

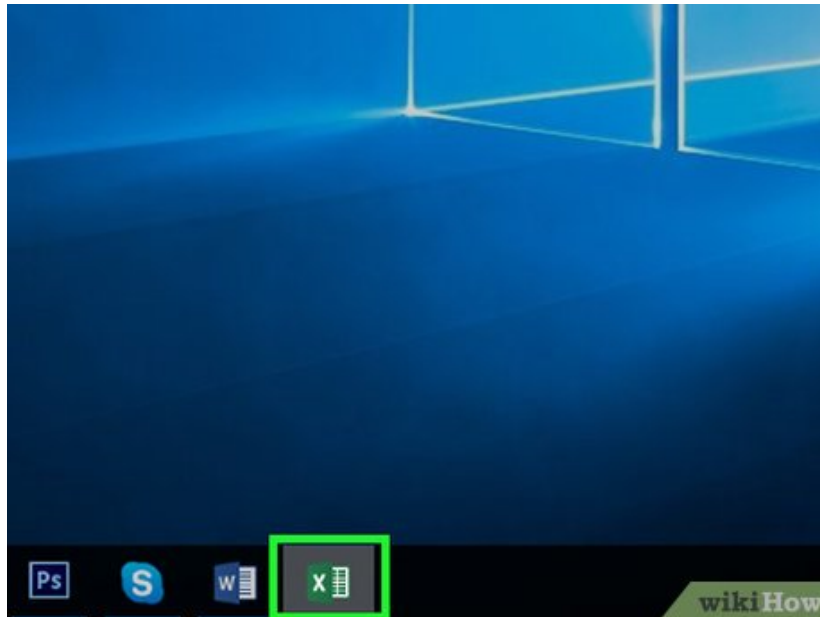
How to Make a Spreadsheet

This wikiHow teaches you how to create a data spreadsheet, which is a document that uses columns and rows to organize data. Commonly used spreadsheet programs include Microsoft Excel, Apple Numbers, and Google Sheets. Open Microsoft Excel....

Method 1 of 3:

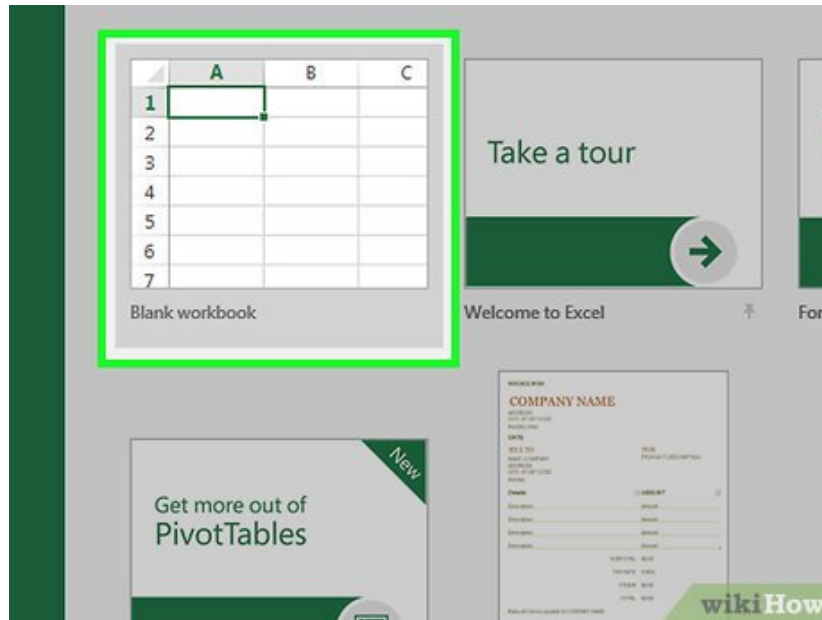
Using Microsoft Excel

1.



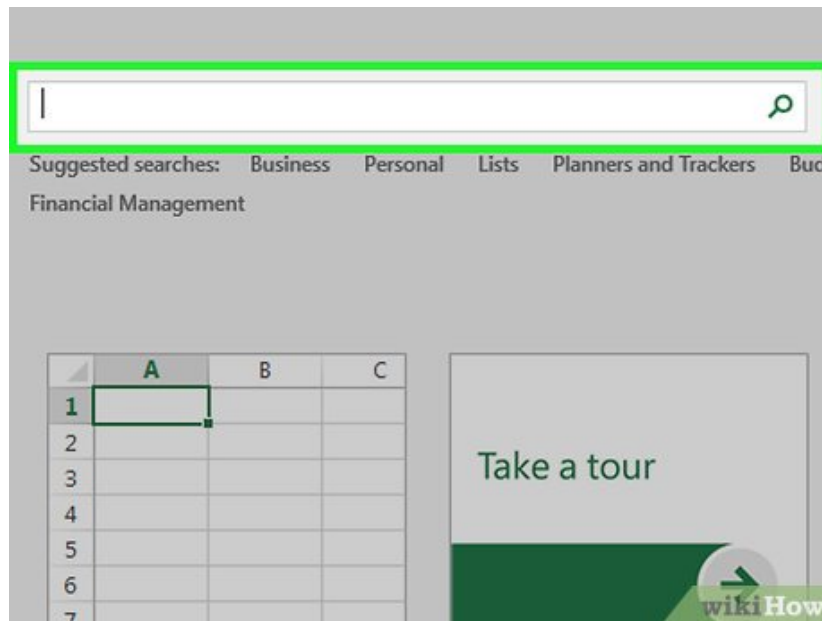
Open Microsoft Excel. Click or double-click the Excel app icon, which resembles a white "X" on a dark-green background.

2.

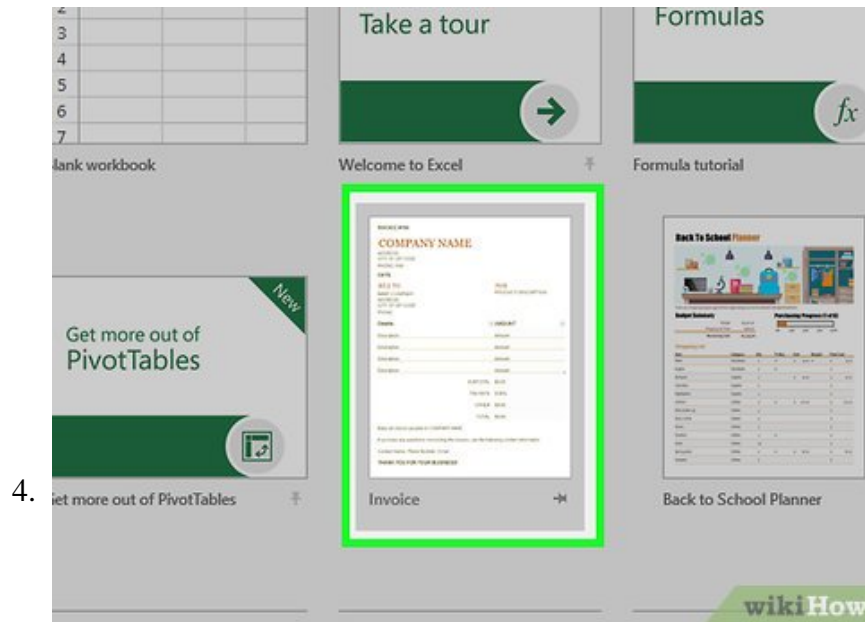


Create a blank spreadsheet if you like. If you don't want to use a pre-formatted spreadsheet template, click **Blank workbook** in the upper-left side of the page, then skip ahead to the "Know where to place your data headers" step.

