

Familiarize yourself with spreadsheets, rows, columns, and cells.

Google Sheets allows you to organize, edit, and analyze different types of information using spreadsheets.

Google Sheets allows you to organize, edit, and analyze various types of information using spreadsheets. In this article, you'll learn about different ways to use spreadsheets and how to navigate the Google Sheets interface. You'll also learn the basics of working with cells and cell contents, including how to select cells, insert content, copy, and paste cells.

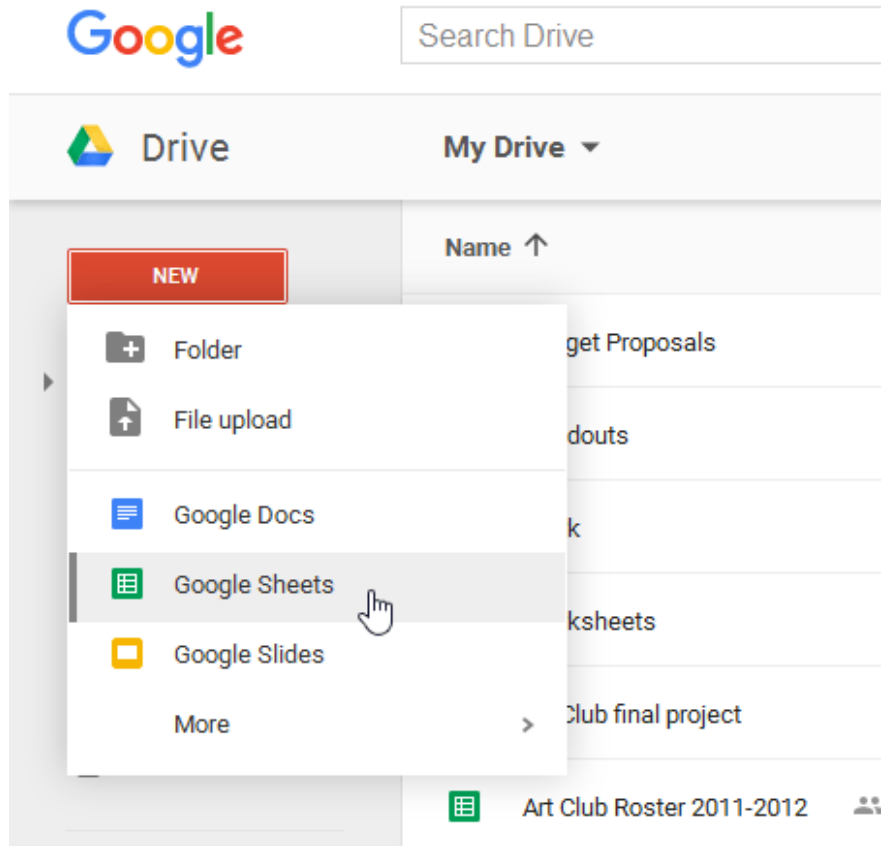
What is Google Sheets?

Google Sheets is a web-based spreadsheet application that allows you to store and organize various types of information, much like Microsoft Excel. While Google Sheets doesn't offer all of Excel's advanced features, it's easy to create and edit spreadsheets ranging from simple to complex.

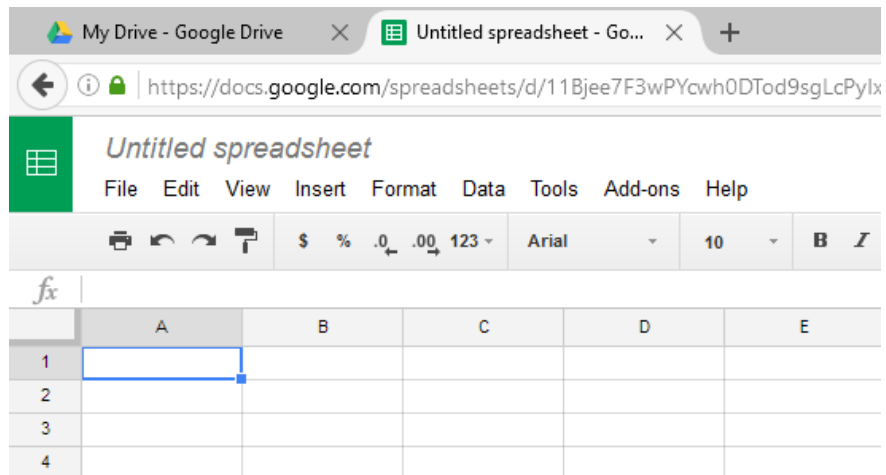
Although you might think that spreadsheets are only used by certain people to handle complex numbers and data, they can actually be used for many everyday tasks. Whether you're starting a budget, planning your gardening, creating invoices, or anything else you can think of, spreadsheets are a great way to organize information.

