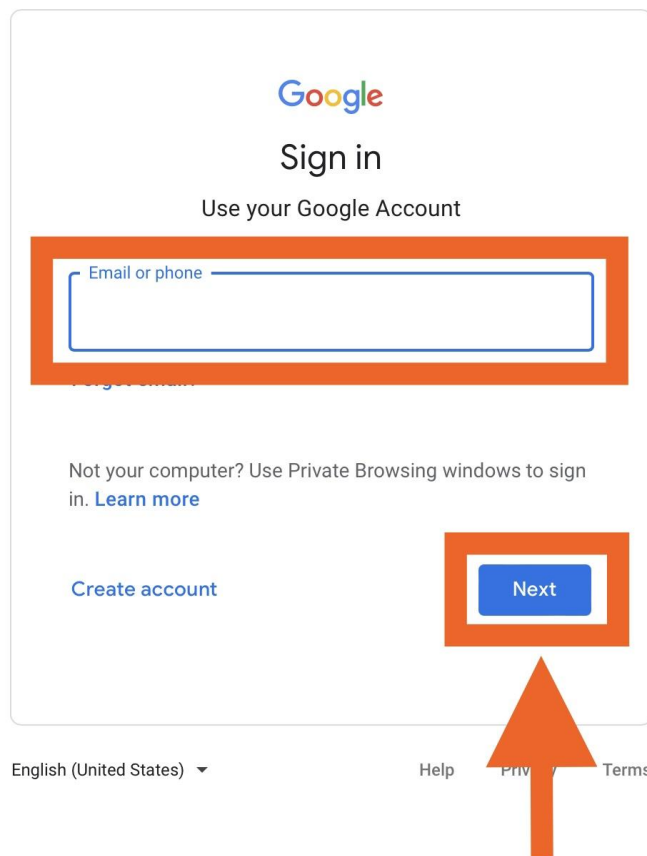
- It's a web-based spreadsheet that you can use anywhere—no more forgetting your spreadsheet files at home.
- It works from any device, with mobile apps for iOS and Android along with its web-based core app.
- Google Sheets is free, and it's bundled with Google Drive, Docs, and Slides to share files, documents, and presentations online.
- It's online, so you can gather data with your spreadsheet automatically and do almost anything you want, even when your spreadsheet isn't open.

How to Login

To open Google Sheets visit the site:

docs.google.com/spreadsheets When you open the website you'll be prompted to sign in to Google Sheets using your Google account.

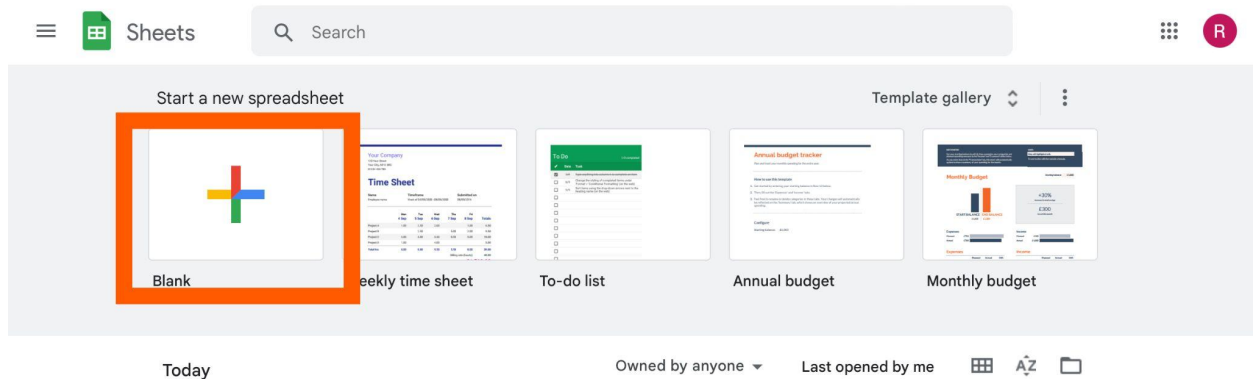
Step 1- Click on the box that states "Email or phone". Enter your email or phone number associated with your Google account. Click next to sign in.