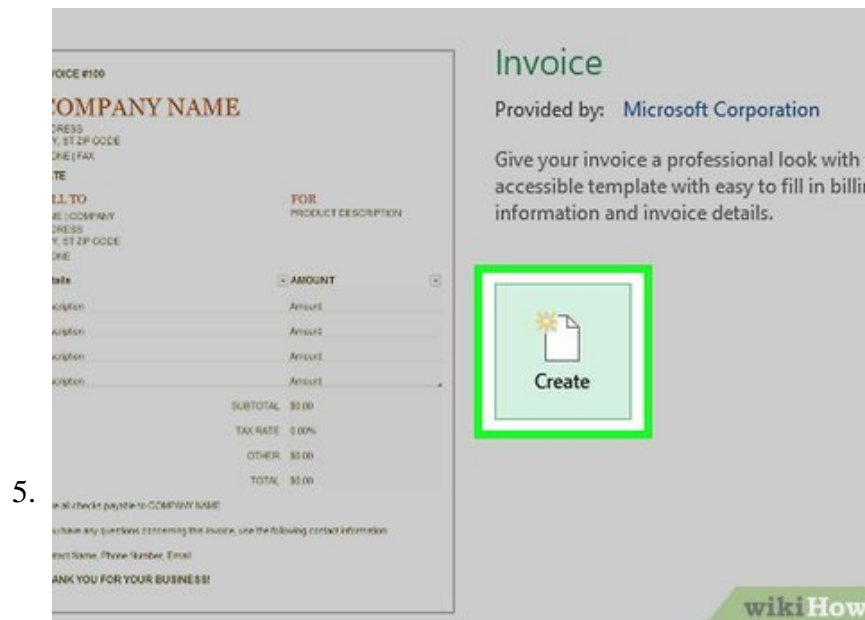
3.



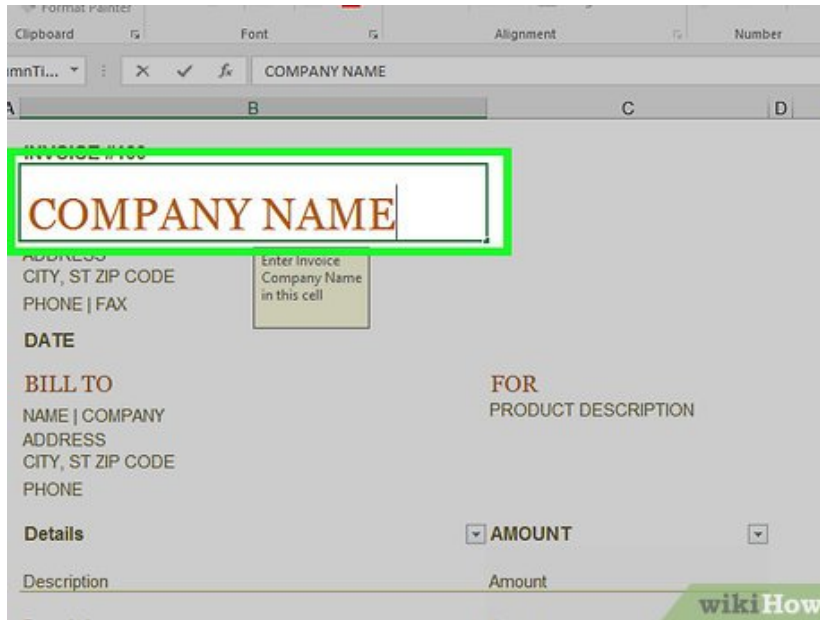
Browse the available templates. Scroll through the list of templates in the Excel window, or type a word or phrase into the text box at the top of the page to search for templates by keyword.



Select a template. Click the template you want to use to do so. The template's window will open.



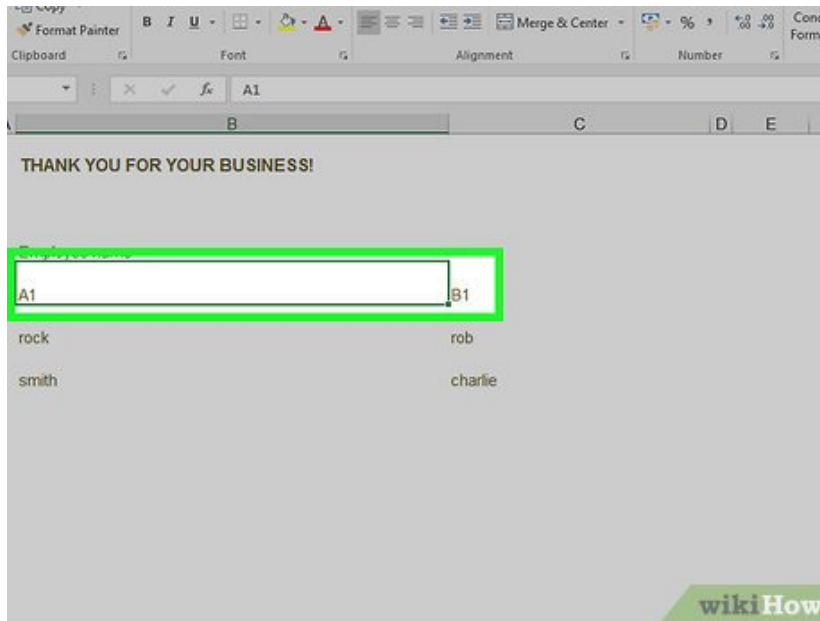
Click **Create**. It's on the right side of the template window. Doing so opens the template in Excel.



6.

Fill out the template if necessary. If you're using a pre-formatted template, fill out the necessary cells to complete the template, then skip ahead to the "Save your file" step.

