



Table of Contents

[Introduction](#)

[Create a Spreadsheet](#)

[Enter Data into a Spreadsheet](#)

[Format Data in a Spreadsheet](#)

[Add a Row or Column](#)

[Delete a Row or Column](#)

[Move a Row or Column](#)

[Adjust Size of Columns and Rows](#)

[Freezing Rows](#)

[Functions](#)

[Basic Functions](#)

[Fill Down Option](#)

[Create a Seating Chart](#)

[Add Background Color](#)

[Change Font Color](#)

[Change Font Size](#)

[Share a Spreadsheet](#)

Introduction

Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and simultaneously work with other people.

Sheets allow teachers and students to easily collaborate, organize and analyze information in one place.

Examples of how teachers can use online spreadsheets:

- Create a seating chart
- Record grades with an organized grade book
- Track attendance, missing assignment and behavior reports
- Store a database of contact information for students and parents
- Use a word cloud gadget to visualize written responses

Some examples of how students can use online spreadsheets:

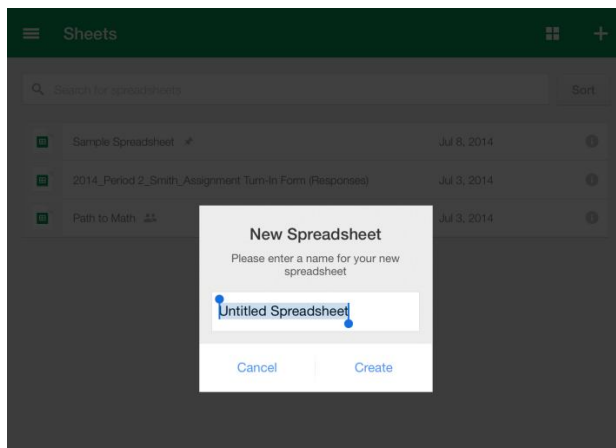
- Collect data from across the web for research
- Create interactive flashcards with a spreadsheet gadget
- Format a weekly class schedule



Create a Spreadsheet

1. On the iPad, **click** on the Google **Sheets** icon .
2. To **create** a new spreadsheet, **touch** the **+** button in the top right corner of the app. This will create and open your new document, spreadsheet, or presentation.
3. The New Spreadsheet Box will appear. **Type a name** for your new spreadsheet. Click **Create**.

***Note:** You can also edit the name by clicking the title displayed at the top of the page, and making your changes in the box that appears. You can rename your Title at any time by clicking the title.*



Enter Data

You can add text and numbers to the cells of your spreadsheet from the Sheets app. Most functions available in Google Sheets on the web are supported in the app, with the exception of functions that depend on images.

To Enter Data into a Spreadsheet

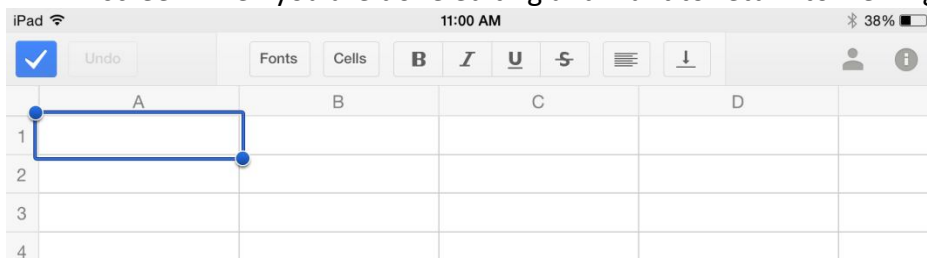
1. Double-tap a cell.
2. Type text or numbers into the cell.
3. Touch the **Return** key on your keyboard to move down to the next cell in your column or touch a different cell to choose it. When you click out of a cell, any changes you've made up until that point are saved in the cell.



4. Touch the  **Checkmark** button in the top left corner or bottom right corner of your screen when you are done editing and want to return to viewing your spreadsheet.

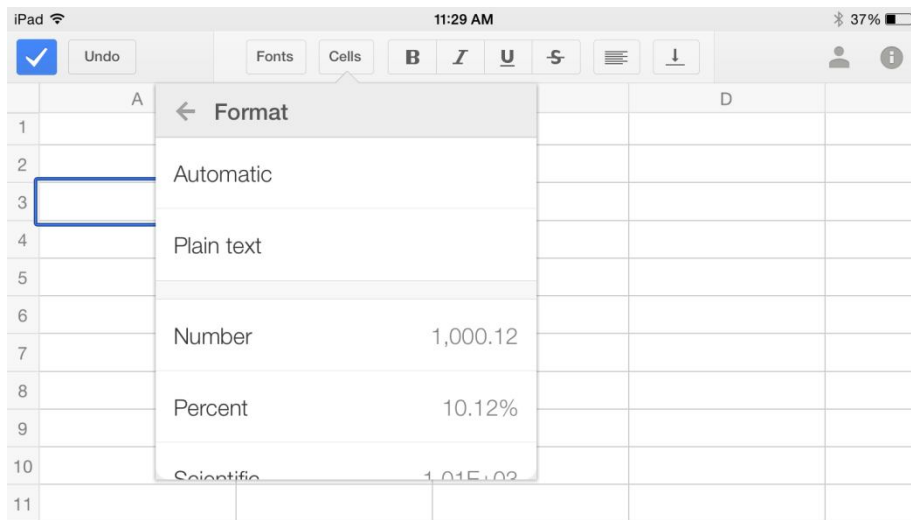
Format Data in a Spreadsheet

1. Single-tap to select-Tap once to select, **copy/paste**, or make formatting changes to a cell.
2. Double-tap to edit-To edit a cell, **double tap** and bring up the keyboard and formula bar.
3. To enter text or data in your spreadsheet, just **double tap** a cell and start typing with the keyboard. The toolbar will appear. Use the toolbar to format the selected cells in your spreadsheet.
4. By default, data is entered in “Normal” format, which means no special formats are used—what you type is what you get.
5. Touch the  **Checkmark** button in the top left corner or bottom right corner of your screen when you are done editing and want to return to viewing your spreadsheet.



Note: You can format your data as currency, percentages, dates, times, plain text (where numbers are treated as text instead of numerical values to be interpreted), or other formatting options.