How to create a new Google Sheet

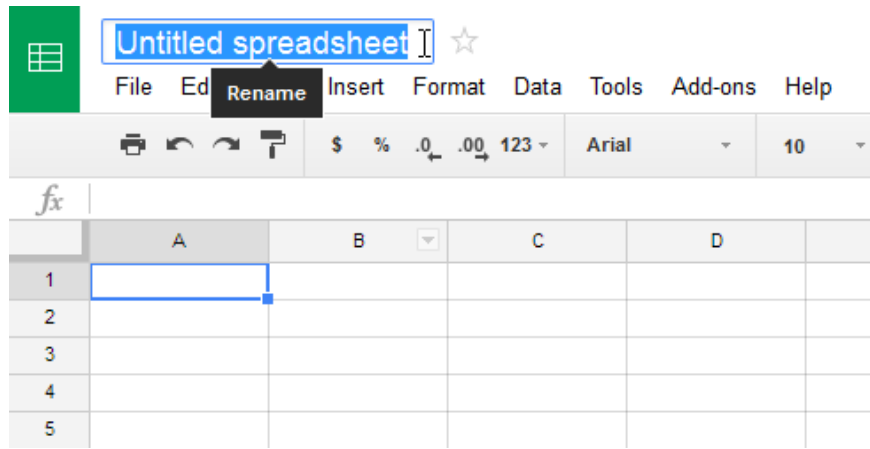
1. In Google Drive, click **New** and select **Google Sheets** from the drop-down menu.



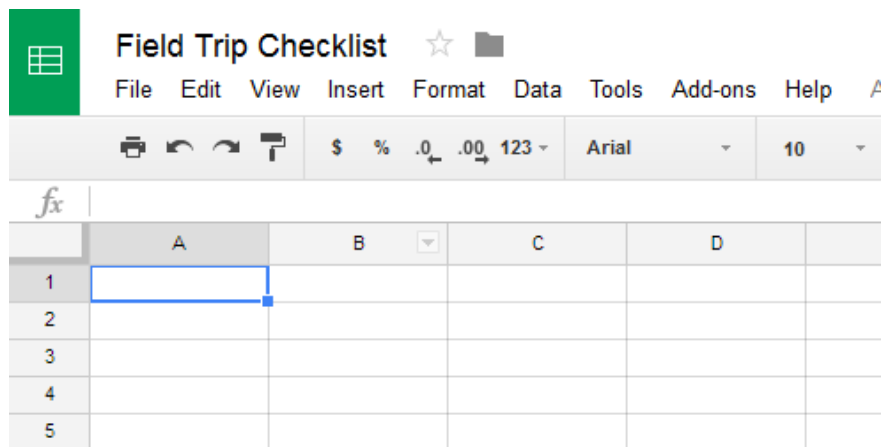
2. The spreadsheet will appear in a new browser tab.



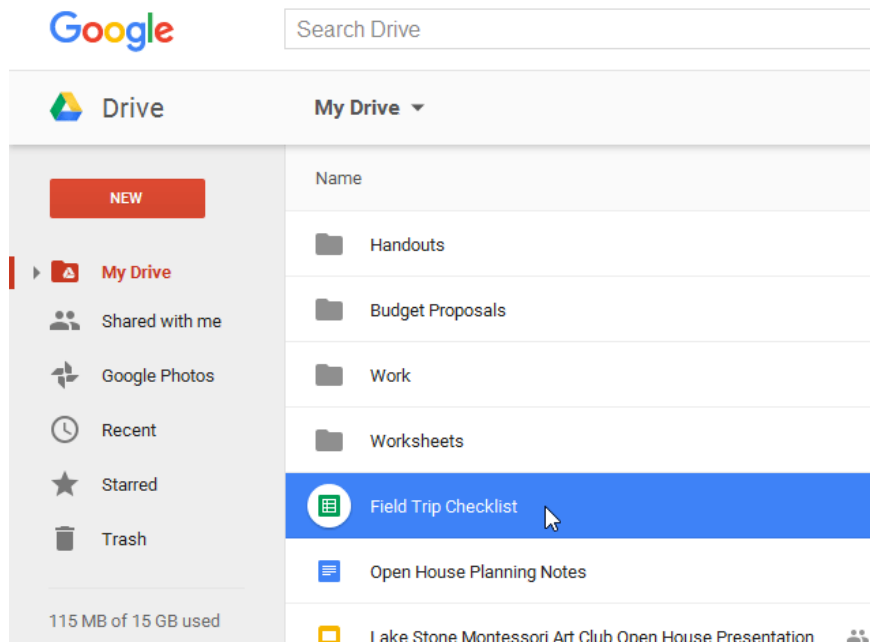
3. To name your spreadsheet, find and select **Untitled spreadsheet** at the top of the page. Enter a name for your spreadsheet, then press **Enter**.