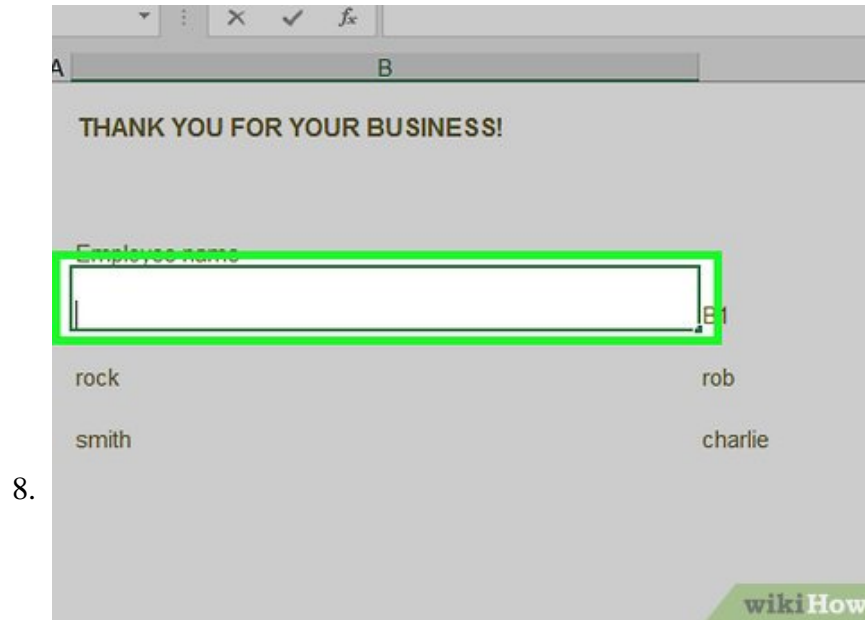
1. Skip this step if you aren't using a template.
2. Some templates use multiple spreadsheets which you can switch between by using the tabs in the lower-left side of the Excel window.



7.

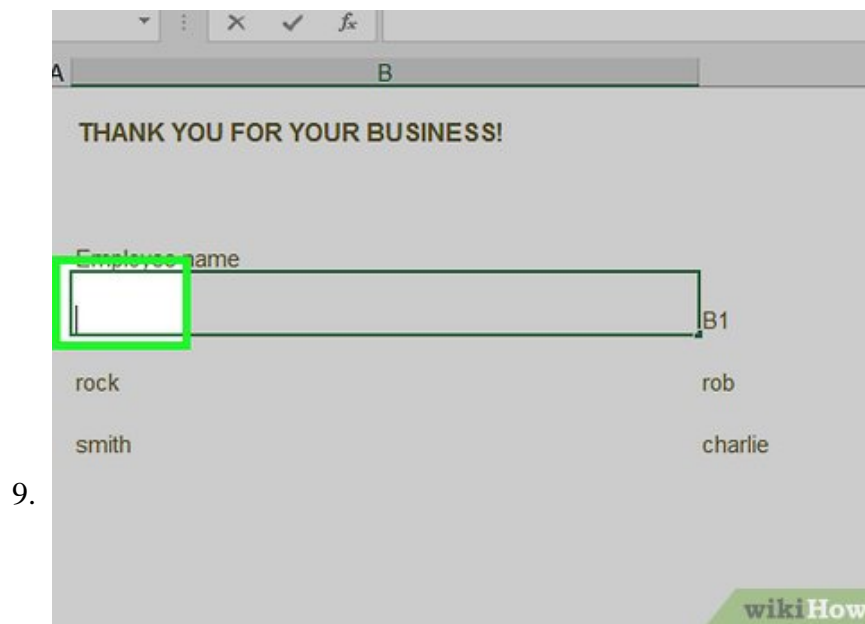
Know where to place your data headers. You'll usually place headers in the **1** row at the top of the sheet.

1. For example, if you're creating a list of employee names organized by department, you might place one department title in cell **A1** and another in cell **B1**, etc.



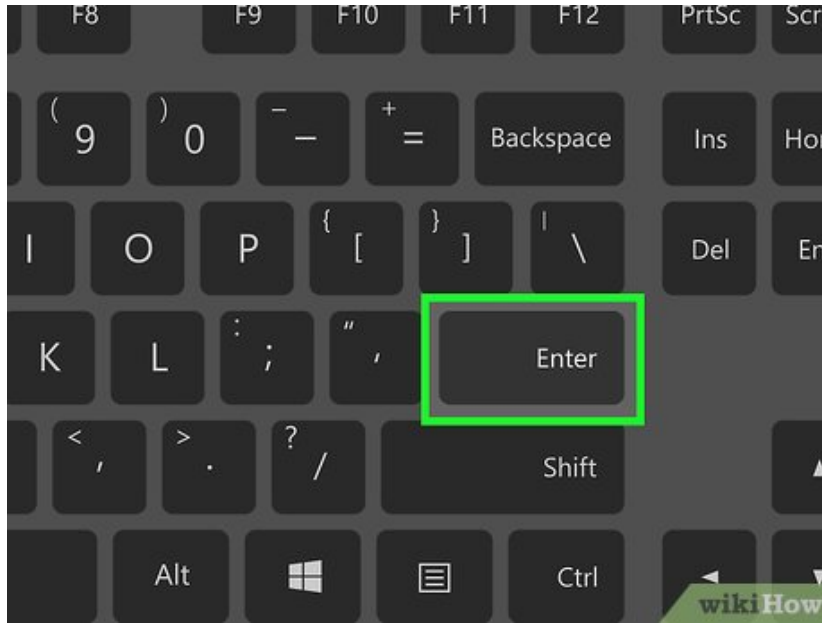
Select a cell. Click once the cell in which you want to insert data.

1. For example, if you want to type the word "Date" into the cell **A1**, you would click cell **A1**.



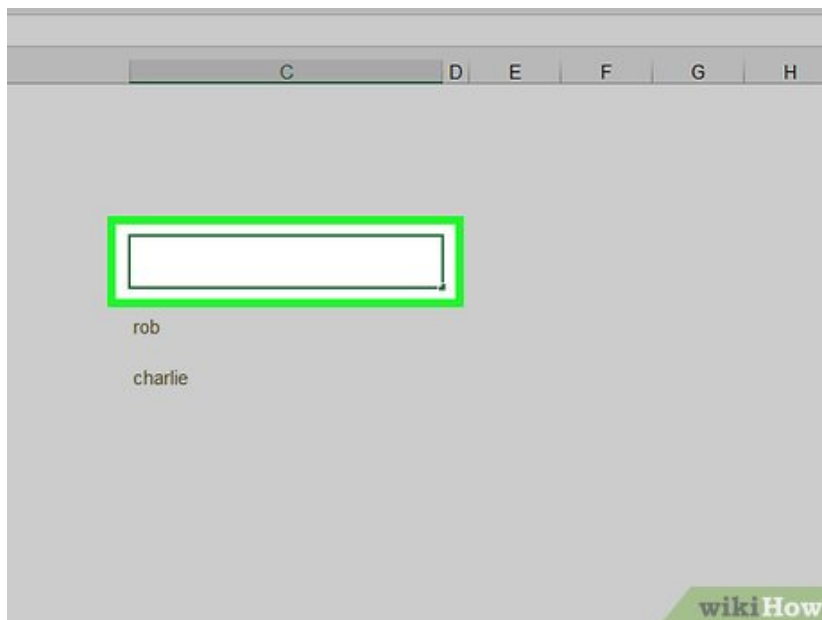
Enter your data. Type in the word, phrase, or figure that you want to enter into the cell.