1. To format, tap **Cells** in the toolbar and tap **Format**.
2. **Select one of the choices:** Automatic, Plain text, Number, Percent, and Scientific etc.

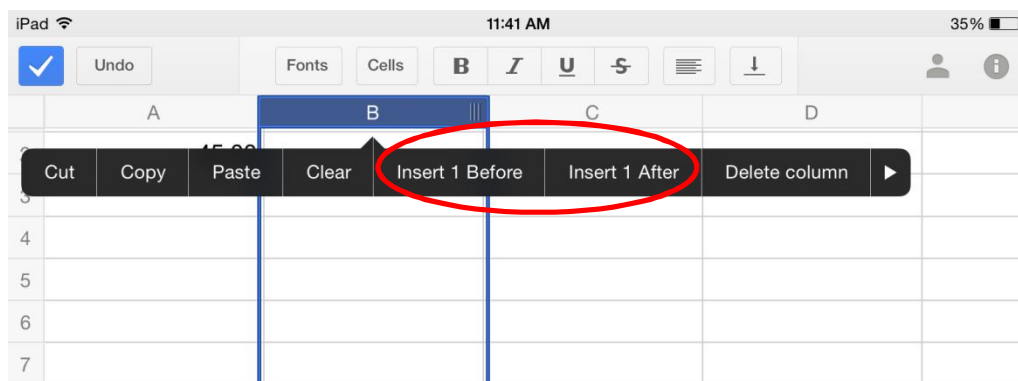


Rows, Columns, and Sheets

The building blocks of a spreadsheet are rows and columns of cells filled with data. Each grid of rows and columns is an individual sheet.

Add a Row or Column

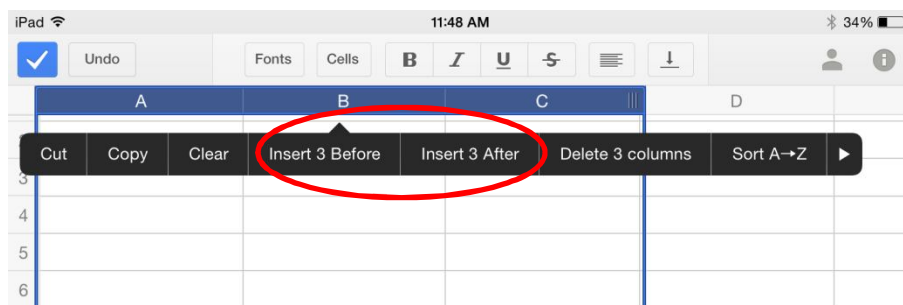
1. Insert a column or a row by tapping once on the main column or row heading. This will pull up a menu to: Cut, Copy, Paste, Clear, Insert 1 Before, Insert 1 After, Delete Column, Sort A-Z, Sort Z-A, Freeze 3 columns, etc.
2. On the menu bar, Tap **Insert 1 Before or Insert 1 After**, after deciding where to add your row or column.



Tip: To add multiple rows or columns at one time, first **select the number of rows or columns** you want to add by holding tapping on the column heading and sliding your finger over the heading to highlight. The Insert menu will then give you the option to add that many rows or columns. For example, if you select a block of 3 columns, the

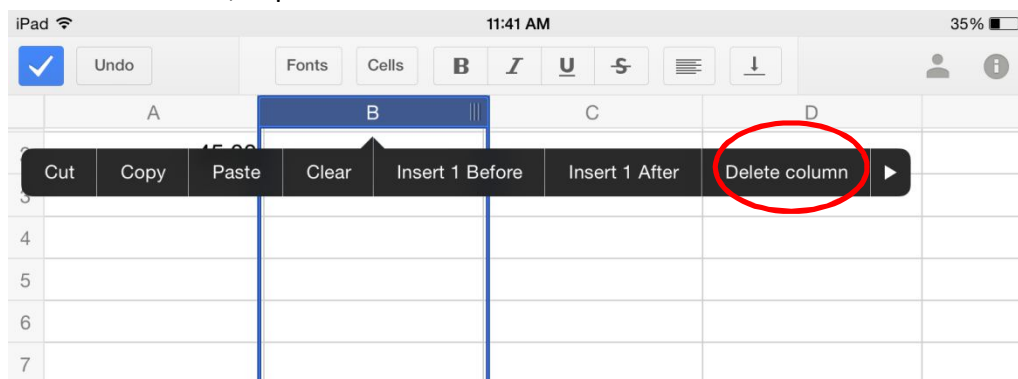


Insert menu shows these options:



Delete a Row or Column

1. Delete a column or a row by tapping once on the main column or row heading. This will pull up a menu to: Cut, Copy, Paste, Clear, Insert 1 Before, Insert 1 After, Delete Column, Sort A-Z, Sort Z-A, Freeze 3 columns, etc.
2. On the menu bar, Tap **Delete column** or **Delete row**.



Note: If you want to delete the data in the cells but still keep all the existing rows and columns, select the delete button on the iPad keyboard.



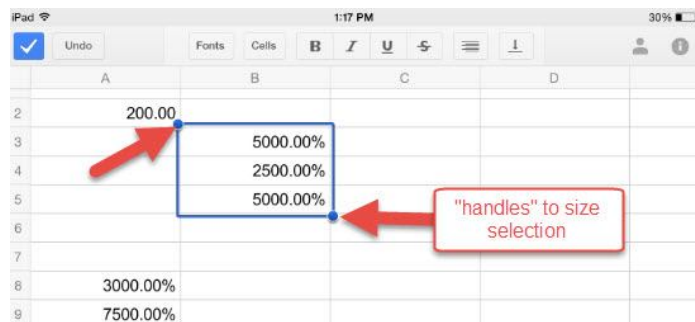
Move a Row or Column

You can use Copy and Paste to move cells.

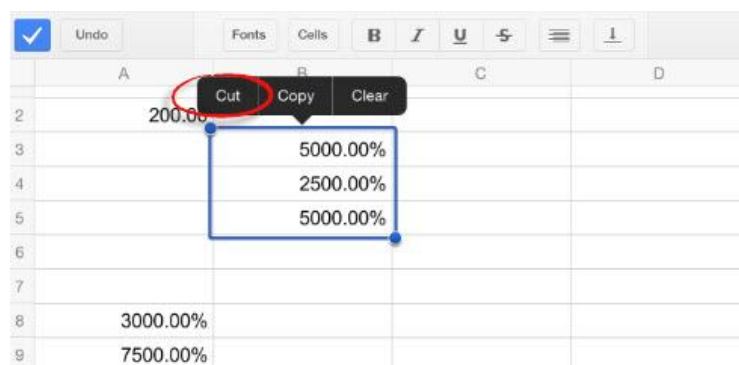
1. In view mode, **select** the cell or block of cells that you want to move.