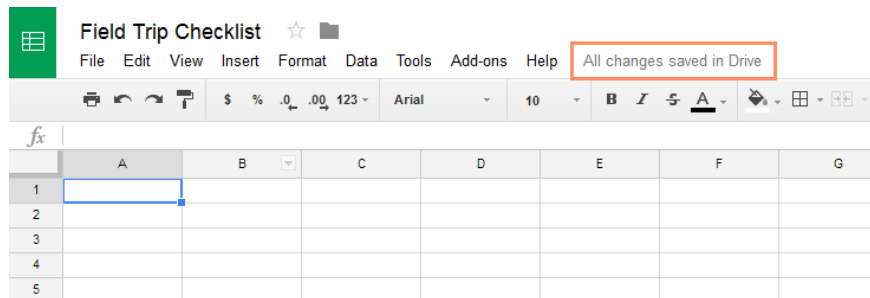
4. Your spreadsheet will be renamed.



5. Whenever you need to view or edit your spreadsheet, you can access it again from Google Drive, where the spreadsheet will be saved automatically.



You may notice that there is no save button. This is because Google Drive uses an auto-save feature, which automatically and immediately saves files as you edit them.



Basic knowledge about cells

Each spreadsheet is made up of thousands of rectangles, called cells. A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Each cell has its own name—or cell address—based on its column and row. In this example, the selected cell is at the intersection of column **C** and row **10**, so the cell address is **C10**. Note that the column and row headers of the cell become darker when the cell is selected.

You can also select multiple cells at once. A group of cells is called a range. Instead of a single cell address, you would refer to a range of cells by using the cell address of the first and last cells in the range, separated by colons. For example, a range of cells including A1, A2, A3, A4, and A5 would be written as A1:A5.

In the images below, two different ranges of cells are selected:

Cell range A2:A8

	A	B
1	Date	Sales
2	5/6/2016	\$100.00
3	5/7/2016	\$121.00
4	5/8/2016	\$86.00
5	5/9/2016	\$25.00
6	5/10/2016	\$154.00
7	5/11/2016	\$110.00
8	5/12/2016	\$80.00

Cell range A2:B8

fx | 5/6/2016

	A	B
1	Date	Sales
2	5/6/2016	\$100.00
3	5/7/2016	\$121.00
4	5/8/2016	\$86.00
5	5/9/2016	\$25.00
6	5/10/2016	\$154.00
7	5/11/2016	\$110.00
8	5/12/2016	\$80.00

Content types in cells

All the information you enter into a spreadsheet is stored in a cell. Each cell can contain several different types of content, including text, formatting, formulas, and functions.

1. **Text** : Cells can contain text, such as letters, numbers, and dates.

	A	B	C
1	Date	Sales	Percentage of Total
2	5/6/2016	100	0.1479
3	5/7/2016	121	0.1790
4	5/8/2016	86	0.1272
5	5/9/2016	25	0.0370
6	5/10/2016	154	0.2278
7	5/11/2016	110	0.1627
8	5/12/2016	80	0.1183
9			

1. **Formatting properties** : Cells can contain formatting properties that change how letters, numbers, and dates are displayed. For example, percentages might appear as 0.15 or 15%. You can even change the background color of the cell.