10.

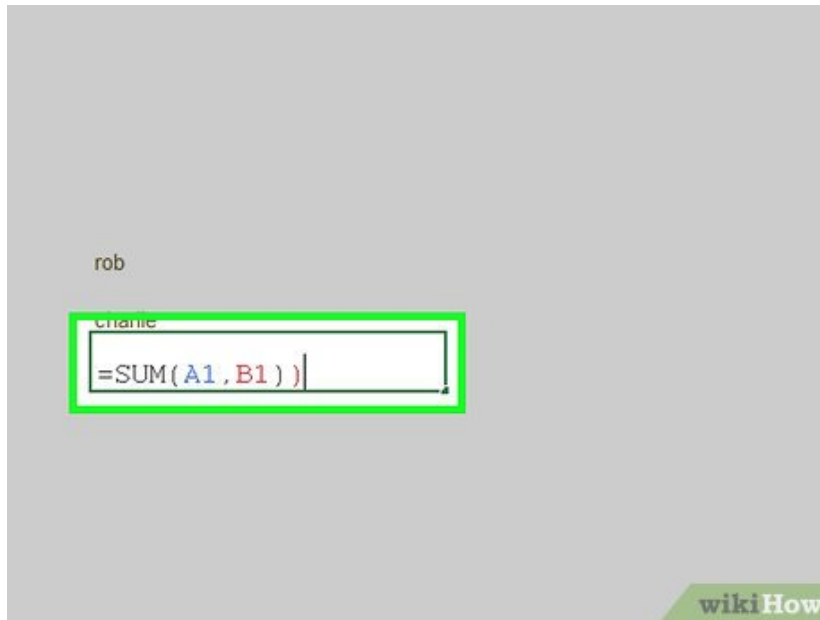


Save the data. Press `Enter` to do so. Your cell's data will be formatted and saved.

11.



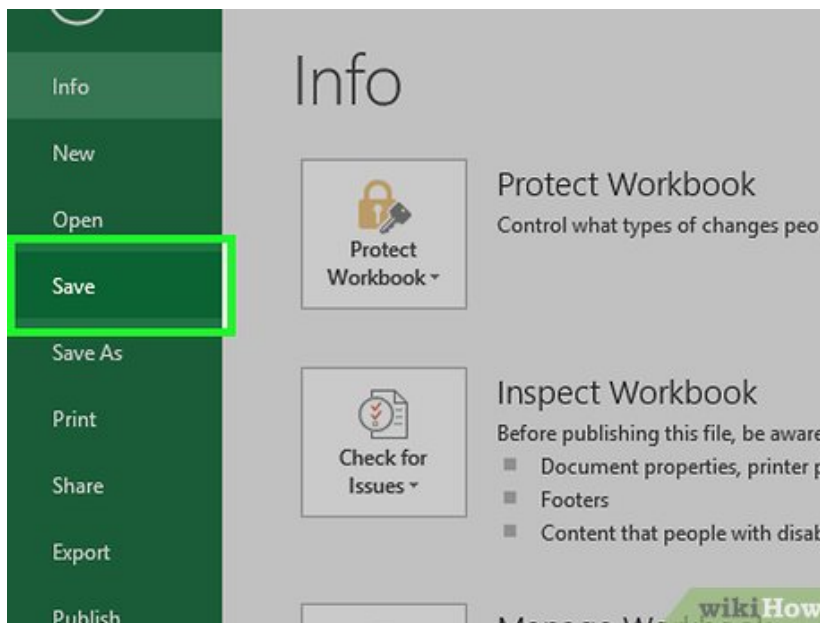
Enter any other necessary data. You can fill out the rest of your spreadsheet as you please.



12.

Add cells together. If you want to use a cell to combine the results for a list of cells into one sum, you can do the following:

1. Select an empty cell.
2. Type in `=SUM(` followed by the cells you want to add in "A1,B1,C1" format and a closing parenthesis (e.g., `=SUM(A1 , B1)`).
3. Press `Enter`.
4. Review the sum.



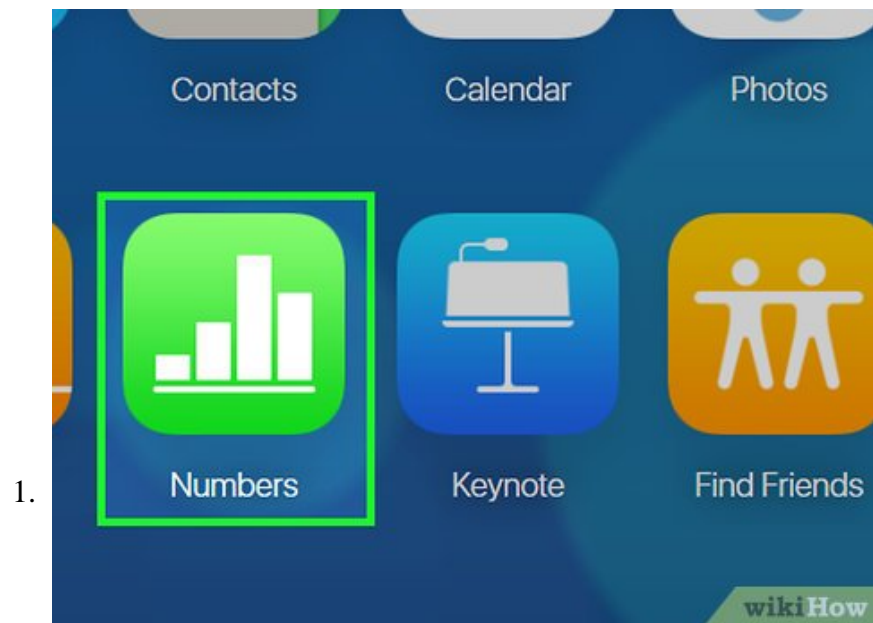
13.

Save your file. Press either `Ctrl + S` (Windows) or `Command + S` (Mac) to open the "Save As" window, then do the following:

1. Type in the name you want to use for your file.
2. Select a save location (on a Mac, you may first have to click the "Where" drop-down box).
3. Click **Save**.