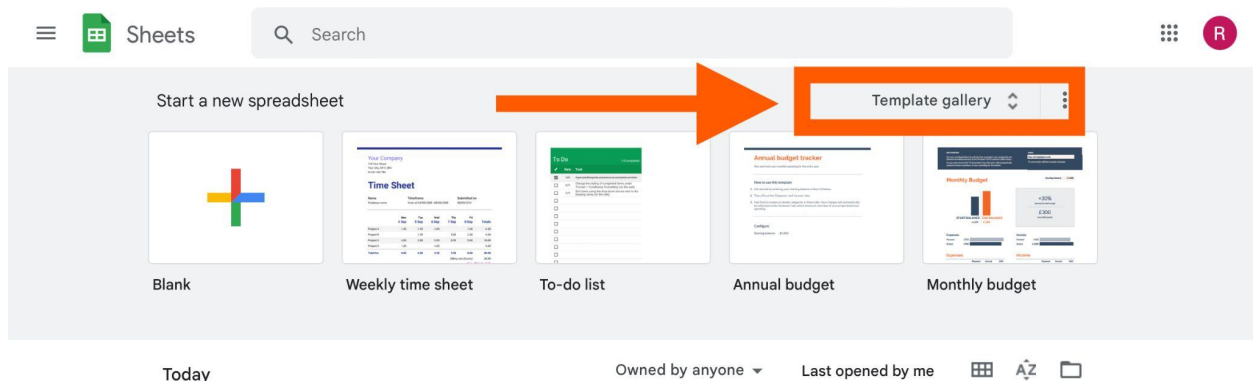
The image shows the Google Sign in page. At the top is the Google logo, followed by "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone", which is highlighted with a thick orange border. Underneath the input field is a link that says "Forgot email?". Further down, there is a message: "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". Below this message are two links: "Create account" and a blue "Next" button. The "Next" button is also highlighted with a thick orange border. A large orange arrow points upwards from the bottom of the page towards the "Next" button. At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

How to Create a New Spreadsheet

Step 1- In the top left, under "Start a new spreadsheet," click on Blank.



Step 2- Click on the 'Template gallery' button to open the options for various template documents.



Step 3- Choose from an array of templates varying from: work projects, expense reports, financial data, to-do lists, calendars, and schedules etc.

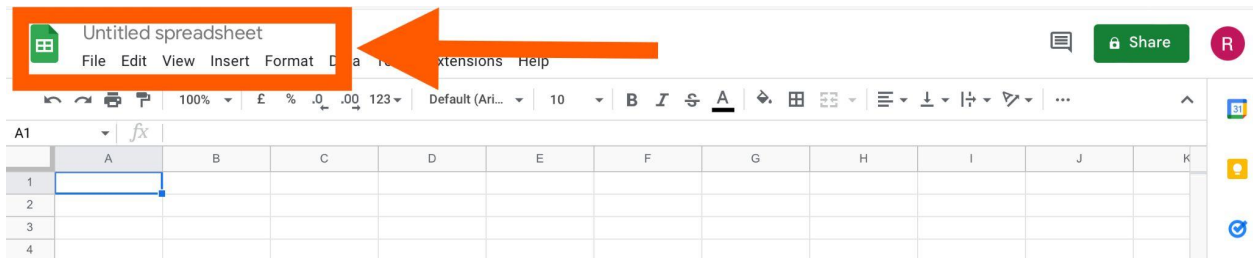


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Step 4- Once a new document opens, start off by naming the spreadsheet. Click on the 'Untitled Document' box in the top left corner to title your spreadsheet.





