

# 4 ways to create Google Sheets, an online spreadsheet editing tool.

Google Sheets is a powerful spreadsheet data processing tool that you can use for many different tasks such as creating spreadsheets, creating forms, performing mathematical operations and functions, and analyzing data statistics. Besides Excel, you can use Google Sheets online anytime, anywhere. TipsMake will share how to create a Google Sheet below.

Google Sheets is a Google application that allows users to create and edit tables online. Advantages of Google Sheets include support for creating charts and tables, calculating statistics, and automatically saving information and text to prevent data loss during work. To learn more about **how to create a Google Sheet** , please refer to the article below.



**How to create files in Google Sheets, create and edit spreadsheets online.**

## *1. What is Google Sheets?*

Similar to Microsoft Excel, Google Sheets can be accessed and used directly on the web across various devices such as computers, laptops, and smartphones. If you are already familiar with Excel, you can easily use Google Sheets. While it doesn't possess as many powerful formulas and data analysis features as Excel, Google Sheets' collaboration and sharing capabilities will make working with spreadsheets easier.

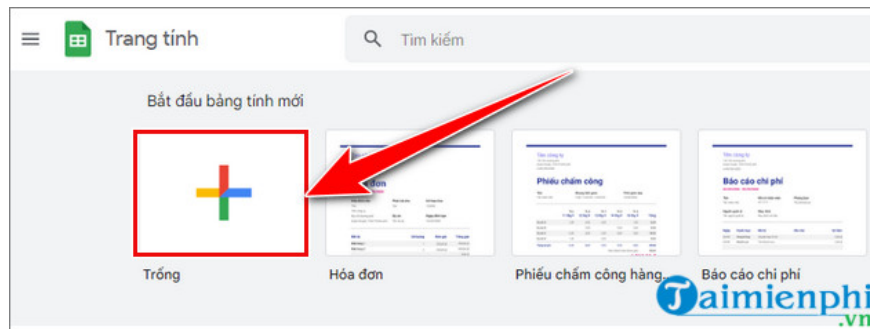
To begin learning about Google Sheets, here are some terms you need to know when using this tool:

- **Cell:** A data cell or element in a spreadsheet.
- **Column:** A collection of cells arranged vertically in a column.
- **Row:** A collection of cells arranged horizontally in a row.
- **Range:** A collection of cells in a row, a column, or both.
- **Function:** The functions you will use to calculate cell, row, column, or range values, manipulate data, etc.
- **Formula:** A combination of functions, cells, rows, columns, and ranges used to calculate a specific result.
- **Worksheet:** A worksheet in your spreadsheet.
- **Spreadsheet:** The entire data file containing your worksheets.

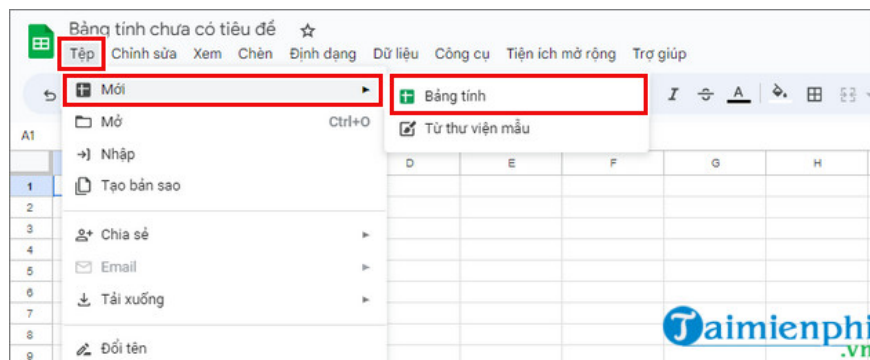
## 2. How to create a spreadsheet on Google Sheets

To begin creating a Google Sheet, you need to log in to your Google account and access the Google Sheet tool here . There are four basic ways to create a new spreadsheet in Google Sheet:

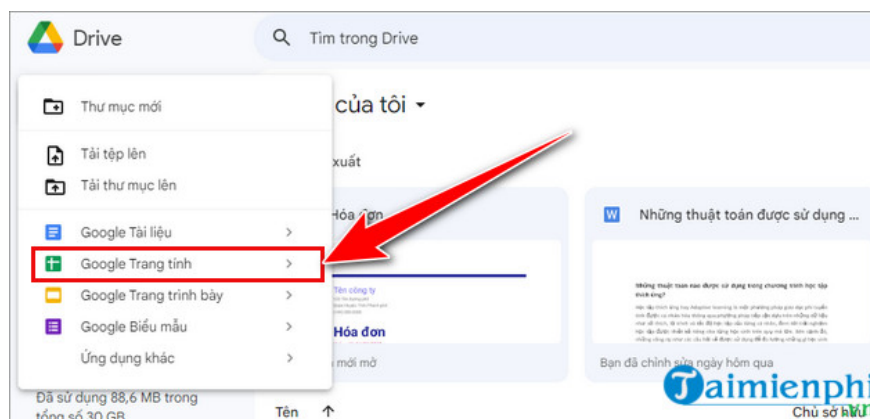
- **Method 1:** Click on the **empty cell with the multicolored "+"** icon on the Google Sheet overview page.



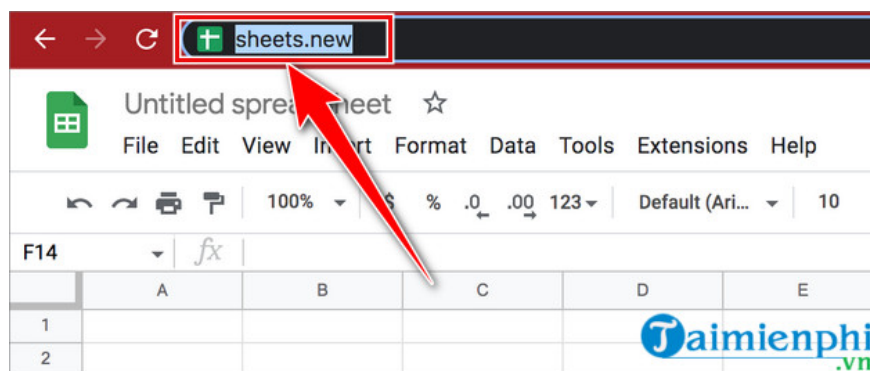
- **Method 2:** On any spreadsheet, open the menu by clicking **File => New => Spreadsheet** .



- **Method 3:** Click the **New button with the + icon** on your Google Drive dashboard and select **Google Sheets** .



- **Method 4:** In your browser's search bar, type **sheets.new** to quickly open a new spreadsheet.



### ***3. How to add data to a Google Sheet spreadsheet***

When you open a new spreadsheet, you can select any cell to enter data into, and the data will automatically fill in the selected cell as well as in the formula bar above. Each individual cell is organized into rows and columns with an ID consisting of numbers and letters. Once you have finished entering data into a cell, you can perform the following basic tasks:

- Press **Enter** to save the content and move to the row below that column.
- Press **Tab** to save the content and move to the right within the same row.
- Use the arrow keys on your keyboard to move in that direction.
- Click on any cell to move directly to that cell.

If you don't want to enter data manually, you can also upload data to Google Sheets using the following methods:

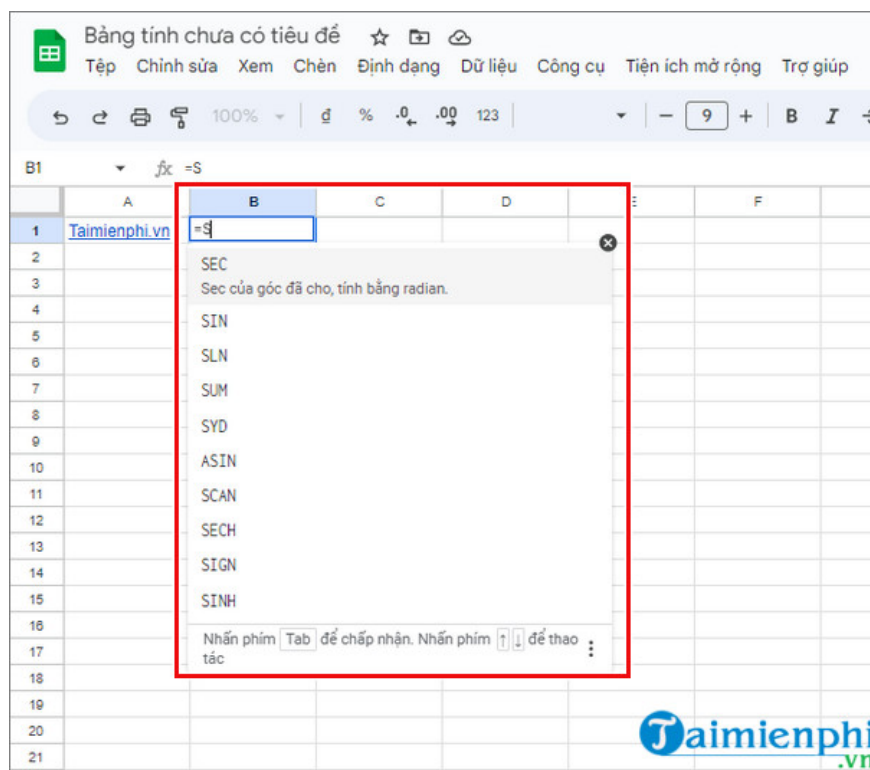
- Copy and paste text or number lists into your spreadsheet.
- Copy and paste HTML tables from a website.
- Load existing spreadsheet files in CSV, XLS, XLSX, or other formats.
- Copy any value within a cell or range using click-and-drag.

For documents with lengthy content that exceed the cell length in Google Sheets, you need to wrap the text to make it easier for you and others to read. To understand this better, you can refer to TipsMake's article on how to

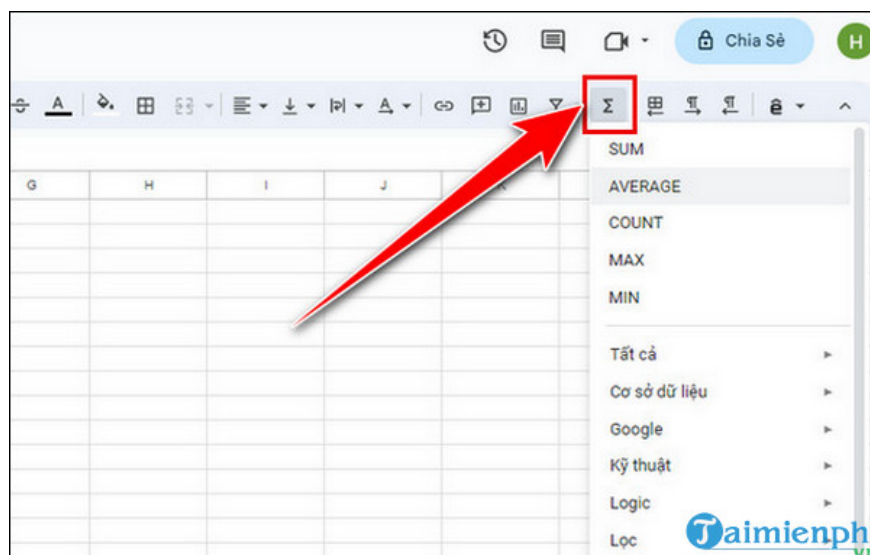
wrap text in Google Sheets !

## 4. Functions in Google Sheets

One of the most useful features of Google Sheets is the use of various calculation functions to process data quickly. To use a function, type an equals sign in a cell and then type the name of the function. A list of functions will then be suggested in a pop-up menu, and you can select one or more of them.



In Google Sheets, calculation functions use similar structures to those in Microsoft Excel, so you can easily write similar functions in Excel to use with Google Sheets. Additionally, you can click on the function icon in the taskbar to open a list of functions and features.



Besides formulas, you can draw or insert bar charts into your Google Sheets spreadsheet to easily observe and analyze data.

In summary, TipsMake has introduced you to what Google Sheets is and how to **create one** in simple steps. Hopefully, with this online spreadsheet creation tool, you can easily create Google Sheets, analyze and process data quickly and easily. If you have any questions, please leave a comment below for clarification.

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