Method 2 of 3:

Using Apple Numbers

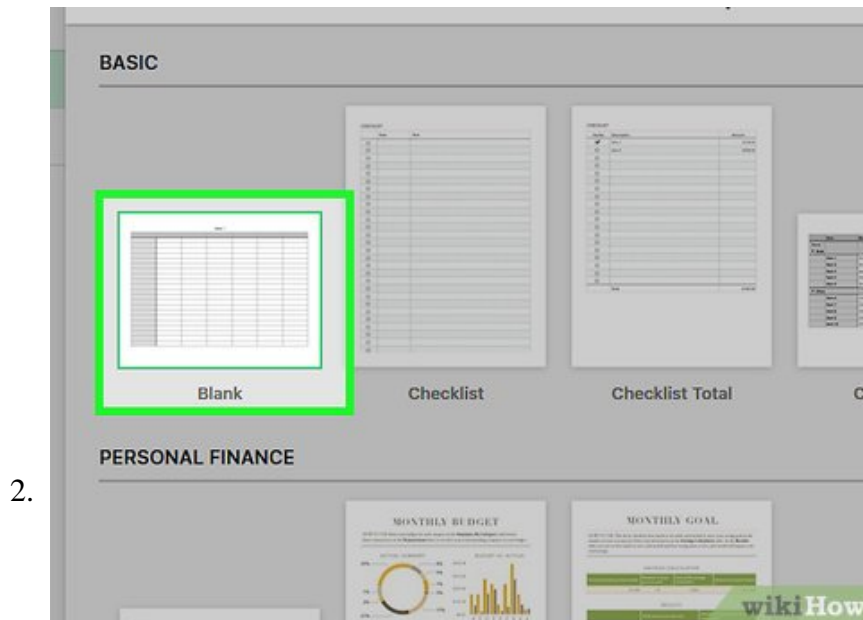


Open



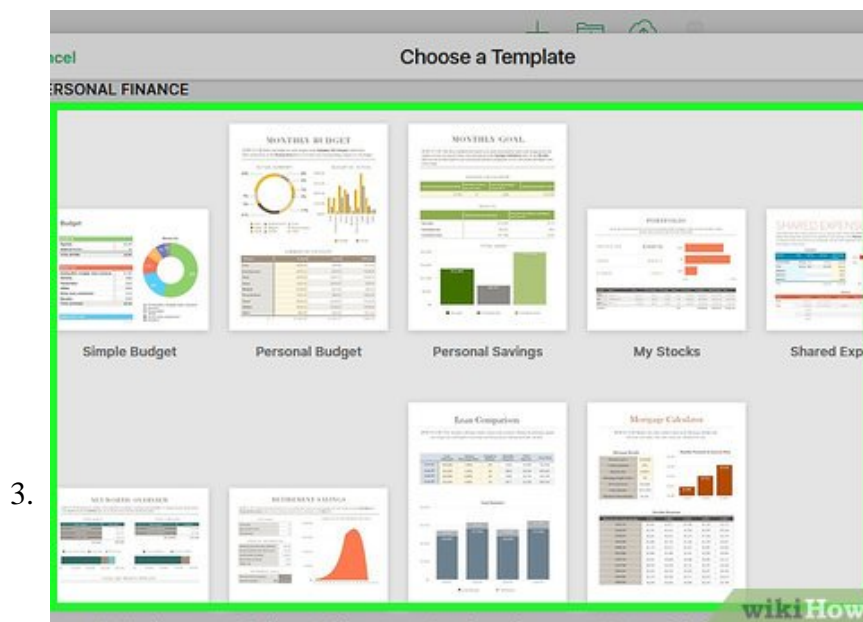
Numbers. Click or double-click the Numbers app icon, which resembles a series of white, horizontal bars

on a light-green background.



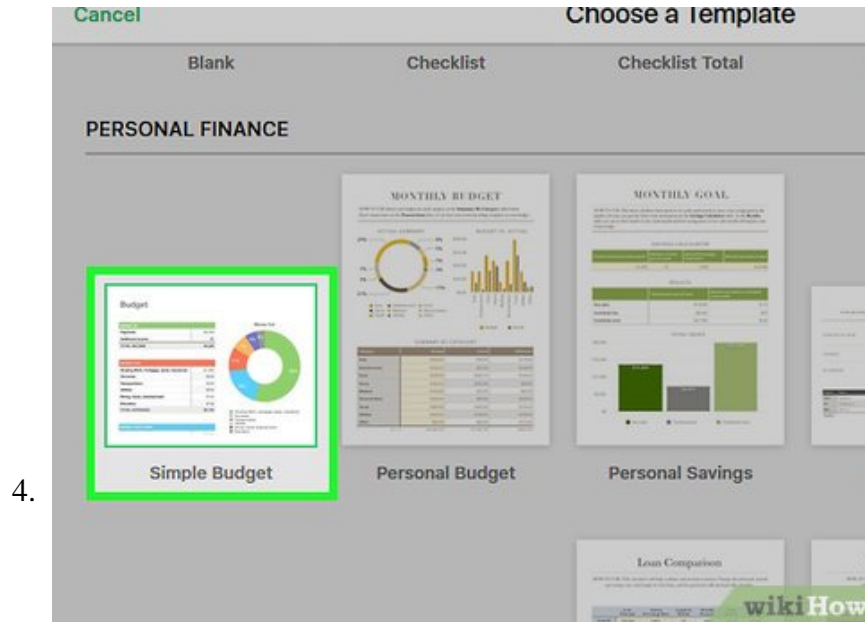
Create a blank spreadsheet if you like. If you want to create a blank spreadsheet, do the following and then skip ahead to the "Know where to place your data headers" step:

1. Click the **All** tab in the upper-left side of the Numbers window.
2. Click the **Blank** template in the upper-left corner of the page.
3. Click **Choose** in the lower-right side of the window.

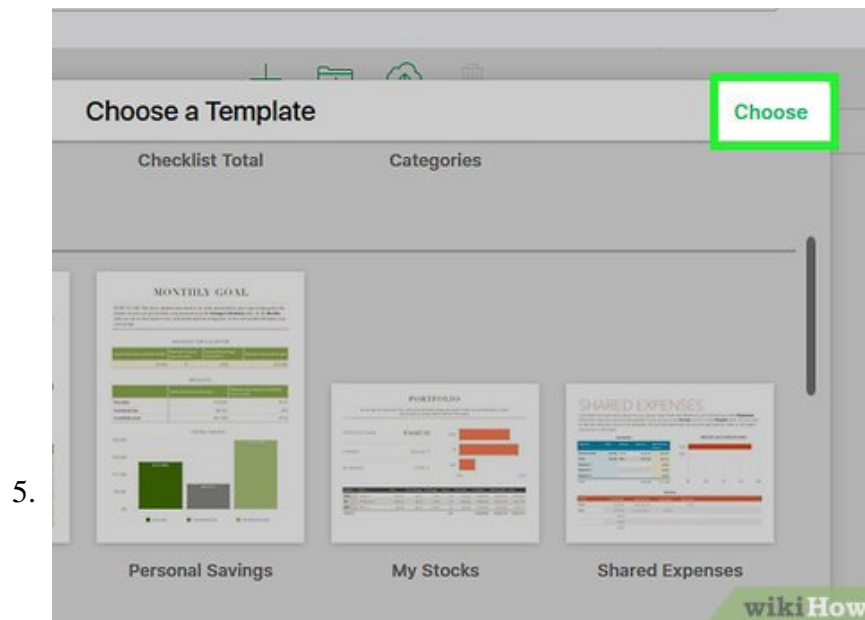


Browse the available template categories. On the left side of the window, you'll see several tabs (e.g., **All**, **Basic**, etc.). Clicking a tab will display a list of templates in that category.

