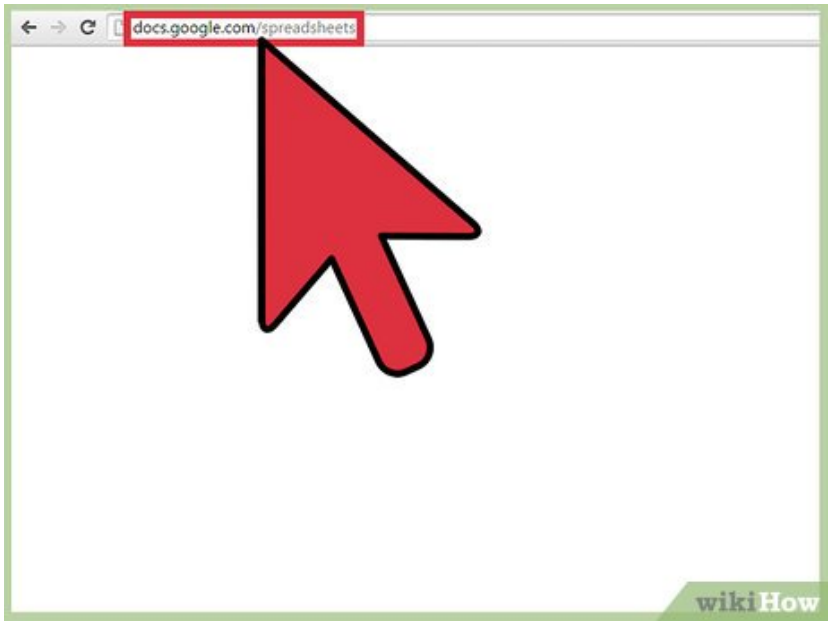
How to Make a Google Spreadsheet

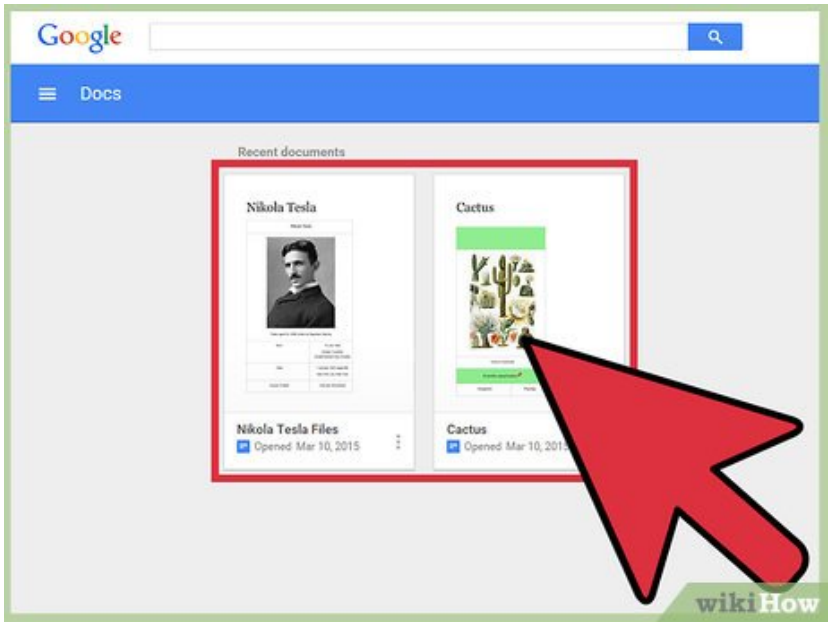
If you're accustomed to creating your spreadsheets using an office suite or software like Microsoft Excel, you won't have any issue in creating a Google Spreadsheet. Google Spreadsheet works the same as Excel, and you can do most of the...

Method 1 of 2:

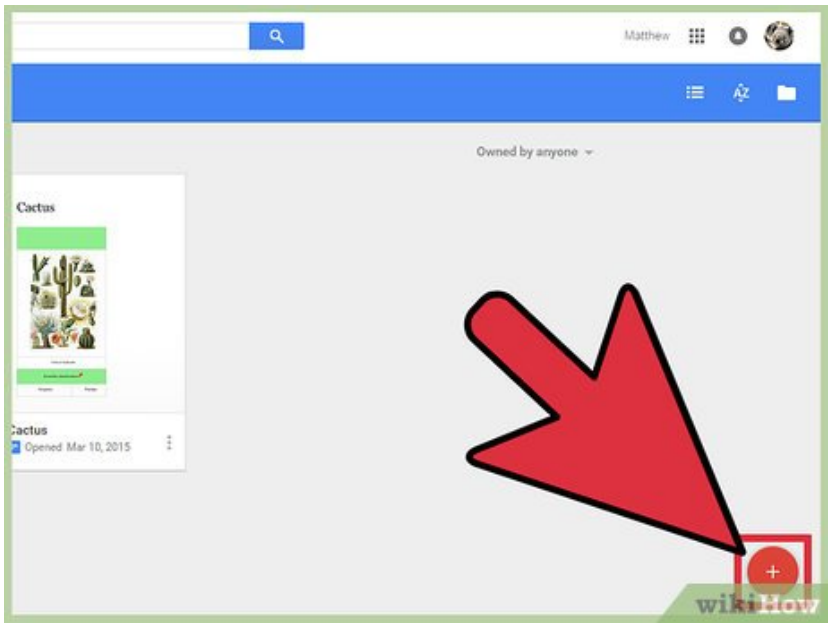
Making a Spreadsheet with Google Sheets

1. 

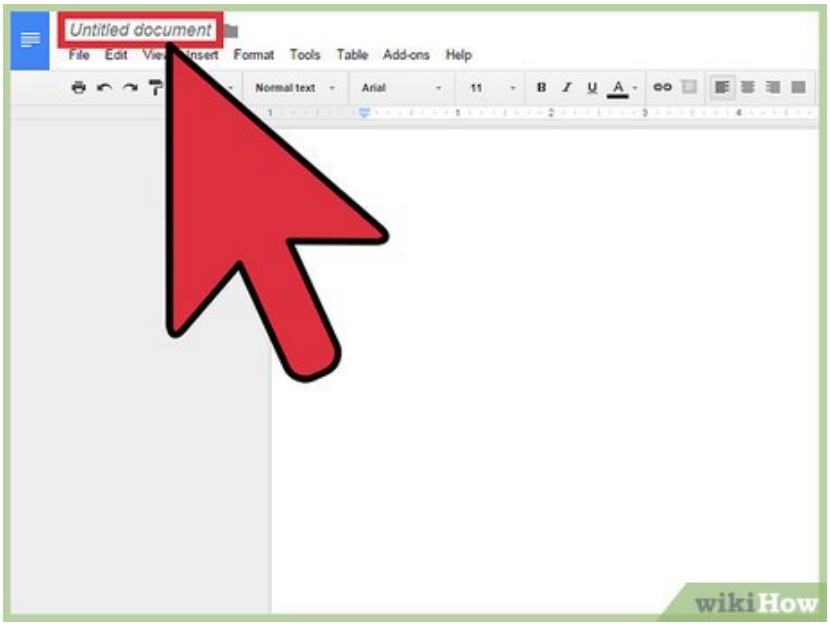
Sign into Google Sheets. Visit `docs.google.com/spreadsheets` and sign in with your Google or Gmail account. Your Gmail account gives you free access to Google Sheets.

2. 

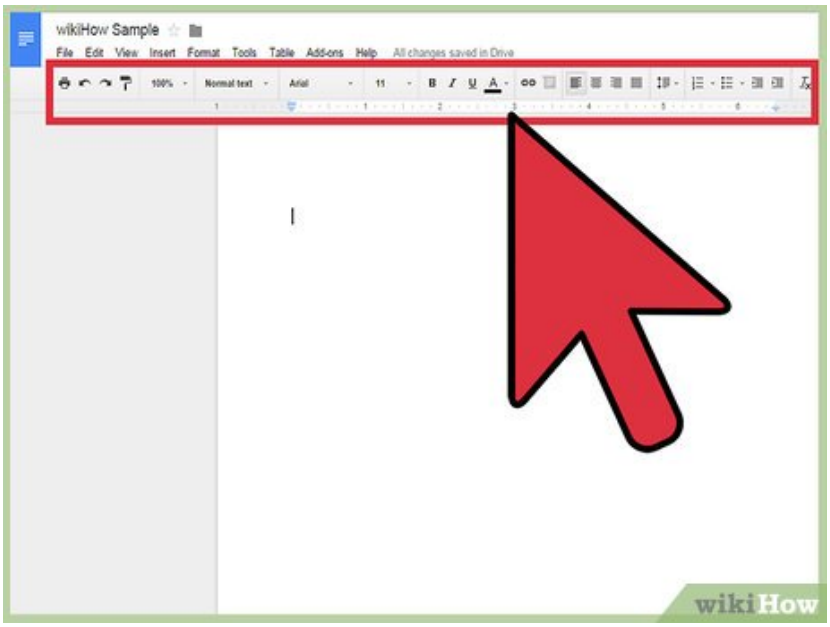
View your existing sheets. Upon logging in, you will be brought to the main directory. If you already have existing spreadsheets, you can see and access them from here.