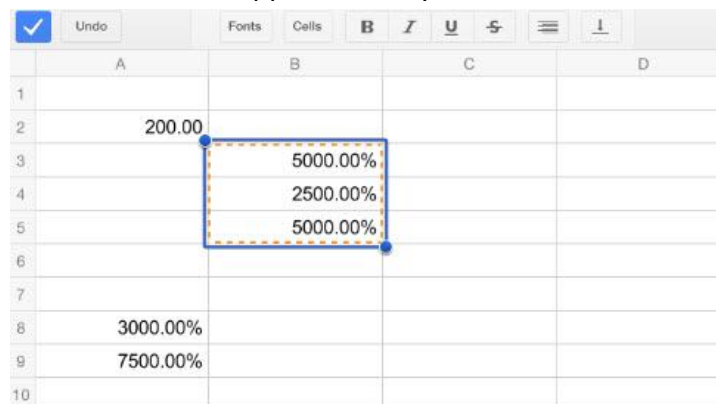
2. Use the **handles to select** more than one cell by dragging the handles up, down, left or right over the cells as needed.



3. After selecting, **tap** once to activate: **Cut**, **Copy**, and **Clear**.
4. Select **Cut**.

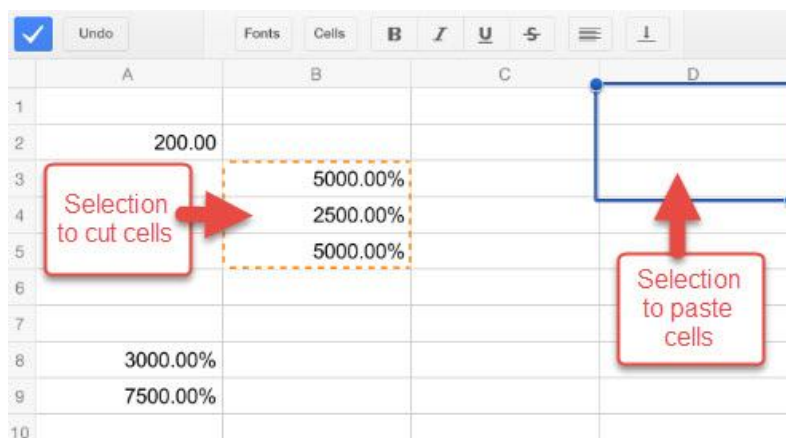


5. A dotted line will appear inside your selected box.

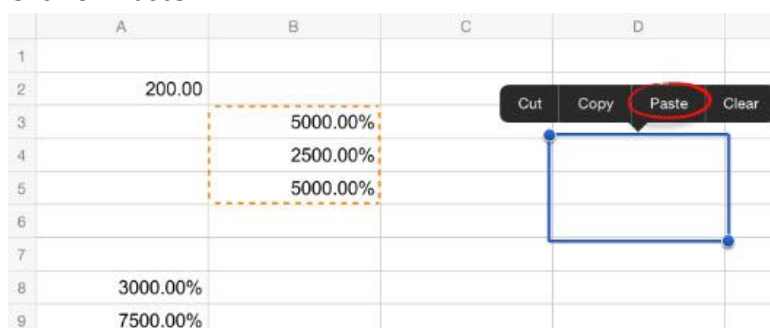


6. Select the new cells where you would like to Paste the new data by tapping the new cell. The selection box will appear. Using the handles, drag the handles over the number of cells needed.

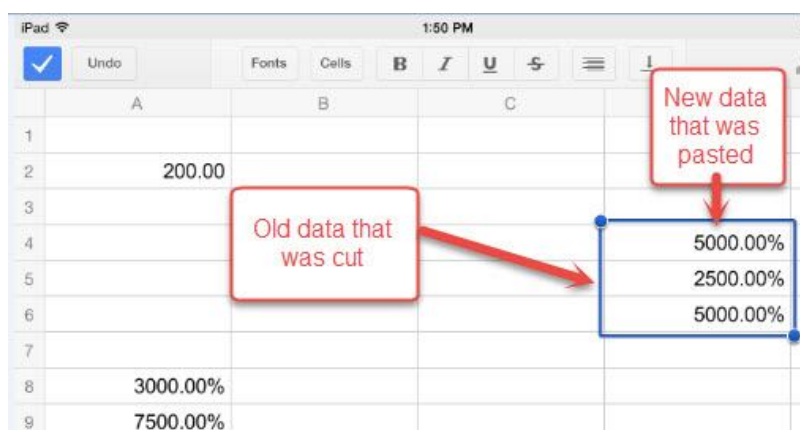
Remember: Keep the same number of cells for Pasting as you had for Cutting.
For example if you cut three cells, then Paste into 3 cells.



