



# Google Sheets

## Quick Reference Guide

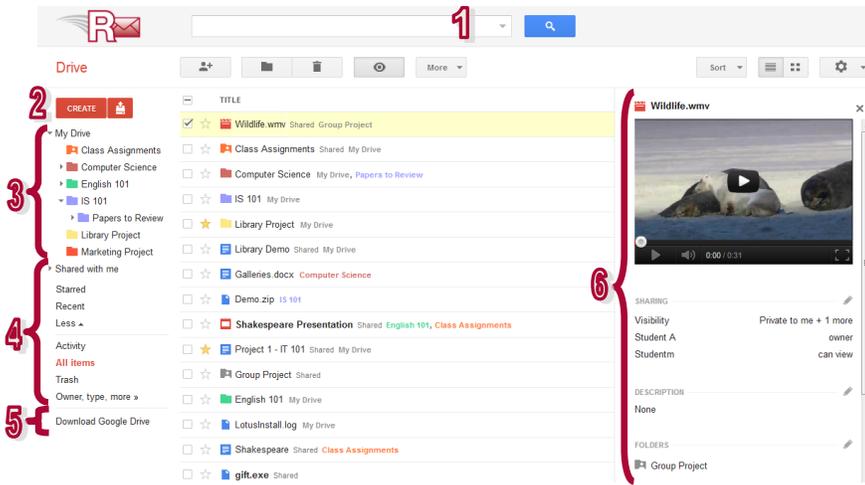
**Supported browsers** - The two most recent version of:

- Internet Explorer Safari
- Firefox Google Chrome

<http://rebelmail.unlv.edu/drive>

<http://drive.google.com/a/unlv.nevada.edu>

### Google Drive Homepage Overview



1. **Search Drive:** Enter your search text and click on the **Search** icon to find your files. Select the folder first if you would like to search within a specific folder.
2. **Create & Upload:** Click **Create** and choose from the list of documents, presentations, or spreadsheets you can create using Google Drive. Click the **Upload** icon to upload and store up to 5 GB of files.
3. **My Drive:** The section of Google Drive on the web that syncs to your computer. Any time you modify a file or folder in *My Drive*, these changes will be mirrored in the local version of your Google Drive folder.
4. **Navigation Panel:** Links to your starred items and trash. *Shared with me* lets you view files, folders, and Google Docs that others have shared with you.
5. **Download Google Drive:** Download and install the Google Drive Client for your Mac/PC to sync files from your computer to Google Drive on the web.
6. **Details Pane:** Here you can see a preview of the selected file, when it was last modified and by whom, update the file's sharing settings, and organize it into folders.

### Upload Files and Folders into Google Drive

You can upload and convert existing Microsoft Excel spreadsheets, Comma-Separated-Value files (.csv), or plain text files (.txt) into Google Drive for online editing and sharing. Spreadsheets converted into the Google Spreadsheets format cannot exceed 20MB in size.

#### To Upload Files:

1. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Files** from the drop-down menu.
2. Select one or more files to upload and click **Open**.
3. If you wish to convert your files into Google Docs format so that you can edit them online, make sure to check **Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format**.
4. Click **Start Upload**. The uploaded files appear under *My Drive*.

#### To Upload Folders: (Google Chrome users can skip to step 3)

1. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Enable folder upload** from the drop-down menu.
2. Click **Install applet**. When the applet is installed successfully, you will see the message Java Applet installed at the top of the page.
3. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Folder** from the drop-down menu.
4. Select a folder and click **Open**.
5. If you wish to convert your documents into Google Docs format so that you can edit them online, make sure to check **Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format**.
6. Click **Start Upload**. All sub-folders and files within that folder will be uploaded to *My Drive*.

### Download a Local Copy to Your Computer

Google Drive is an application that requires you to be online and signed-in, but you can download a local copy of your spreadsheets to your computer and work on them offline. To do this, open your spreadsheet, click **File** and select **Download as** from the drop down menu. Select from one of these file types: CSV, HTML, Text, Excel, OpenOffice, PDF, and plain text and click **OK** to download the spreadsheet to your computer.