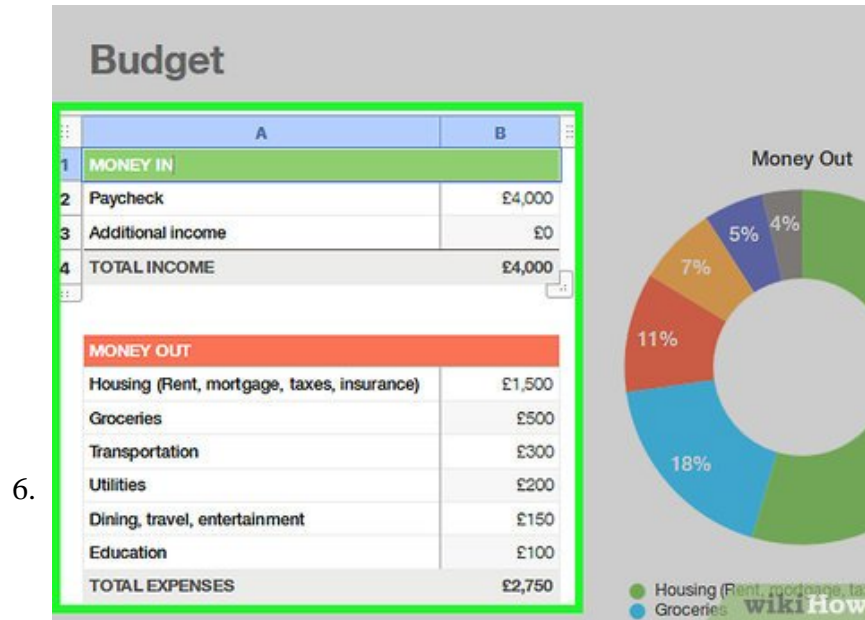
1. You can also just scroll down through the list of templates in the middle of the page.



Select a specific template to use. Click once the template you want to use to select it.

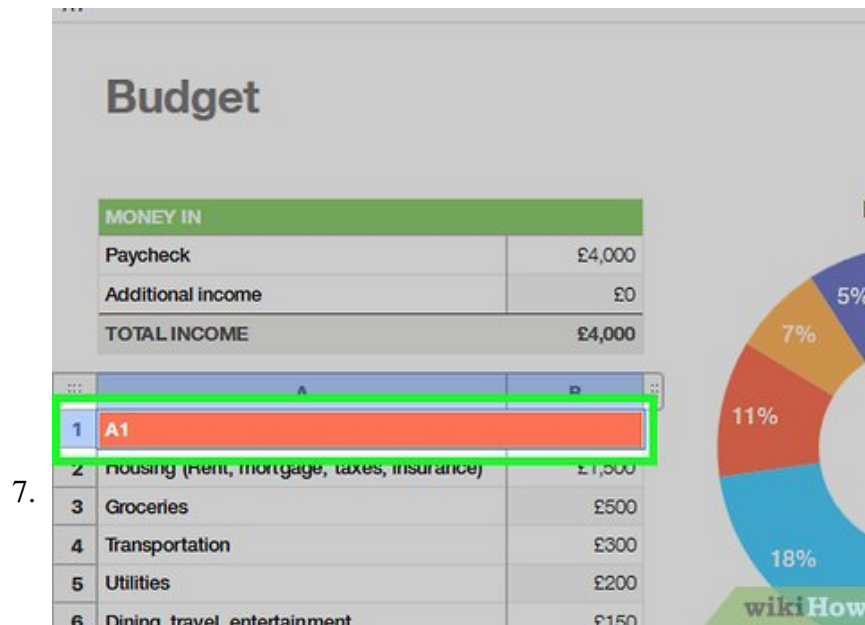


Click **Choose**. It's in the lower-right corner of the window. Your template will open in Numbers.



Fill out the template if necessary. If you're using a pre-formatted template, fill out the necessary cells to complete the template, then skip ahead to the "Save your spreadsheet" step.

1. Skip this step if you aren't using a template.
2. Some templates use multiple spreadsheets which you can switch between by using the tabs in the lower-left side of the Numbers window.



Know where to place your data headers. You'll usually place headers in the **1** row at the top of the sheet.

1. For example, if you're creating a list of employee names organized by department, you might place one department title in cell **A1** and another in cell **B1**, etc.

8.

Budget

MONEY IN	
Paycheck	£4,000
Additional income	£0
TOTAL INCOME	£4,000

	A	B
1	A1	
2	Housing (rent, mortgage, taxes, insurance)	£1,500
3	Groceries	£500
4	Transportation	£300
5	Utilities	£200
6	Dining, travel, entertainment	£150

wikiHow

Select a cell. Click once the cell in which you want to insert data.

1. For example, if you want to type the word "Date" into the cell **A1**, you would click cell **A1**.

9.

Budget

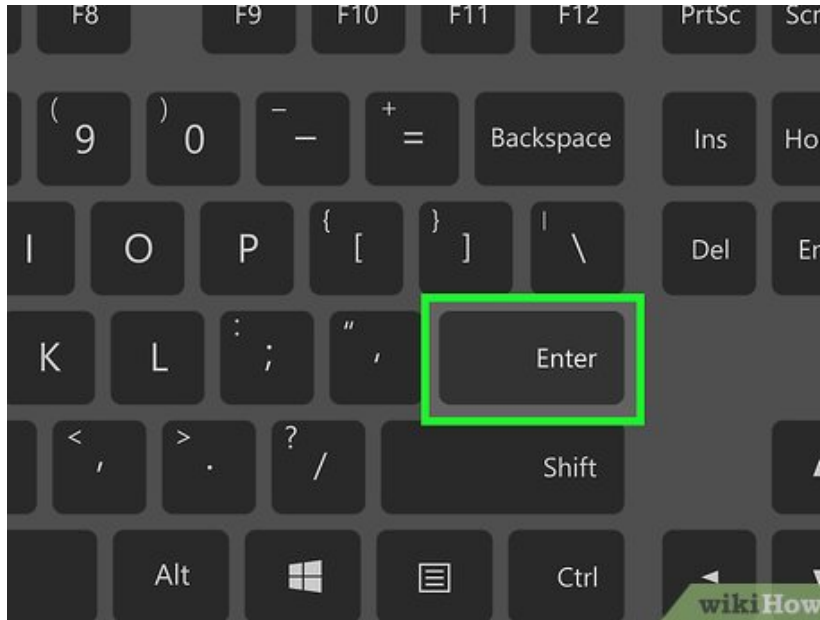
MONEY IN	
Paycheck	£4,000
Additional income	£0
TOTAL INCOME	£4,000

	A	B
1	A1	
2	B1	£1,500
3	C1	£500
4	Transportation	£300
5	Utilities	£200
6	Dining, travel, entertainment	£150

wikiHow

Enter your data. Type in the word, phrase, or figure that you want to enter into the cell.