	A	B	C
1	Date	Sales	Percentage of Total
2	May 6	\$100.00	14.79%
3	May 7	\$121.00	17.90%
4	May 8	\$86.00	12.72%
5	May 9	\$25.00	3.70%
6	May 10	\$154.00	22.78%
7	May 11	\$110.00	16.27%
8	May 12	\$80.00	11.83%
9			

1. **Formulas and functions** : Cells can contain formulas and functions that calculate the values ??of the cells. In the example, **SUM(B2:B8)** adds the value of each cell in the range **B2:B8** and displays the sum in cell **B9**.

fx | =SUM(B2:B8)

	A	B	C
1	Date	Sales	Percentage of Total
2	May 6	\$100.00	14.79%
3	May 7	\$121.00	17.90%
4	May 8	\$86.00	12.72%
5	May 9	\$25.00	3.70%
6	May 10	\$154.00	22.78%
7	May 11	\$110.00	16.27%
8	May 12	\$80.00	11.83%
9	Total Sales	\$676.00	

How to select a cell

To enter or edit cell content, you first need to select the cell.

1. Click on a box to select it.
2. A blue box will appear around the selected cell.

fx | x

	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	

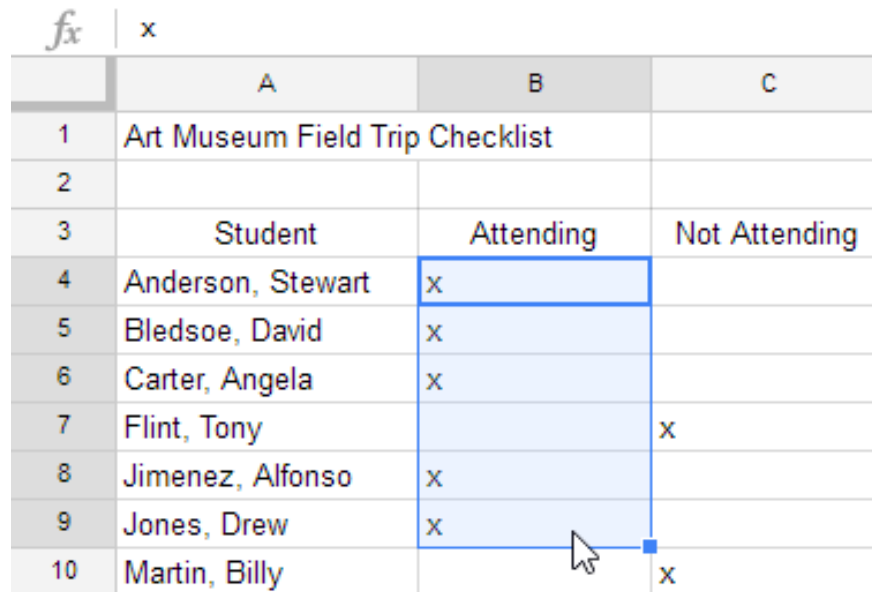
You can also select cells using the arrow keys on your keyboard.

How to select a range of cells

Sometimes you might want to select a larger group/range of cells.

1. Click and drag your mouse until all the cells you want to select are highlighted.

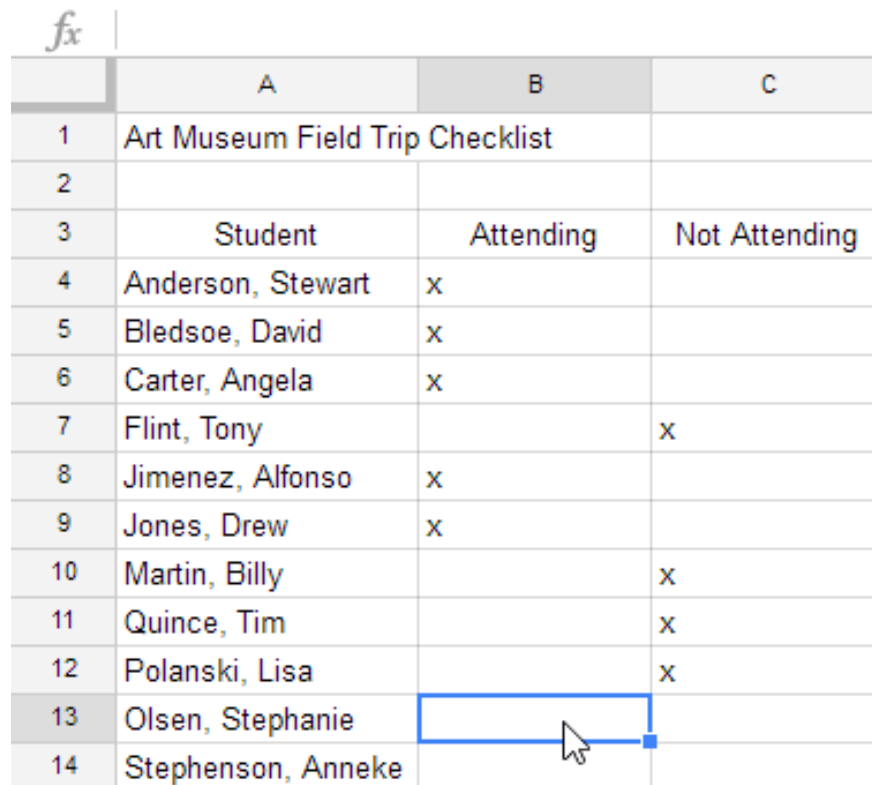
2. Release the mouse button to select the desired range of cells.