7. Tap your selection once so the following appears: Cut, Copy, Paste, and Clear
8. Click on Paste.



9. The data that was cut will now be moved to the new cell location.

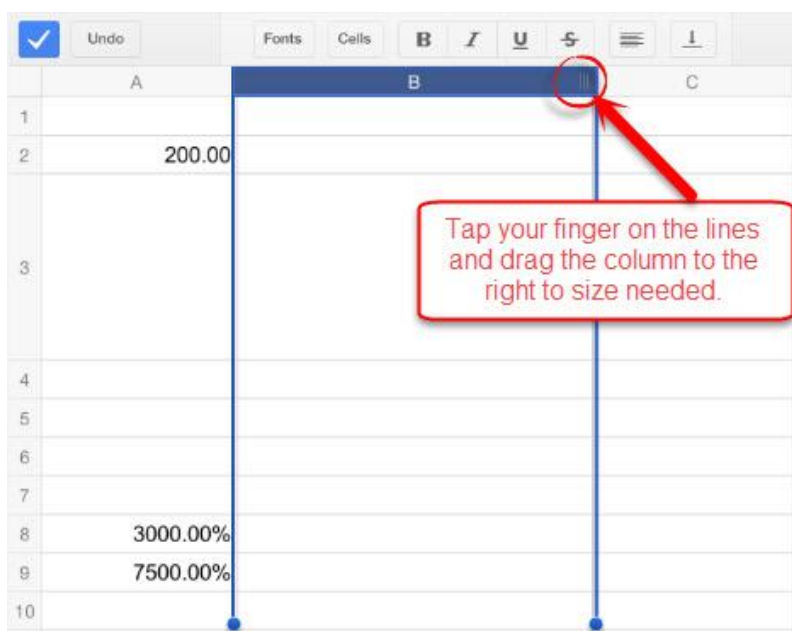
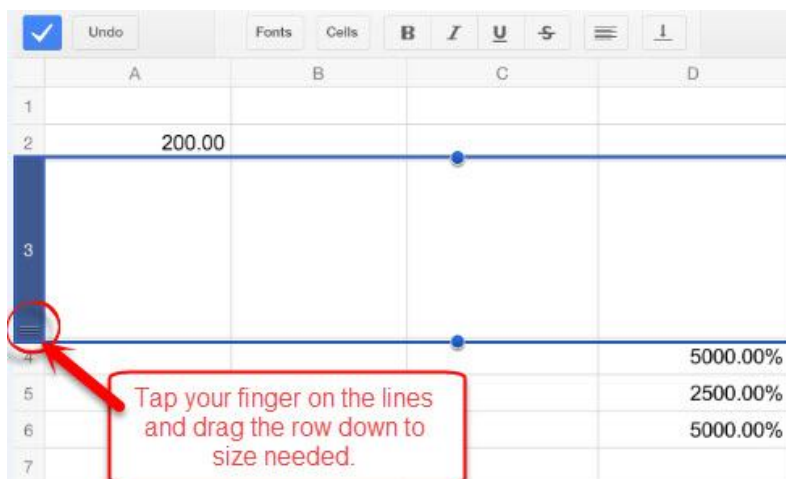


Adjust Size of Columns and Rows

1. Click on the main row indicated by a number or the column header indicated by an alphabet letter.



2. Three small lines will appear to the right of the selected column or underneath the selected row.
3. Tap the small lines and drag the row or column to the size needed.

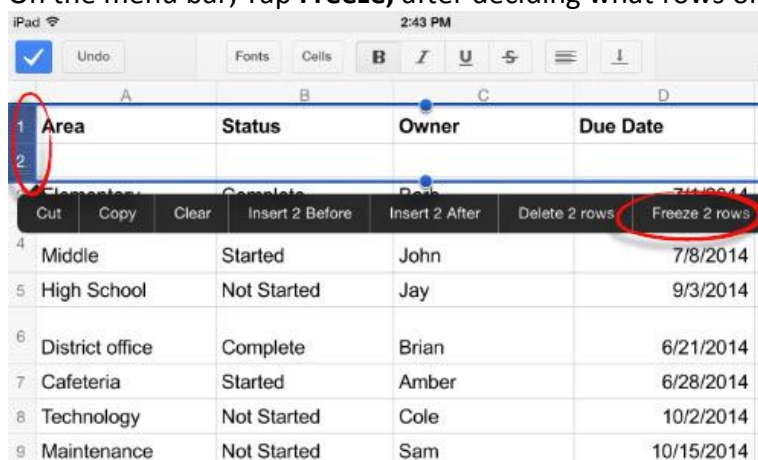


Freezing Rows-Keep Header Rows and Columns in Place

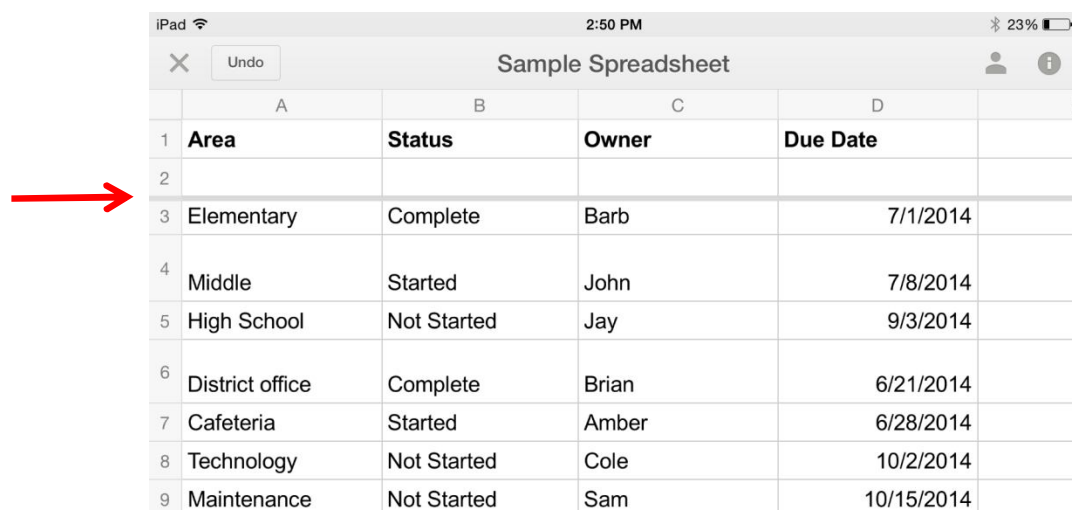
Your first rows or columns might be headers that you want to always keep at the top or left as you scroll through your spreadsheet. In that case, you'll want to freeze the first rows and columns so they stay put. You can freeze up to 10 rows and 5 columns.



1. Freeze a column or a row by tapping once on the main column or row heading. This will pull up a menu to: Cut, Copy, Paste, Clear, Insert 1 Before, Insert 1 After, Delete Column, Sort A-Z, Sort Z-A, Freeze 1 column, etc.
2. On the menu bar, Tap **Freeze**, after deciding what rows or columns you want frozen



3. A solid thicker gray line will appear beneath the last frozen row as in the example below.



4. Once frozen, your headers will stay in place as you move about your spreadsheet, and they won't be sorted if you sort a column.

Functions

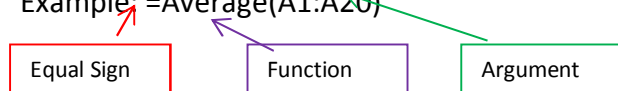
Functions help make calculations within the spreadsheet easy and automatic.