10.



Save the data. Press `?Return` to do so. Your cell's data will be formatted and saved.

11.

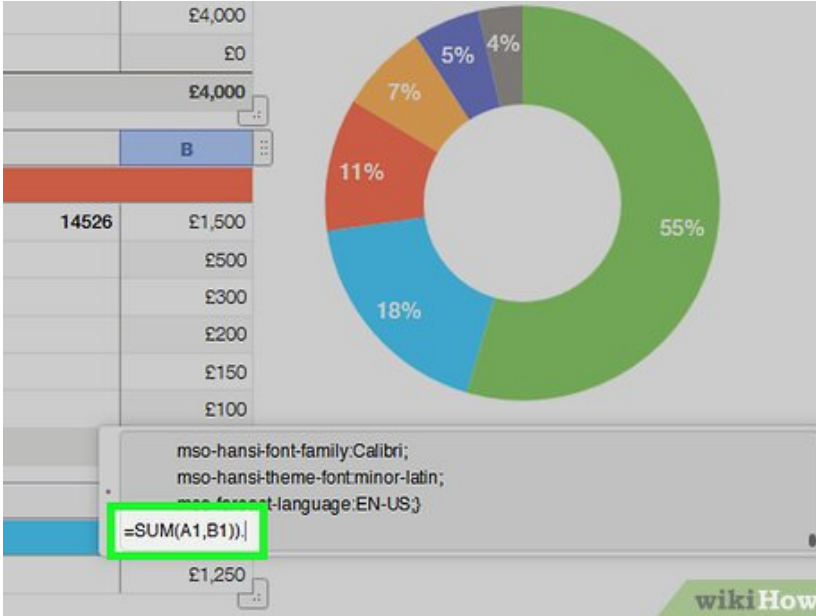
	A	B
1	A1	
2		£1,500
3	C1	£500
4	Transportation	£300
5	Utilities	£200
6	Dining, travel, entertainment	£150
7	Education	£100
8	TOTAL EXPENSES	£2,750

The image shows a spreadsheet with a table of income and expenses. The table has columns A and B. Row 1 is highlighted in red. Row 2, column A is highlighted in a green box. The table data is as follows:

	A	B
1	A1	
2		£1,500
3	C1	£500
4	Transportation	£300
5	Utilities	£200
6	Dining, travel, entertainment	£150
7	Education	£100
8	TOTAL EXPENSES	£2,750

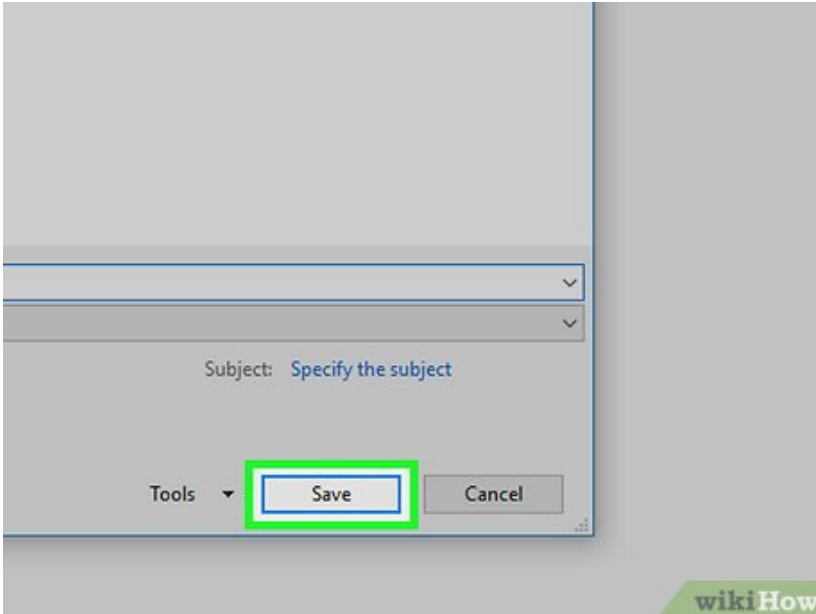
A pie chart is partially visible on the right side of the spreadsheet, showing a slice of 11%. A 'wikiHow' watermark is visible in the bottom right corner.

Enter any other necessary data. You can fill out the rest of your spreadsheet as you please.

12. 
 A screenshot of a spreadsheet application. On the right, a donut chart is displayed with five segments of different colors: green (55%), blue (18%), red (11%), orange (7%), and purple (4%). On the left, a spreadsheet grid is visible with various numerical values in pounds (£), such as £4,000, £0, £1,500, £500, £300, £200, £150, and £100. At the bottom, a formula bar is open, showing the formula `=SUM(A1,B1))` which is highlighted with a green rectangular box. The text 'mso-hansi-font-family:Calibri;' and 'mso-hansi-theme-font:minor-latin;' is also visible above the formula bar. The 'wikiHow' logo is in the bottom right corner.

Add cells together. If you want to use a cell to combine the results for a list of cells into one sum, you can do the following:

1. Select an empty cell.
2. Type in `=SUM (` followed by the cells you want to add in "A1,B1,C1" format and a closing parenthesis (e.g., `=SUM (A1 , B1)`).
3. Press `? Return` .
4. Review the sum.

13. 
 A screenshot of a 'Save' dialog box. The dialog box has a light gray background. At the top, there are two empty text input fields. Below them is a 'Subject' field with the placeholder text 'Specify the subject'. At the bottom, there is a 'Tools' dropdown menu and two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a green rectangular box. The 'wikiHow' logo is in the bottom right corner.

Save your spreadsheet. Once you've finished creating the spreadsheet, you can save it as a file on your computer by doing the following:

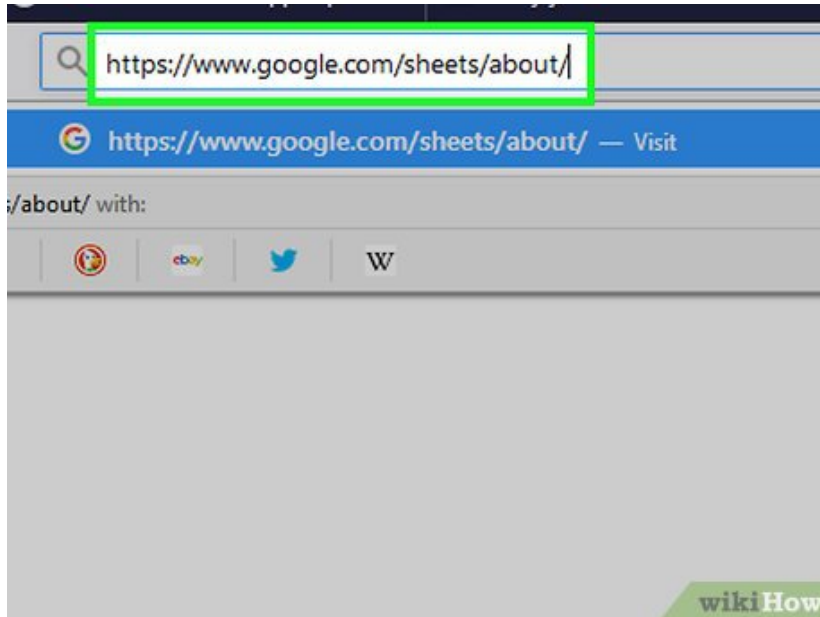
1. Click **File** in the upper-left corner of the screen.
2. Click **Save As...** in the drop-down menu.
3. Enter a file name.