	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	
10	Martin, Billy		x

How to insert cell content

1. Select the desired cell.



	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	
10	Martin, Billy		x
11	Quince, Tim		x
12	Polanski, Lisa		x
13	Olsen, Stephanie		
14	Stephenson, Anneke		

2. Enter the content into the selected cell, then press **Enter**. The content will appear in the cell and the formula bar. You can also enter and edit the cell content in the formula bar.

	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	
10	Martin, Billy		x
11	Quince, Tim		x
12	Polanski, Lisa		x
13	Olsen, Stephanie	x	
14	Stephenson, Anneke		

How to delete cell contents

1. Select the cell you want to delete.
2. Press the **Delete** or **Backspace** key on your keyboard. The contents of the cell will be deleted.

	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	
10	Martin, Billy		x
11	Quince, Tim		x
12	Polanski, Lisa		x
13	Olsen, Stephanie		
14	Stephenson, Anneke		

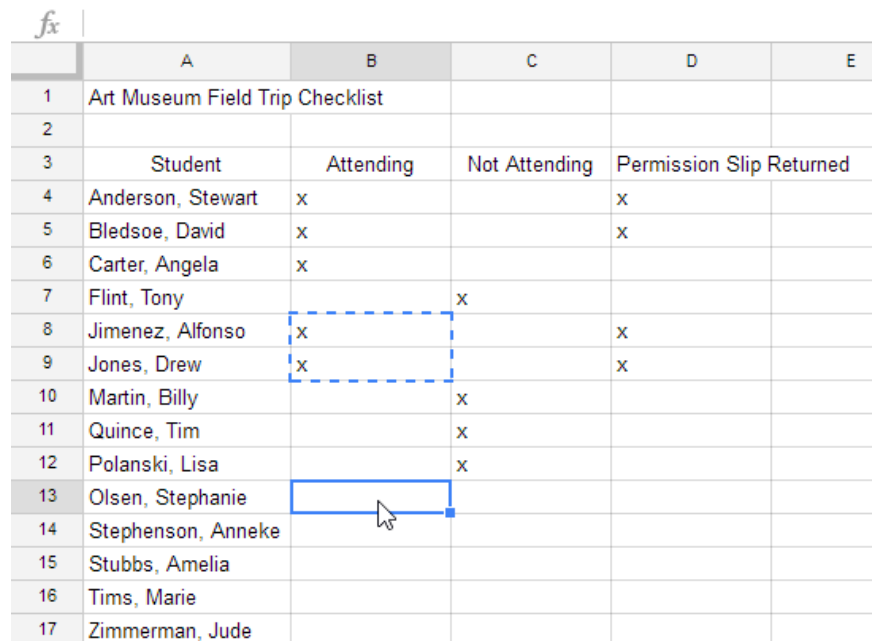
How to copy and paste cells

It's easy to copy content that has already been entered into your spreadsheet and paste it into other cells.