A function is a predefined formula that performs calculations using specific values in a particular order. A great benefit of functions is they can save you time since you don't have to calculate and perform the formula yourself.



In order to understand how to use functions, let's look at the different parts of functions. To create a formula start with an equal = sign.

Example: =Average(A1:A20)



In this above example, the function name is Average. This will allow a calculation to find averages for a range of cells. And the Argument contains the information that you want the formula to calculate such as a range of cells. In the above example, the Average will be found for cells A1 to A20.

Arguments must be enclosed in **parentheses ()**. Individual values or cell references inside the parentheses are separated by either colons or commas.

Colons create a reference to a range of cells. For example, =SUM(B12:B24) would calculate the sum of the cell range of B12 through B24 to provide you a total.

Commas separate individual values, cell references, and cell ranges. If you have more than one argument, each argument must be separated by a comma. For example: =COUNT(B12:B24, B27:B30, B35) will count all of the cells in the three arguments that are included in parentheses. It will count the range of cells from B12 to B24, the range of cells from B27 to B30, and the individual cell of B35.

Basic Functions

The basic functions are listed below.

SUM-The SUM function adds all of the values of the selected cells in the argument. Use this function for quickly adding values in a range of cells.

AVERAGE-The AVERAGE function will find the average of the values included in the argument. It calculates the sum of the cells and then divides the sum by the total number of cells.

COUNT-The COUNT function will display the number of cells that have been included in the argument. Use this function to quickly count items on the sheet.

MAX-The MAX function displays the highest cell value included in the argument.

MIN-The MIN function displays the lowest cell value included in the argument.

More advanced functions can be found by clicking the following link:

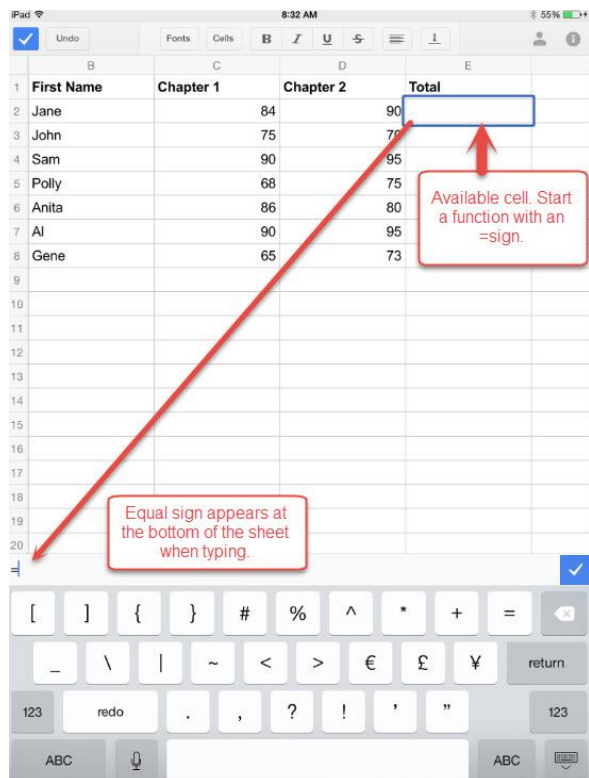
<https://support.google.com/docs/table/25273?page=table.cs&rd=1>

Adding calculations to the spreadsheet-**Addition Formula**

To add in a cell, **tap an available cell**.



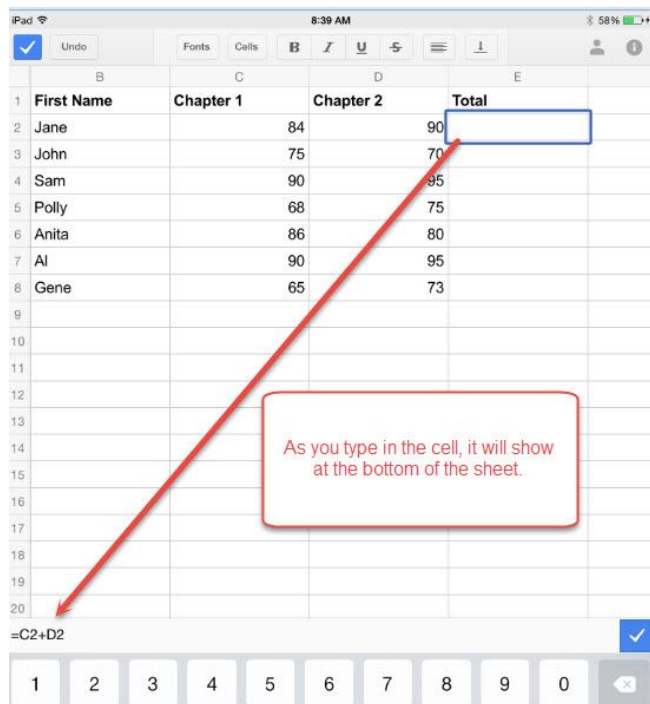
Type an **= sign**. This tells the spreadsheet that a calculation will be inserted into the cell. The = sign will appear at the space at the very bottom of the spreadsheet, above the keyboard.



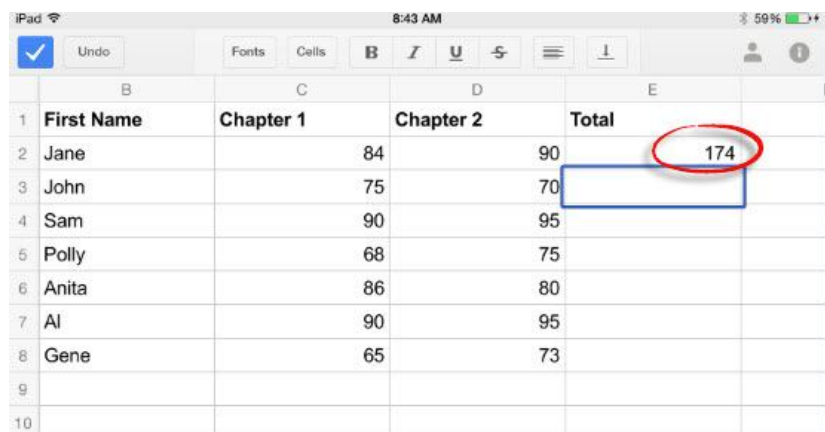
Type the **cell to be added** such as C2 after the = sign.

