Sheets Cheat Sheet
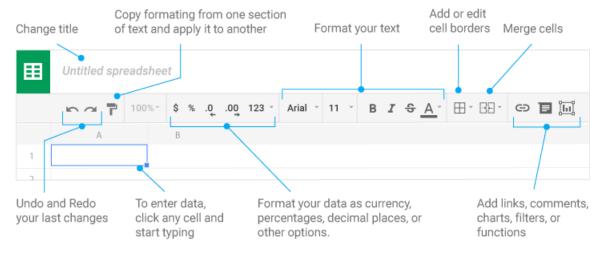
Create and simultaneously edit spreadsheets with your team, right in your browser.
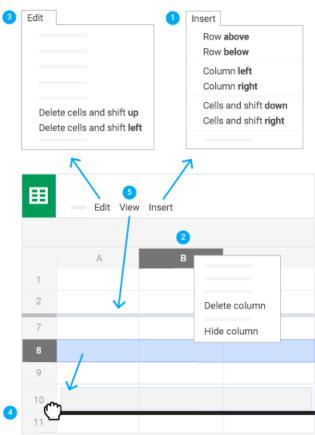
Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically.

1 Customize your spreadsheet and data.

Change title

Copy formating from one section of text and apply it to another

Format your text

Add or edit cell borders

Merge cells

Untitled spreadsheet

100% · $ % .0 .00 123 · Arial · 11 · **B** *I* S A ·

Undo and Redo your last changes

To enter data, click any cell and start typing

Format your data as currency, percentages, decimal places, or other options.

Add links, comments, charts, filters, or functions

Sheets Cheat Sheet

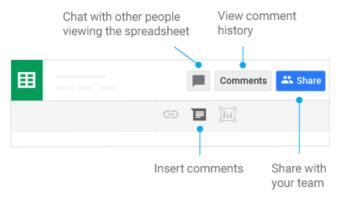# 2 **Work with rows, columns, and cells.**

1 Add rows, columns, and cells—Select a cell or block of cells. Then, on the menu bar, click **Insert** and choose where to add the row, column, or cells.

2 Delete or hide rows and columns—Right-click the row number or column letter and select **Delete** or **Hide**.

3 Delete a cell or a block of cells—Select the cells you want to delete. Click **Edit** > **Delete cells and shift up**, or **Edit** > **Delete cells and shift left**.

4 Move rows and columns—Click the row number or column letter to select it. Then, drag it to a new location.

5 Freeze header rows and columns—Keep some data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View** > **Freeze** and choose an option.
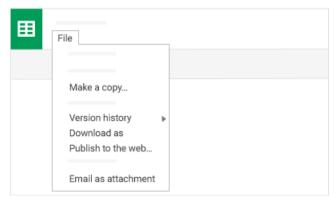
Sheets Cheat Sheet

3 **Click** 🔒 **Share** **to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.**

	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—

4 **Collaborate with your team in real time.**

Chat with other people
viewing the spreadsheet

View comment
history

Insert comments

Share with
your team

5 **Create different versions and copies of your spreadsheet.**

File

Make a copy...

Version history ▶
Download as
Publish to the web...

Email as attachment

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

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

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

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

Email as attachment—Email a copy of your spreadsheet.

Sheets Cheat Sheet

6 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.
FINDB	**Text** Returns the position at which a string is first found within text counting each double-character as 2.
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.