1. Select the cells you want to copy.
2. Press **Ctrl + C** (Windows) or **Command + C** (Mac) on your keyboard to copy the cells.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy		x		
11	Quince, Tim		x		
12	Polanski, Lisa		x		
13	Olsen, Stephanie				
14	Stephenson, Anneke				
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

3. Select the cell(s) where you want to paste the copied content. The copied cells will now have a box around them.

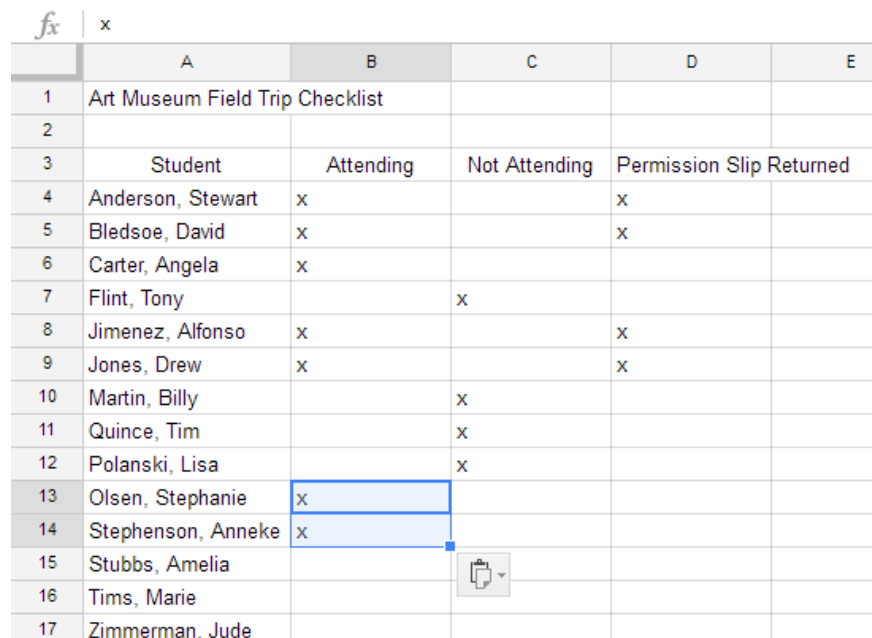


The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy		x		
11	Quince, Tim		x		
12	Polanski, Lisa		x		
13	Olsen, Stephanie				
14	Stephenson, Anneke				
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

In this screenshot, a dashed blue selection box is drawn around cells B8 and B9. A mouse cursor is positioned over cell B13, which is also highlighted with a solid blue border.

4. Press **Ctrl + V** (Windows) or **Command + V** (Mac) on your keyboard to paste the cells.



The screenshot shows the same Excel spreadsheet as above, but with the content of cells B8 and B9 pasted into cells B13 and B14. A copy icon is visible in the bottom right corner of the spreadsheet area.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy		x		
11	Quince, Tim		x		
12	Polanski, Lisa		x		
13	Olsen, Stephanie	x			
14	Stephenson, Anneke	x			
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

How to cut and paste the squares

Unlike copy and paste (which copies cell contents), cut and paste moves content between cells.

1. Select the cells you want to crop.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy		x		
11	Quince, Tim		x		
12	Polanski, Lisa		x		
13	Olsen, Stephanie	x			
14	Stephenson, Anneke	x			
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

2. Press **Ctrl + X** (Windows) or **Command + X** (Mac) on your keyboard to cut the cells. The cell contents will remain in their original position until the cells are pasted.

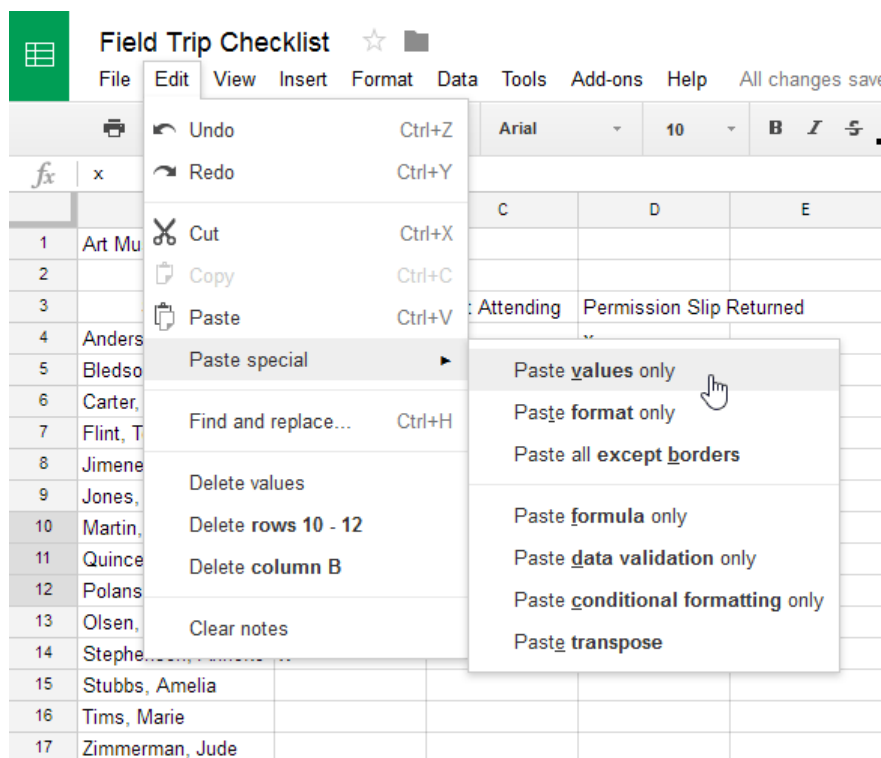
3. Select the cell(s) where you want to paste.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy		x		
11	Quince, Tim		x		
12	Polanski, Lisa		x		
13	Olsen, Stephanie	x			
14	Stephenson, Anneke	x			
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

