

Google Sheets: Things you need to know before using it

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What is Google Sheets?

This is a spreadsheet program developed by Google. Google Sheets organizes data by columns and rows, and also allows you to perform mathematical functions. It runs in a web browser.

The first version was released in 2006.

Google Sheets is commonly used for:

1. Analysis
2. Data entry
3. Data management
4. Accountant
5. Budgeting
6. Data analysis
7. Images and graphs

8. Programming
9. Financial modeling
10. And much more!

Why should you use Google Sheets?

1. This is one of the most popular spreadsheet programs in the world.
2. Easy to learn and easy to get started.
3. High skill limit means you can do more advanced things as you become better.
4. It can be used in both work and daily life, such as for budgeting.
5. It has a large support community.
6. Continuously supported by Google
7. You and others can reuse templates, helping to reduce creative costs.

The most outstanding feature of Google Sheets

1. **Edit and format spreadsheets** . Includes operations and functions for data entry; data summarization; text translation; data entry; data validation; data protection; cleanup to return text with deleted non-printable characters and truncation to remove whitespace that may be at the beginning, end, or repeated in the text; filtering data by conditions such as date, alphabetical order, or number order; custom conditions and heatmaps, using color to indicate the density of data points in the table; and basic and advanced formulas.
2. **Data visualization** . Users can create spreadsheet data for graphs, charts, and other diagram types, and embed them into web pages.
3. **Machine learning-based features** . The exploration feature uses machine learning to build charts, create axis tables, and answer questions about the data. This feature can automatically update based on selected data.
4. **Offline editing** . Even when not connected to the internet, Sheets can still be edited offline, and changes will be updated once the internet connection is restored.
5. **Compatibility** . Sheets documents are compatible with a wide range of formats, including Excel (XLS), Apache OpenOffice, PDF, Text, HTML, and comma-separated values (CSV).
6. **Google product integration** . The application can be integrated with other Google services, such as Drawing, Finance, Forms, and Translate. It is also compatible with Microsoft files and shares many of the same shortcuts.
7. **Collaboration features** include the ability to send emails when other collaborators make comments or changes to a shared spreadsheet, and users can view the version history.
8. **Security** . Users can manage editing, downloading, copying, or printing permissions for specific collaborators through individual, group, or domain-level access.

Comparing Google Sheets and Microsoft Excel

	Google Sheets	Microsoft Excel
Price	Free of charge	You need to register for Office 365.

Application type	Cloud-based	The application is fully featured but not cloud-based.
Collaboration	Collaboration is preferred.	Limited support for collaboration.
Data processing	Even weaker, storage is limited to only 5 million cells.	More powerful. Storage limited to 17 million cells.
Features	Basic spreadsheet features	Offers more advanced features.
Integration	Integrates with Google apps and Microsoft files.	Integrates with Microsoft apps.
Support	Tutorial articles and interactive community	Community support forum and Excel usage guide

These are some things you need to know before learning how to use Google Sheets. You can find a basic Google Sheets tutorial for everyone on [TipsMake.com](https://www.tipsmake.com).

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