3. 

Create a new spreadsheet. Click the large red circle with a plus sign on the lower right corner. A new window or tab will be opened with the web-based spreadsheet.

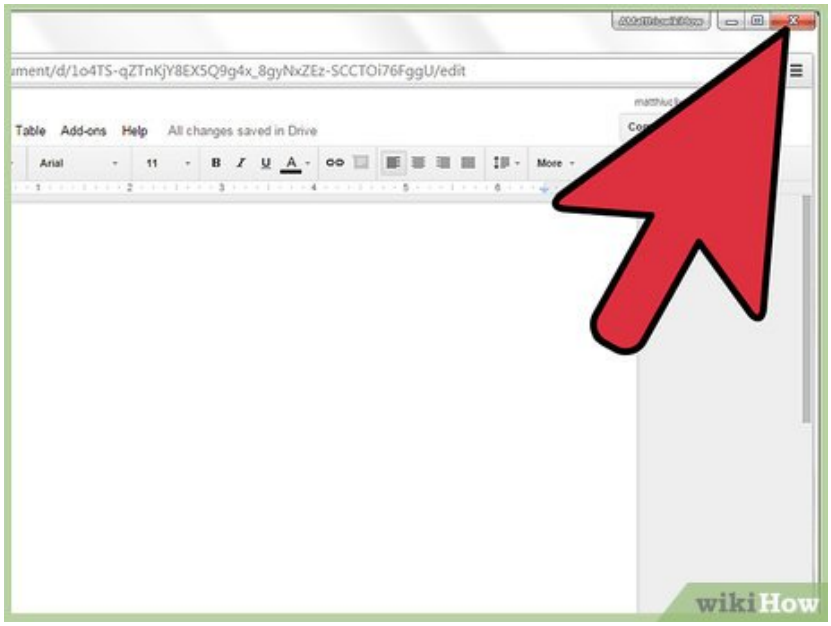
4. 

Name the spreadsheet. 'Untitled spreadsheet' appears on the top left corner. This is the current name of the spreadsheet. Click on it, and a small window will appear. Type in the name of the spreadsheet here, and click the 'OK' button. You will see the name immediately change.

5. 

Work on the spreadsheet. You can work on Google Sheets much like how you would work on Microsoft Excel. There's a header menu and a toolbar with functions very similar to those of Microsoft Excel.

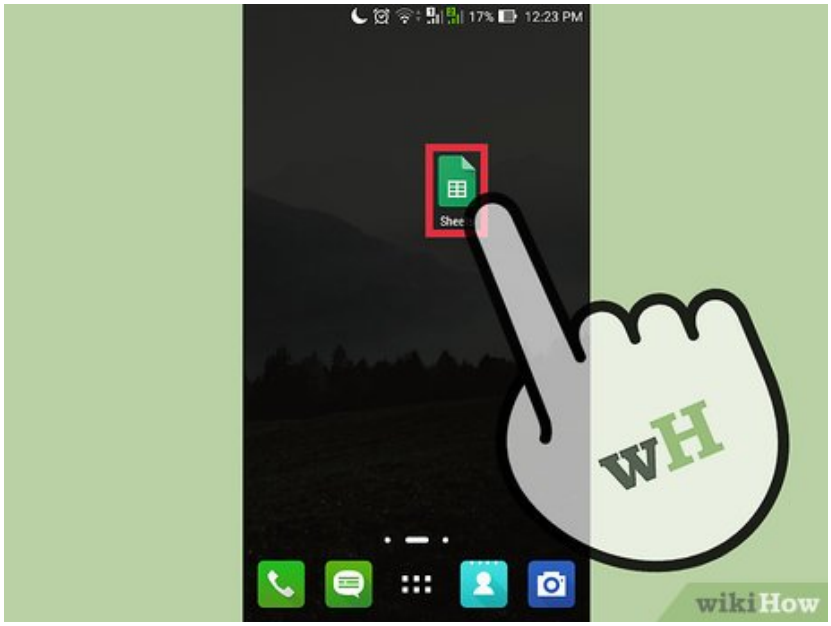
1. There's no need to save with Google Sheets as everything you do is automatically saved at regular intervals.