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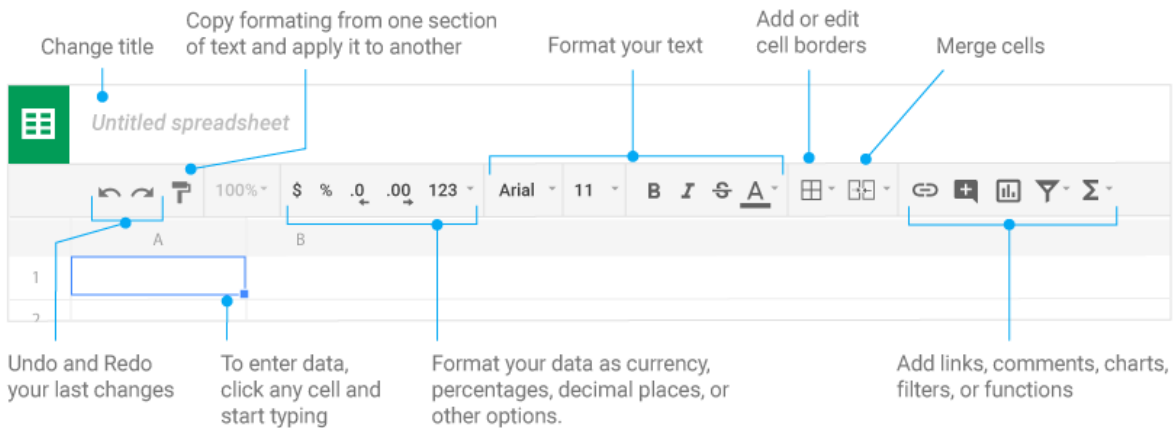
How to Format a New Spreadsheet

Common Spreadsheet Terms

Let's cover some spreadsheet terminology to help you understand this the terms we'll be using:

- **Cell:** A single data point or element in a spreadsheet.
- **Column:** A vertical set of alphabetical cells (A,B,C)
- **Row:** A horizontal set of numerical cells. (1,2,3)
- **Range:** A selection of cells extending across a row, column, or both.
- **Function:** A built-in operation from the spreadsheet app, which can be used to calculate cell, row, column, or range values, manipulate data, and more.
- **Formula:** The combination of functions, cells, rows, columns, and ranges used to obtain a specific result.
- **Worksheet (Sheet):** The named sets of rows and columns making up your spreadsheet; one spreadsheet can have multiple sheets
- **Spreadsheet:** The entire document containing your worksheets

The Toolbar has various features to help you edit your spreadsheet.



Step 1- Click a cell that's empty, or double-click a cell that isn't empty. Add your text or data.

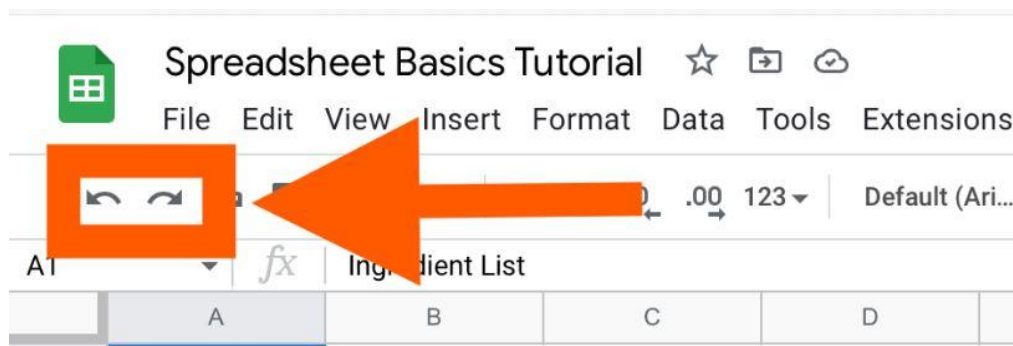
Step 2- Start off by add the names of each row by titling the column.

A1	fx	Ingredient List				
	A	B	C	D	E	F
1	Ingredient List	Scrambled Eggs	French Toast	Cereal	Muffin	Doughnut
2	Eggs	4	2			
3	Bread		2			
4	Milk			2		
5	Cereal (or Flour)			2	3	3
6	Butter	1	1		2	2
7	Salt	1				
8	Sugar		2		3	4
9	Total "Parts" Needed	6	7			
10	Number of Ingredients	3	4	2	4	4
11	Avg Price / Serving	0.8	0.99	0.75	1	1.25
12						
13						

Step 3- Next add the data in each row under the appropriate column.