4. Press **Ctrl + V** (Windows) or **Command + V** (Mac) on your keyboard to paste the cells.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x			
11	Quince, Tim	x			
12	Polanski, Lisa	x			
13	Olsen, Stephanie	x			
14	Stephenson, Anneke	x			
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

Sometimes you just want to copy and paste parts of a cell's content. In these cases, you can use the **Paste Special** option. Click **Edit** in the toolbar menu, hover over **Paste Special**, and select your desired paste option from the drop-down menu.



How to drag and drop tiles

Instead of cutting and pasting, you can drag and drop the tiles to move their contents.

1. Select a cell, then move your mouse cursor over the outer edge of the blue cell. The cursor will change to a hand icon.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x			
11	Quince, Tim	x			
12	Polanski, Lisa	x			

2. Click and drag the cell to the desired location.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony		x		
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x			
11	Quince, Tim	x			
12	Polanski, Lisa	x			

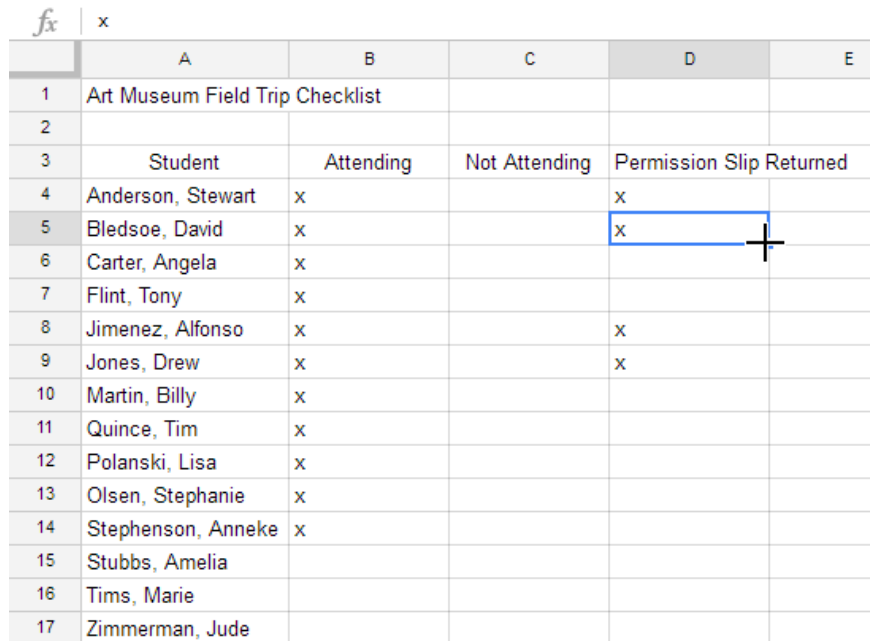
3. Release the mouse button to drop the square.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony	x			
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x			
11	Quince, Tim	x			
12	Polanski, Lisa	x			