6. 

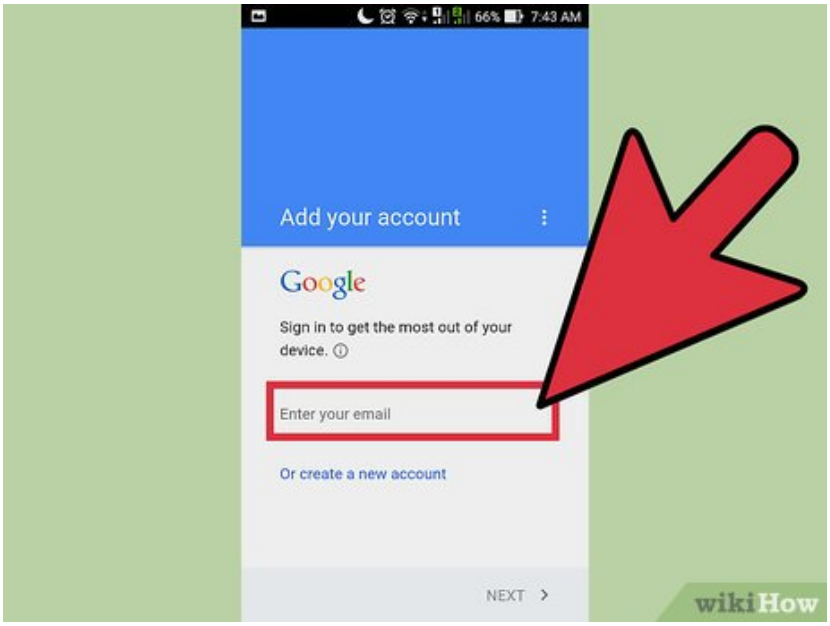
Exit the spreadsheet when you're finished. If you're done with your current document, you can just simply close the window or tab. Everything is saved automatically. You can access your document from Google Sheets or Google Drive.

Method 2 of 2:

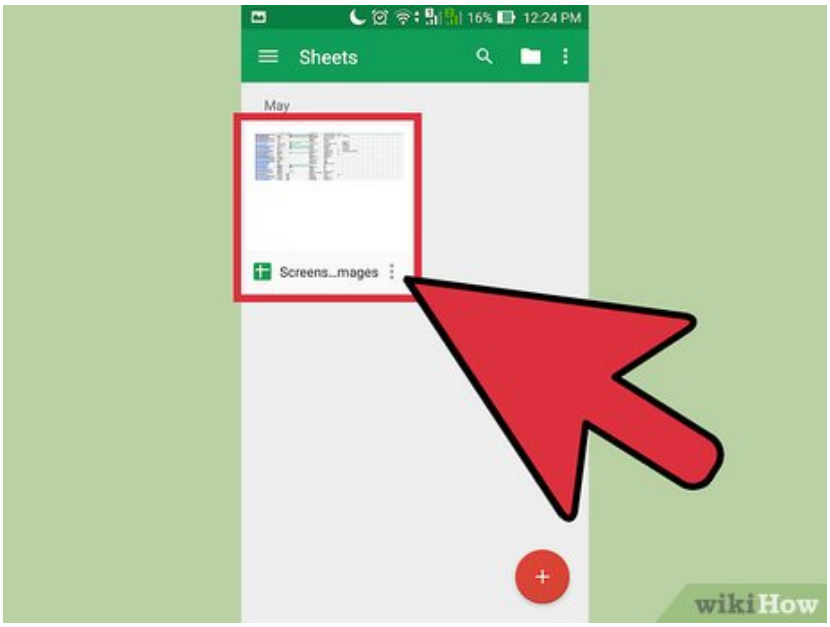
Making a Google Spreadsheet from the Google Sheets Mobile App

1. 