Type a **+** sign after the initial entry (example, C2).

Type the other cell to be added to the original such as D2. This will add cells C2+D2.



Tap on **Return** on the keyboard to close the calculation and to see the results **added** in the new cell. Click the blue checkmark  at the top right of the sheet.



Fill Down Option

Instead of repeating the process to add the other cells for a total, a **Fill Down** option will be used to add the other rows.

1. Tap into the cell that added and totaled the numbers. In the example, it would be cell E2.
The cell will be outlined with blue handles.



2. Double tap on the cell to pull up the **Cut, Copy, Paste, and Clear** bar. Click **Copy**.

The screenshot shows a Google Sheets spreadsheet on an iPad. The spreadsheet has columns labeled B, C, D, and E, and rows numbered 1 through 28. The data is as follows:

1	First Name	Chapter 1	Chapter 2	Total
2	Jane	84	90	174
3	John	75	70	
4	Sam	90	95	
5	Polly	68	75	
6	Anita	86	80	
7	Al	90	95	
8	Gene	65	73	

A blue handle is visible on the right side of the 'Total' cell in row 2. A red arrow points to this handle with the text 'blue handle'.

Below the spreadsheet, the formula bar shows $=C2+D2$.

3. Click on the bottom **handles** and **drag** the handle down the column.

The screenshot shows the same Google Sheets spreadsheet on an iPad. The 'Total' column (column E) is now highlighted with a blue border, indicating it has been selected. The data in the 'Total' column is as follows:

1	First Name	Chapter 1	Chapter 2	Total
2	Jane	84	90	174
3	John	75	70	
4	Sam	90	95	
5	Polly	68	75	
6	Anita	86	80	
7	Al	90	95	
8	Gene	65	73	

4. Tap on the last cell to pull up the **Cut, Copy, Paste, and Clear** bar.



	B	C	D	E
	First Name	Chapter 1	Chapter 2	Total
2	Jane	84	90	174
3	John	75	70	
4	Sam	90	95	
5	Polly	68	75	
6	Anita	86	80	
7	Al	90	95	
8	Gene	65	73	

5. Tap **Paste**. The new calculations will appear in all of the cells.

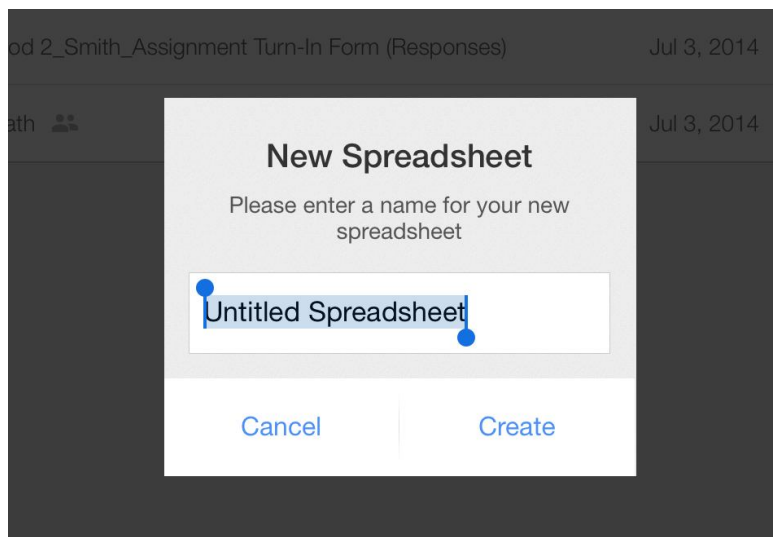
	B	C	D	E
	Name	Chapter 1	Chapter 2	Total
2		84	90	174
3		75	70	145
4		90	95	185
5		68	75	143
6		86	80	166
7		90	95	185
8		65	73	138

Create a Seating Chart in iPad

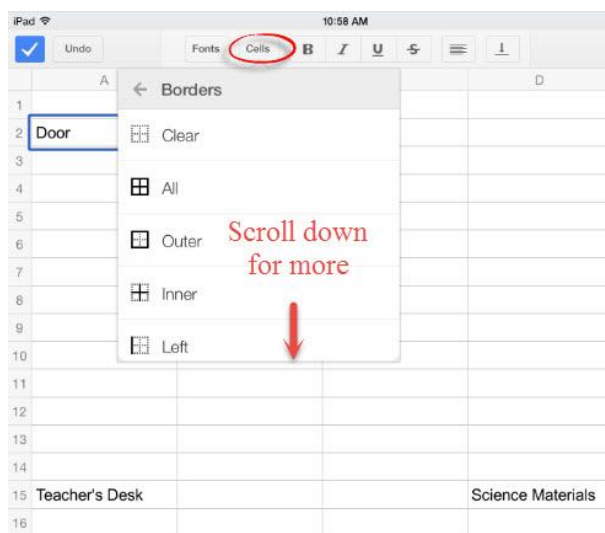


On your iPad, click the **Google Sheets App**

1. Click the **plus sign +** in the upper right-hand corner of your iPad
2. The New Spreadsheet box will appear. Tap to **type the name** of your spreadsheet.
Name your spreadsheet. Example: Science Seating Chart.



3. Tap twice on a cell to bring up the keyboard. Type the name of a structure within your classroom. Example: Door, Window, Teacher's Desk etc.
4. Continue tapping on the cells within your spreadsheet and naming the cells according you're the structures within your classroom.
5. Add a border to the cells. Tap the labeled cell. Click on Cells in the toolbar. Select Borders. Select All, Outer, or Inner etc. Scroll down for all choices.