A1	fx	Ingredient List					
	A	B	C	D	E	F	
1	Ingredient List	Scrambled Eggs	French Toast	Cereal	Muffin	Doughnut	
2	Eggs	4	2		1	1	
3	Bread		2				
4	Milk			2			
5	Cereal (or Flour)			2	3	3	
6	Butter	1	1		2	2	
7	Salt	1					
8	Sugar		2		3	4	
9	Total "Parts" Needed	6	7				
10	Number of Ingredients	3	4	2	4	4	
11	Avg Price / Serving	0.8	0.99	0.75	1	1.25	
12							
13							

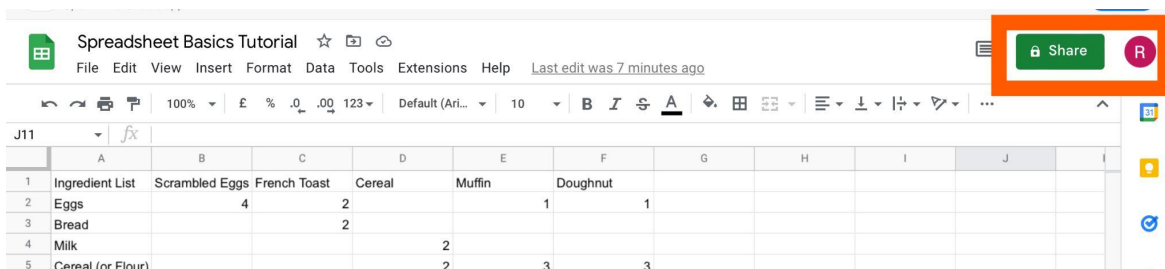
Step 4- If you make a mistake there's a quick way to fix it! You can undo or redo your last action. At the top left corner, click the arrow pointing to the left to Undo an action or the arrow pointing right to Redo your last action.



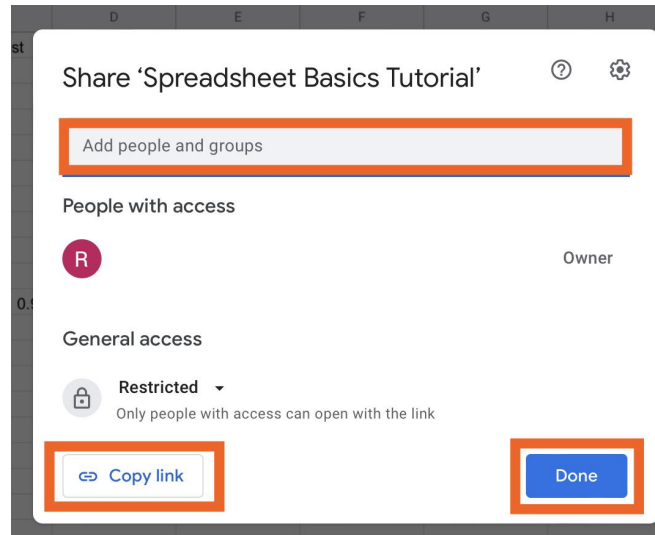
How to Share Document

Google Sheets always automatically saves your progress. The autosave indicator is located at the top left corner. The Cloud icon will display a check mark indicating that your progress has been saved.