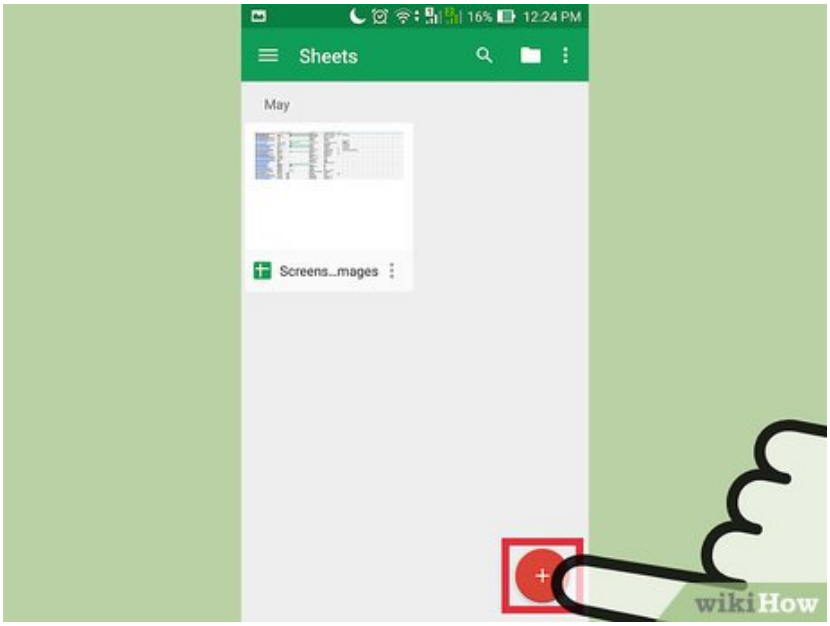
Launch Google Sheets. The app icon has an icon of a file or spreadsheet on it. If you don't have Google Sheets, you can download it for free from your device's respective app store. You can also access your spreadsheets from the Google Drive app.

2. 

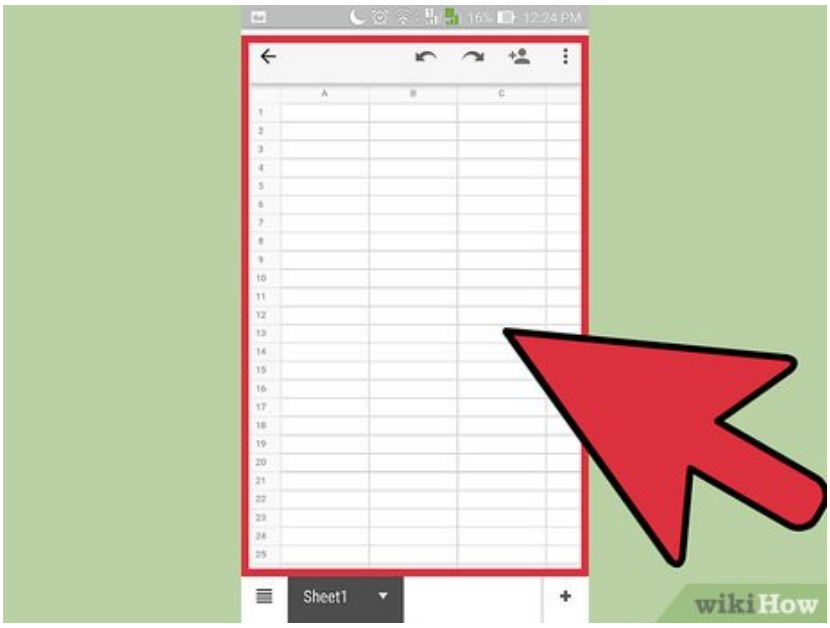
Sign in with your Google account. If this is the first time you're using the app, you will need to link it with your Google account first in order for you to access your Google Sheets. Tap the 'Get started' button and select your Google account to be used. You may need to enter your Gmail email address and password.

3. 

View your sheets. Upon logging in, you will be brought to the main directory. If you already have existing spreadsheets, you can see and access them from here.

4. 

Create a new spreadsheet. Tap the large red circle with a plus sign on the lower right corner. You will need to name your new spreadsheet right away. A small window will appear where you can type it in. Do so, then tap the 'Create' button. An empty spreadsheet screen will be displayed in full screen.

5. 

Work on the spreadsheet. You can work on Google Sheets much like how you would work on Microsoft Excel. There's a toolbar on the header with functions very similar to those of Microsoft Excel.

6.

Exit the sheet. If you're done with your current document, tap the checkmark on the top left corner of the header bar, then tap the left arrow. You will be brought back to the main directory. Your changes will be saved automatically.

You finished reading the article "**How to Make a Google Spreadsheet**" 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.

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