### AutoSave

Spreadsheets edited in Google Drive are automatically saved every time changes are made. See when your spreadsheet was last saved by looking at the save status at the upper right corner of the screen.

Last edit was made 13 minutes ago by studenta

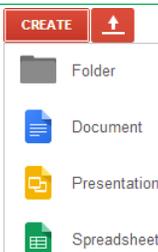
### Revision History

Every time Google Drive saves a spreadsheet, a revision history is kept so that you can revert to an earlier version. To revert a spreadsheet to an earlier version, do the following:

1. Open your spreadsheet, click **File** and select **See revision history**.
2. A list of your spreadsheet's revisions is displayed on the right. Changes are color-coded based on each collaborator.
3. Locate the version you'd like to revert to and click **Restore this revision**. Now when you or your collaborators open it, they will see the version that you have restored.

### Create New Spreadsheet

1. From your Drive homepage, click **Create** and select **Spreadsheet**.
2. A new untitled spreadsheet will appear in your browser. Click **Untitled spreadsheet** at the top to rename the spreadsheet. Now it is ready for editing.



### Organize Your Files

Folders allow you to organize your files and documents in a meaningful way. To create a Folders, do the following:

1. From your Google Drive homepage, click **Create** and select **Folder** from the drop-down menu.
2. Enter a name for your folder and click **OK**. The folder you created now appears under the *My Drive* section.

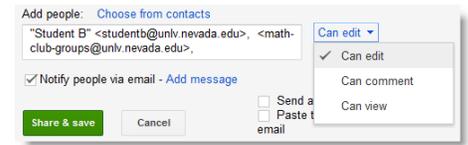
## Share Your Spreadsheets

One of the best features offered by Google Drive is the ability to share your spreadsheets with others. Collaborators can then edit the same spreadsheet at the same time. To share your spreadsheets, open the spreadsheet you wish to share and click the **Share button** in the top right corner of the spreadsheet to bring up the *Sharing settings* window. From here, you have the following options:

### Share with Individuals or Google Groups:

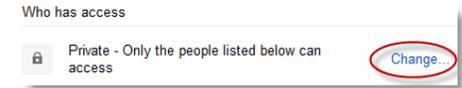
Under Add people, enter the Rebelmail or Google Groups addresses of the people you want to share the spreadsheet with and choose their level of access. An e-mail invitation will be sent out to new invitees inviting them to view or edit your spreadsheet. Here are the settings:

- **Can edit:** Invitees can add and edit content in your spreadsheet.
- **Can view:** People can access a read-only version of the spreadsheet. They can print the spreadsheet but cannot make any changes.



### Share with Everyone:

You can share your spreadsheets with a large group of people by changing their visibility settings. Click on the **Change** link under Permissions and select from one of five visibility options (see left screenshot) that best suits your need. Make sure the checkbox is checked under **Edit access** if you would like to grant editing access.



#### Visibility options:

- Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- University of Nevada, Las Vegas**  
People at University of Nevada, Las Vegas can find and access.
- People at University of Nevada, Las Vegas with the link**  
People at University of Nevada, Las Vegas who have the link can access.
- Private**  
Only people explicitly granted permission can access. Sign-in required.

Access: Anyone within University of Nevada, Las Vegas **Can edit**

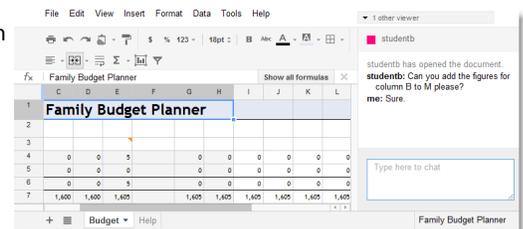
Once you have shared your spreadsheet, you will see a URL at the top of window that you can share with others. Depending on the visibility option you have selected, people accessing the spreadsheet may need to sign-in to their Rebelmail account.