Step 1- To share a spreadsheet with someone else click on the 'Share'

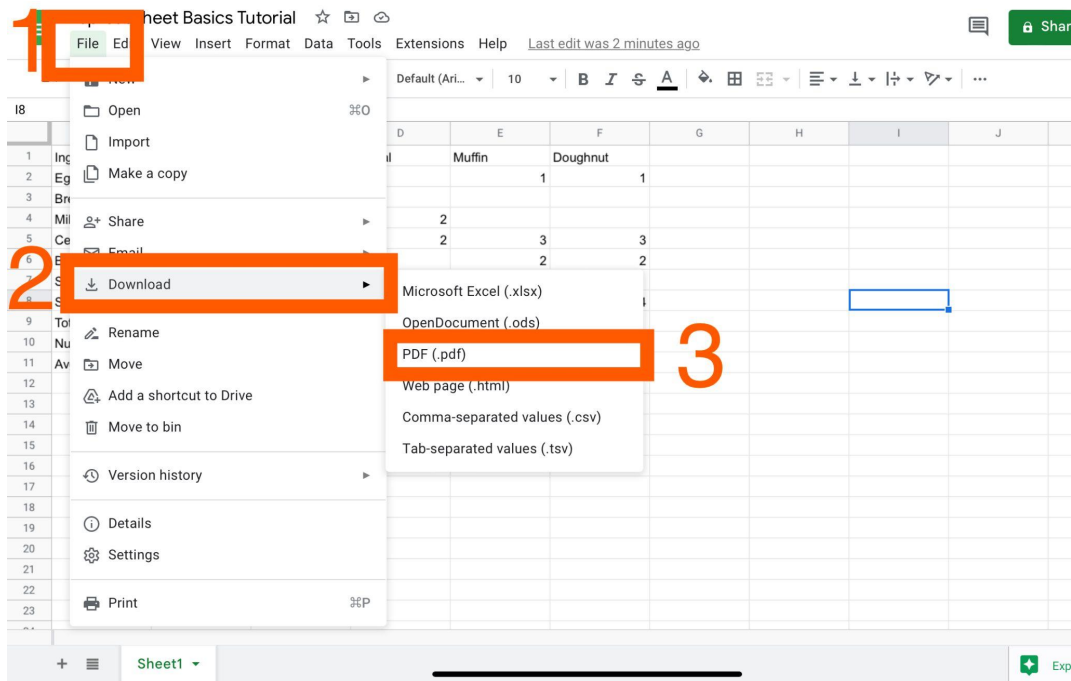


Step 2- Add the name or email address of the person you want to share the document with. Or you can click on the 'copy link' button to paste the link into an email or text message.

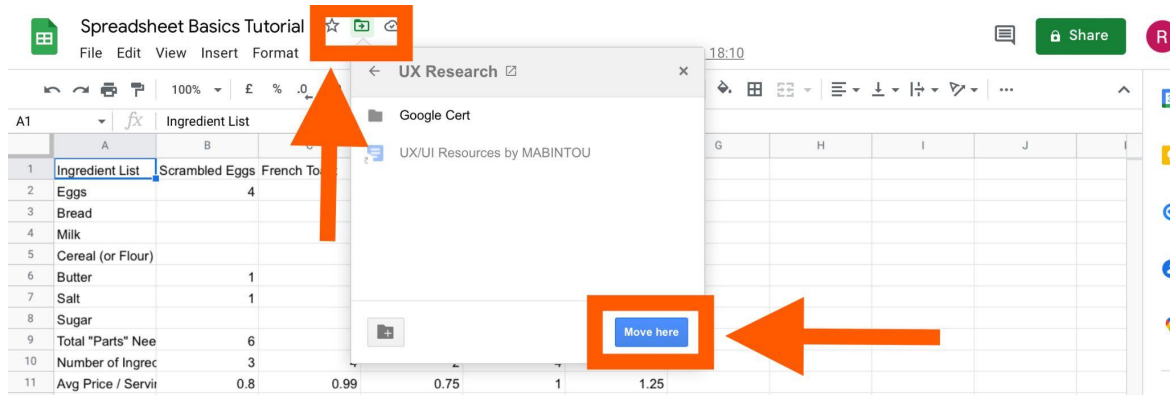


How to Save a Document

Step 1- To save a spreadsheet choose the 'File' option in the top left corner. Next click on Download. Lastly, to save it as a PDF choose the PDF document option.



Step 2- You can choose the folder you want to save your spreadsheet to by clicking on the folder with the right arrow next to the title. Next choose the folder you want it stored. Then click on the highlighted 'Move here' button.



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