How to use the fill handle

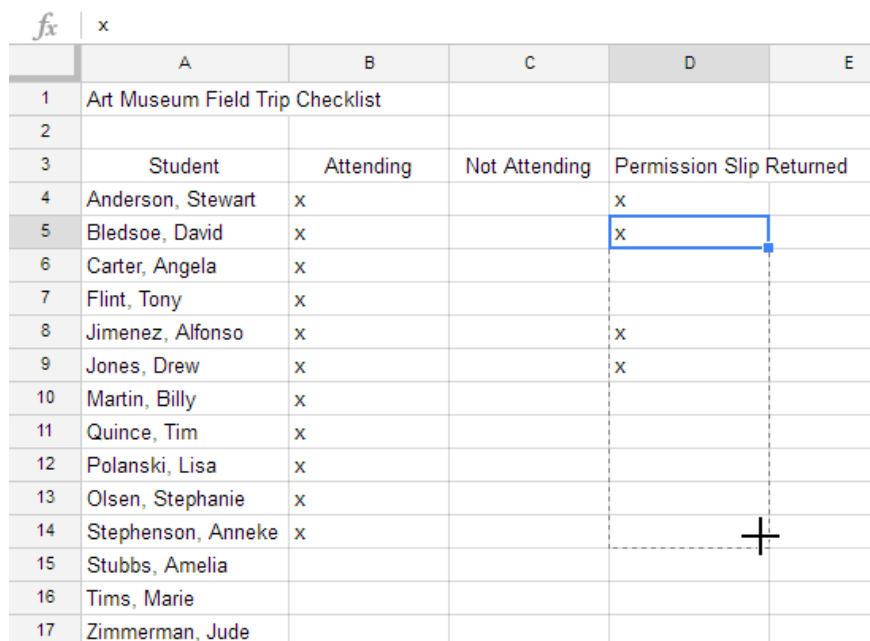
You might sometimes want to copy the contents of one cell to multiple other cells in a spreadsheet. You could copy and paste the content into each cell, but this method is time-consuming. Instead, you can use the fill handle to quickly copy and paste content from one cell to any other cell in the same row or column.

1. Select the cell you want to use. A small square—called the fill handle—will appear in the bottom right corner of the cell.
2. Hover your mouse over the fill handle. The cursor will turn into a black cross.



	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony	x			
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x			
11	Quince, Tim	x			
12	Polanski, Lisa	x			
13	Olsen, Stephanie	x			
14	Stephenson, Anneke	x			
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

3. Click and drag the fill handle to the cells you want. A black dotted line will appear around the cells.



	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x			
7	Flint, Tony	x			
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x			
11	Quince, Tim	x			
12	Polanski, Lisa	x			
13	Olsen, Stephanie	x			
14	Stephenson, Anneke	x			
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

4. Release the mouse button to fill in the selected cells.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Bledsoe, David	x		x	
6	Carter, Angela	x		x	
7	Flint, Tony	x		x	
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x		x	
11	Quince, Tim	x		x	
12	Polanski, Lisa	x		x	
13	Olsen, Stephanie	x		x	
14	Stephenson, Anneke	x		x	
15	Stubbs, Amelia				
16	Tims, Marie				
17	Zimmerman, Jude				

Use the fill handle to continue a chain.

Fill handles can also be used to continue a sequence. Whenever the contents of a row or column follow a sequential order—like numbers (1, 2, 3) or days (Monday, Tuesday, Wednesday)—the fill handle will predict what will happen next in the sequence. In the example below, the fill handle is used to extend a sequence of days in a column.

fx

5/6/2016

	A	B
1	May 6, 2016	
2	May 7, 2016	
3	May 8, 2016	
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		



fx

5/6/2016

	A	B
1	May 6, 2016	
2	May 7, 2016	
3	May 8, 2016	
4	May 9, 2016	
5	May 10, 2016	
6	May 11, 2016	
7	May 12, 2016	
8	May 13, 2016	
9	May 14, 2016	
10	May 15, 2016	
11	May 16, 2016	
12	May 17, 2016	
13	May 18, 2016	
14	May 19, 2016	
15	May 20, 2016	
16	May 21, 2016	
17	May 22, 2016	
18	May 23, 2016	
19	May 24, 2016	
20	May 25, 2016	
21		

Practice exercises

1. Open Google Sheets and create a new blank spreadsheet.
2. Change the spreadsheet title from " *Untitled Spreadsheet*" to "*Practice Sheet*".
3. **In cell A1, enter the date in M/D/YY format** (for example: 5/30/24).
4. Use the fill button to enter the date in cells A1:A10.
5. Use drag and drop to move the date to cells B1:B10.
6. Delete the content in cell B5.

You finished reading the article "**Familiarize yourself with spreadsheets, rows, columns, and cells.**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