6. For student desks, add a border to a cell but do not add text. Leave room for text on the outside of the cell.

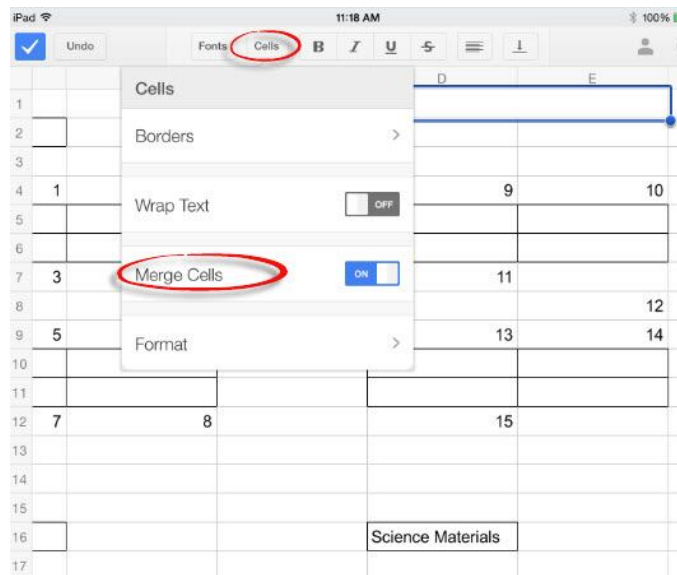
Note: Once you have a set of desks created on your chart with a border, highlight the cells by using the blue handles. Tap Copy. Copy the set of desks to other cell. Click Paste. This will paste the cells with a border already created in the new position on the chart.



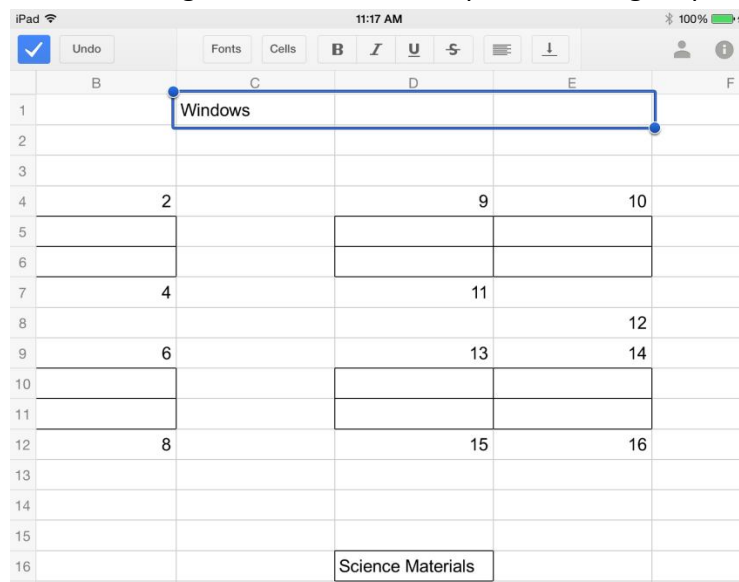
7. Add numbers to the outside cells by the bordered cells to represent labeling the desks.

	A	B	C	D	E
1			Windows		
2	Door				
3					
4	1	2		9	
5					
6					
7	3	4		11	
8					
9	5	6		13	
10					
11					
12	7	8		15	
13					
14					
15					
16	Teacher's Desk			Science Materials	
17					
18					
19					
20					

8. Merge cells. If you need more than cell to represent a larger area in your sheet, then merge the cells. For example, “Windows” takes up more than one cell within the classroom. To make “Windows” spread across the space of 3 cells, a Merge will take place.
- Click the blue check mark  in the upper right hand corner of your iPad. Tap a cell and the blue handles appear.
 - Touch the handles and drag across 2 more cells, or whatever space you need.
 - Click Cells in the tool bar.
 - Select Merge Cells and tap Merge Cells to ON.



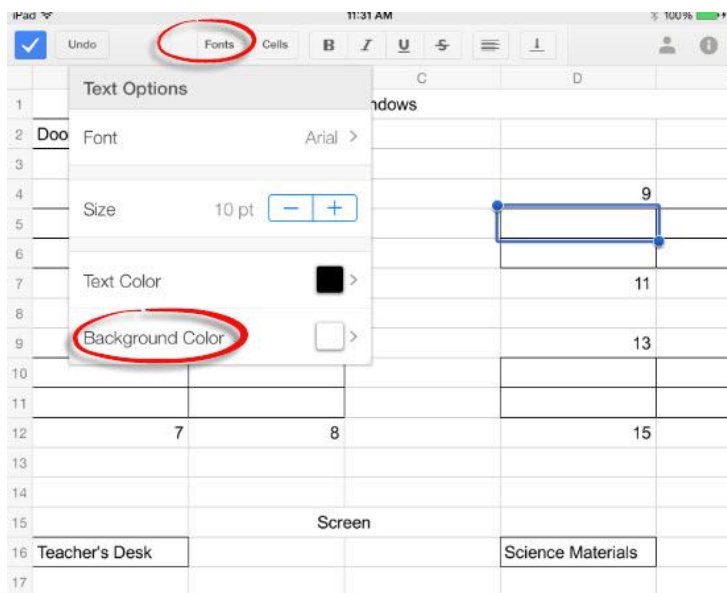
- e. The cells merged into one cell to represent a larger space.



Add Color to the Seating Chart

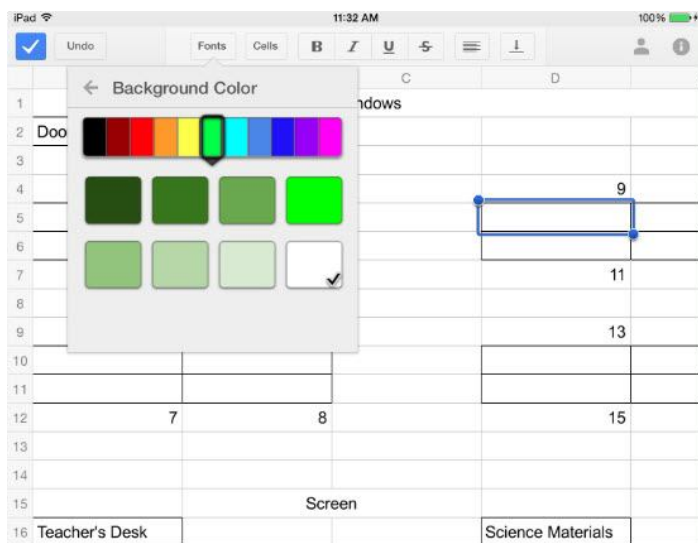
Tap a cell.

Click **Fonts** in the toolbar.

