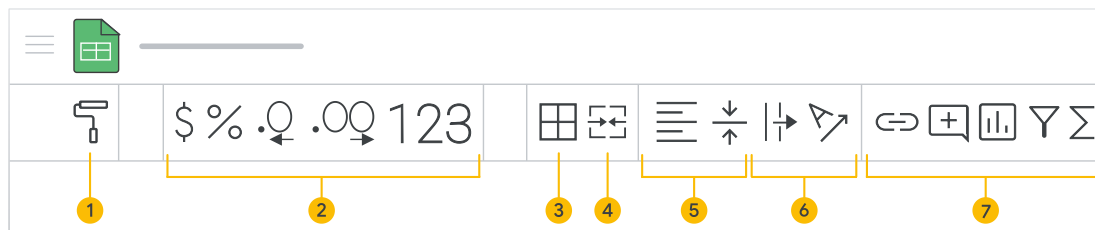


Google Sheets cheat sheet

Create & collaborate with online spreadsheets to analyze data, create project plans, & more—all in your browser.

Get Sheets: [Web \(sheets.google.com\)](https://sheets.google.com) , [Android](#) , or [iOS](#)

Work with your data



- 1 Copy formatting from any text and apply it to another selection of text
- 2 Format data as currency, a percentage, change decimal places, and more
- 3 Add or edit cell borders
- 4 Merge cells
- 5 Change text alignment
- 6 Change how text wraps or rotate text
- 7 Add links, comments, charts, filters, or functions

Note: To improve compatibility with Microsoft Excel keyboard shortcuts, you can [override browser shortcuts](#) .

Add rows, columns, or cells

Add rows, columns, and cells:

1. Select the row, column, or cell near where you want to add your new entry.
2. Right-click the highlighted row, column, or cell > **Insert** > *choose where to insert the new entry*.

Delete, clear, or hide rows and columns:

1. Right-click the row number or column letter.
2. Click **Delete**, **Clear**, or **Hide**.

Delete cells:

1. Select the cells.
2. Right-click > **Delete cells** > **Shift left** or **Shift up**.

Move rows or columns: Select the row number or column letter and drag it to a new location.

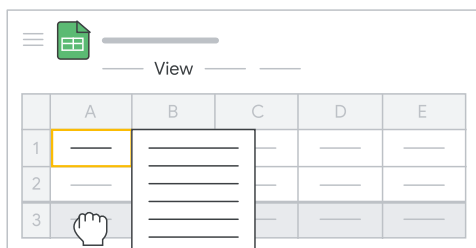
Move cells:

1. Select the cells.
2. Point your cursor to the top of the selected cells until a hand appears.
3. Drag the cells to a new location.

Group rows or columns:

1. Select the rows or columns.
2. Click **Data** > **Group rows** or **Group columns**.

Freeze header rows and columns: Keep a row or column in the same place as you scroll through your spreadsheet. On the menu bar, click **View** > **Freeze** and choose an option.

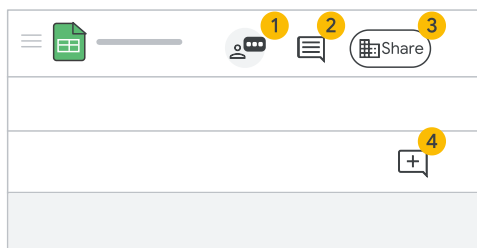


Share your spreadsheet

Click **Share** and choose what collaborators can do. They'll get an email notification, too.

	Share or unshare	Edit content directly	Add comments
Editor	✓	✓	✓
Commenter			✓
Viewer			

Collaborate with your team



- 1 Chat with other people viewing the spreadsheet
- 2 Open comments thread
- 3 Share with your team
- 4 Insert comments

Copy, email, or publish your spreadsheet

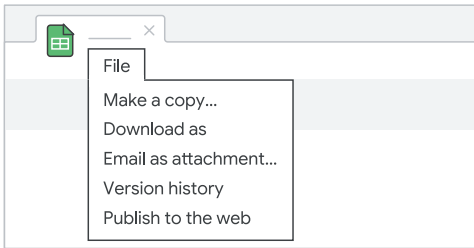
Make a copy—Create a duplicate of your spreadsheet. This is a great way to create templates.

Download as—Download your spreadsheet in other formats, such as Excel or PDF.

Email as attachment—Email a copy of your spreadsheet.

Version history—See all the changes you and others have made to the spreadsheet or revert to earlier versions.

Publish to the web—Publish a copy of your spreadsheet as a webpage or embed your spreadsheet in a website.



Work with functions

Your most important Excel functions exist in Sheets, too. Here's a few of the things you can do.

AVERAGE	Statistical Returns the numerical average value in a dataset, ignoring text.
AVERAGEIFS	Statistical Returns the average of a range that depends upon multiple criteria.
CHOOSE	Lookup Returns an element from a list of choices based on index.
COUNT	Statistical Returns the count of the number of numeric values in a dataset.
COUNTIF	Statistical Returns a conditional count across a range.
DATE	Date Converts a provided year, month, and day into a date.
FIND	Text Returns the position at which a string is first found within text.
GETPIVOTDATA	Text Extracts an aggregated value from a pivot table that corresponds to the specified row and column headings.
IF	Logical Returns one value if a logical expression is true and another if it is false.
INDEX	Lookup Returns the content of a cell, specified by row and column offset.
INT	Math Rounds a number down to the nearest integer that's less than or equal to it.
LOOKUP	Lookup Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
MATCH	Lookup Returns the relative position of an item in a range that matches a specified value.
MAX	Statistical Returns the maximum value in a numeric dataset.
MIN	Statistical Returns the minimum value in a numeric dataset.
NOW	Date Returns the current date and time as a date value.

ROUND	Math Rounds a number to a certain number of decimal places according to standard rules.
SUM	Math Returns the sum of a series of numbers and/or cells.
SUMIF	Math Returns a conditional sum across a range.
TODAY	Date Returns the current date as a date value.
VLOOKUP	Lookup Searches down the first column of a range for a key and returns the value of a specified cell in the row found.

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