## Collaborate on Your Spreadsheets

Google Drive enables multiple people in different locations to work on the same spreadsheet simultaneously. All changes made to the spreadsheet are in real-time, so all of the collaborators can see them and respond to them immediately. Before collaborators can work on a spreadsheet together, all collaborators need to have editing access to the spreadsheet.

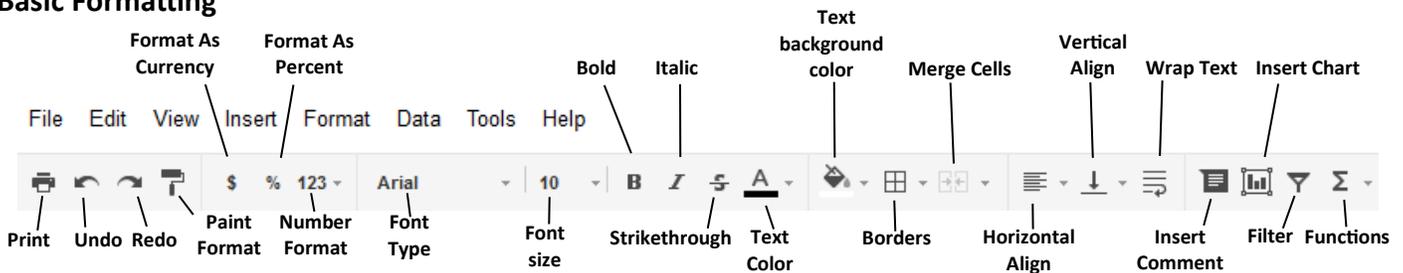
To start collaborating on a spreadsheet together, just open the same spreadsheet from each individual's Google Drive. Keep these three features in mind as you are collaborating on a spreadsheet with others.

- When you and another collaborator are viewing or editing the same spreadsheet at the same time, a box with the name of the collaborators appears at the top of the screen.
- You won't be able to edit a cell that is being modified by another collaborator, but you can view their edits in real-time.
- Use the built-in chat window to communicate with your collaborators in real-time.



**Note:** You can share a spreadsheet with up to 200 people. A maximum of 50 people can edit a spreadsheet at the same time.

## Basic Formatting



### Add and Delete Rows or Columns

1. Right click on the **column letter** or the **row number**.
2. A menu appears allowing you to insert and delete rows or columns.

### Insert Images:

1. Click **Insert** and select **Image** from the drop-down menu.
2. Select from one of the following:
  - **Upload:** Click **Browse** to select an image from your computer.
  - **Take a snapshot:** Take an image of yourself.
  - **By URL:** Paste an image URL you have found on the web.
  - **Your Albums:** Select an image from your web album.
  - **Search:** Search for an image on the web.

### Insert Formulas:

Start by typing an equal sign (=) in any cell followed by the name of the function. Enter the first few characters of the formula you want to use and a list of the most relevant formulas appear below the cell. Click on the formula to insert it into your cell.

### Insert Charts:

1. Select the cells with data that you wish to include in your chart.
2. Click **Insert** and select **Chart** from the drop-down menu.
3. In the **Start** tab, you can edit the range of cells, select basic layout, and view recommended charts.
4. Click the **Charts** tab to select a new chart type.
5. Click **Insert** to add the chart to your spreadsheet.

### Insert Gadget:

A gadget is a mini program that interacts with the content of your spreadsheet.

1. Click **Insert** and select **Gadget** from the drop-down menu.
2. Select from a list of gadgets created by Google or by the public.
3. To add the gadget to your spreadsheet, click **Add to spreadsheet**.

**Printing:** Click **File** and select **Print**. A PDF opens up ready for printing. Click **File** and select **Print settings** to add page number.