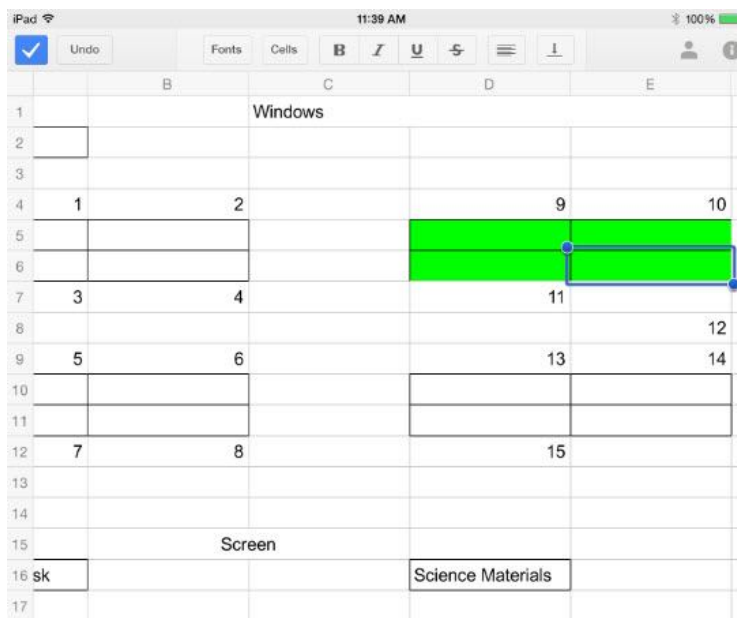


Click Background Color

Select a Color.



The cells will now have a background color.



Change Font Color

1. Click on a cell with text.
2. Click on **Fonts** in the toolbar.
3. Click **Text Color**.
4. Select a color
5. Tap to close the font box.

Change Font Size

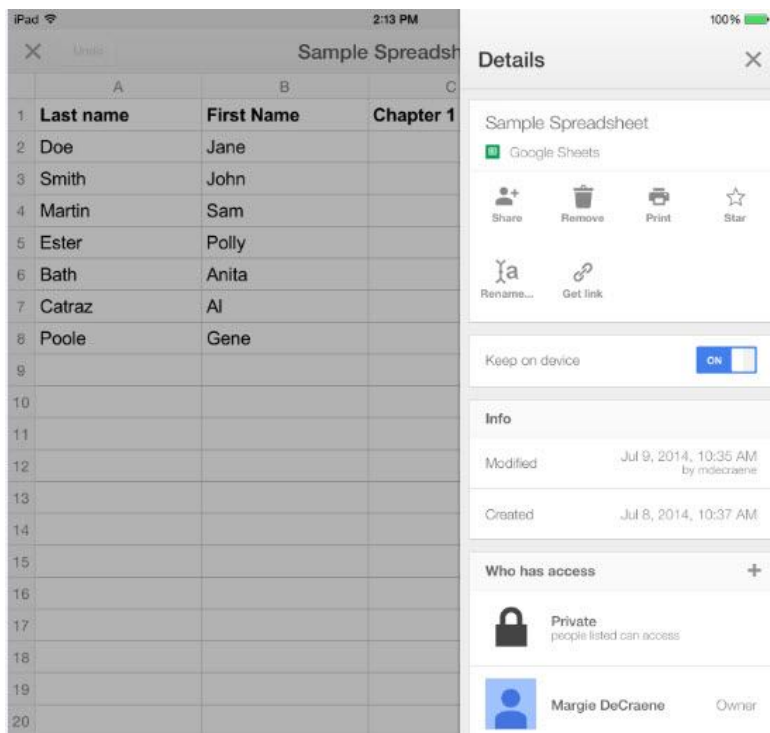
1. Click on a cell with text.
2. Click on **Fonts** in the toolbar.
3. Select **Size**
4. Click the plus + to make the font bigger, or click the minus – to make the font smaller.
5. Tap to close.

Note: By clicking on the font, you can change the font of the text.

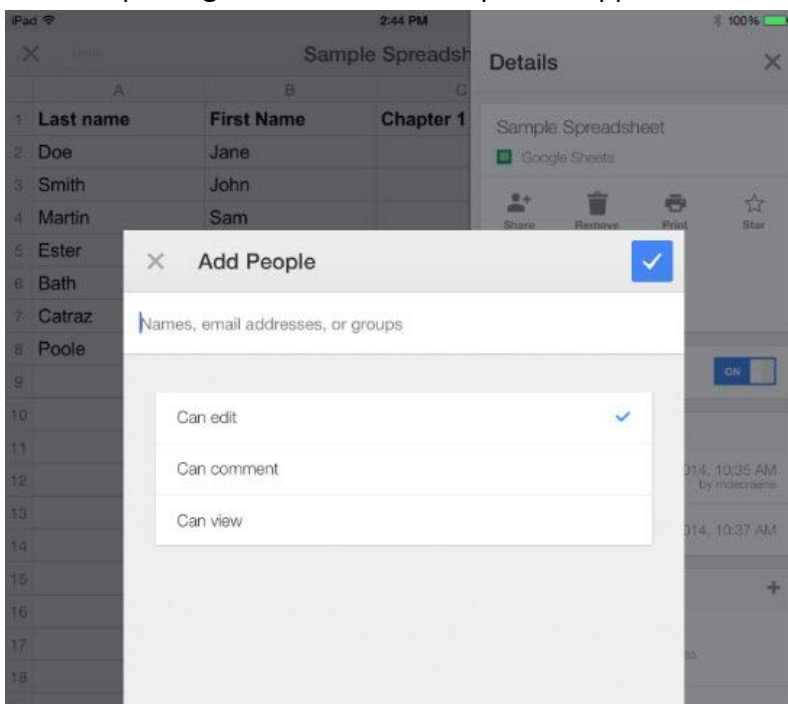
Share a Spreadsheet

Sharing a spreadsheet allows for collaboration and makes the sheet available to others to edit or view.

1. With the spreadsheet open, click on the “i” in the upper right-hand corner of your iPad.
2. This will open the Details.



3. Click the plus sign + and the Add People box appears.



4. Type the email addresses of others with whom you wish to share the spreadsheet.
5. Select from one of the following privileges for collaboration:



Can edit

Can Comment

Can View

6. Click the blue checkmark in the upper right-hand corner of the Add People window.

Another way to have others view your document is to:

1. With the spreadsheet open, click on the “i” in the upper right-hand corner of your iPad.
2. This will open the Details.



3. Click on the “Get Link” .
4. The Link will copy on the web clipboard.
5. Send the link via email by holding your finger down until the magnifier and the Paste option appears.
6. Click on Paste and the link will be copied.