4. Select a save location (you may first have to click the "Where" drop-down box to see a list of locations).
5. Click **Save**.

Method 3 of 3:

Using Google Sheets

1.



Open the Google Sheets About page. Go to <https://www.google.com/sheets/about/> in your computer's web browser.

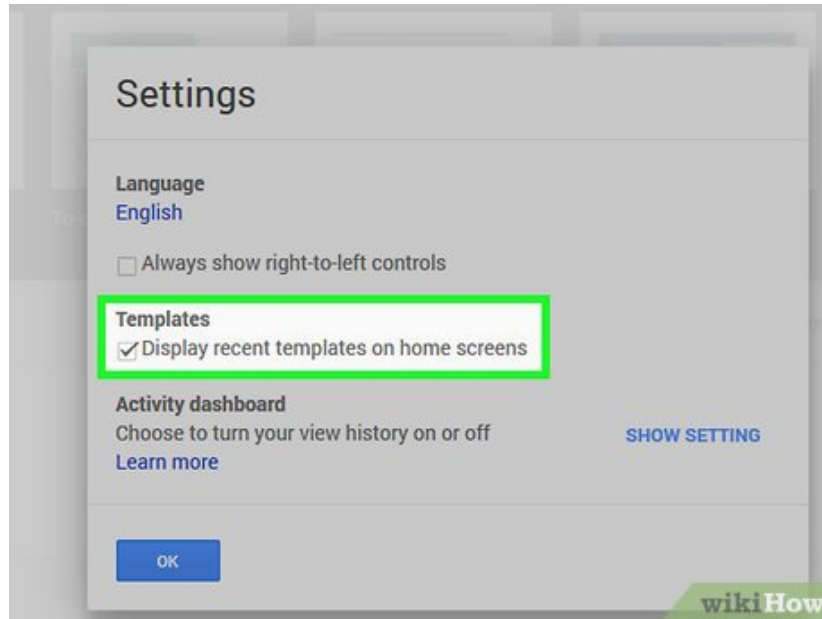
2.



Click [Go to Google Sheets](#). It's a blue button at the bottom of the page. Doing so will open the Google Sheets page for your Google Account.

1. If you aren't logged into a Google Account, you'll need to enter your email address and password when prompted.

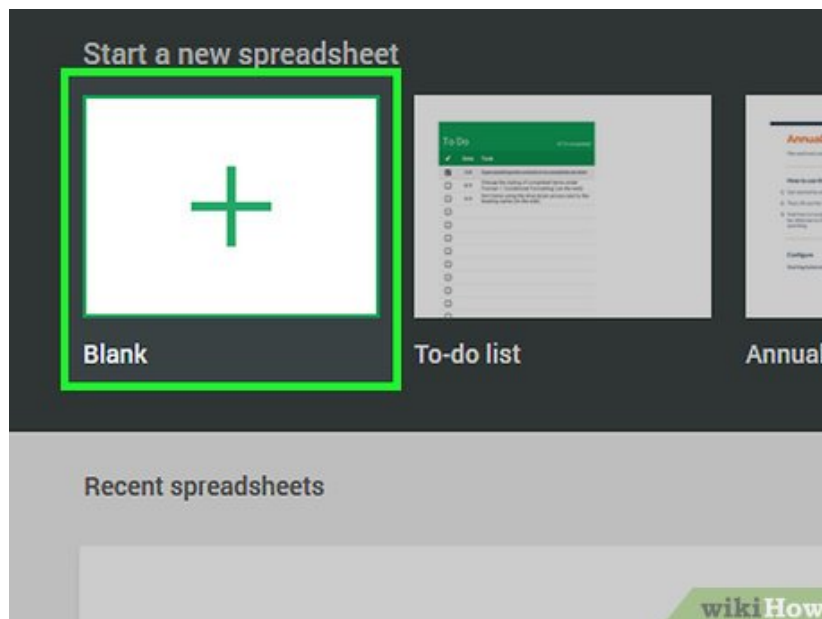
3.



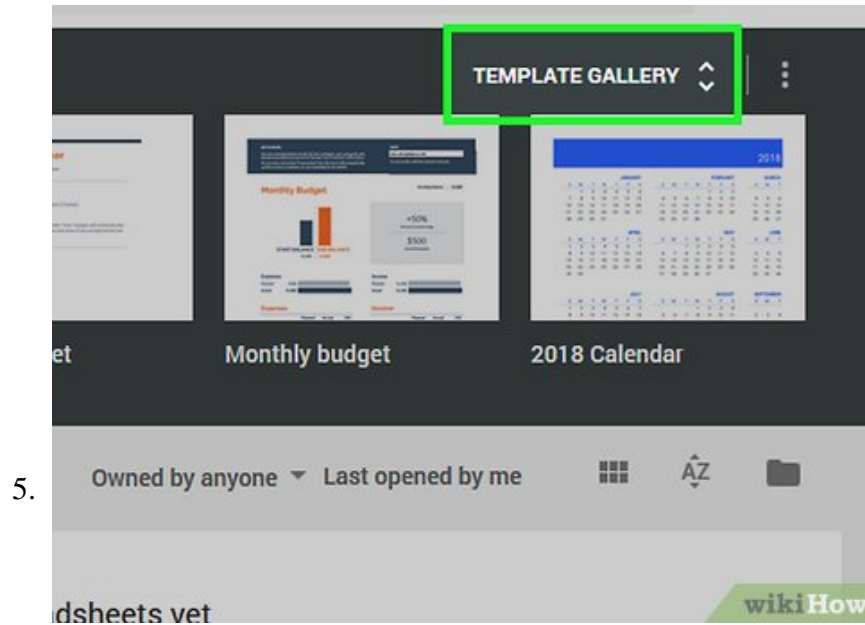
Prompt templates to appear if necessary. If you don't see a list of templates at the top of the Google Sheets page, you can make them appear by doing the following:

1. Click ? in the top-left side of the page.
2. Click **Settings**.
3. Check the "Templates" box.
4. Click **OK**.

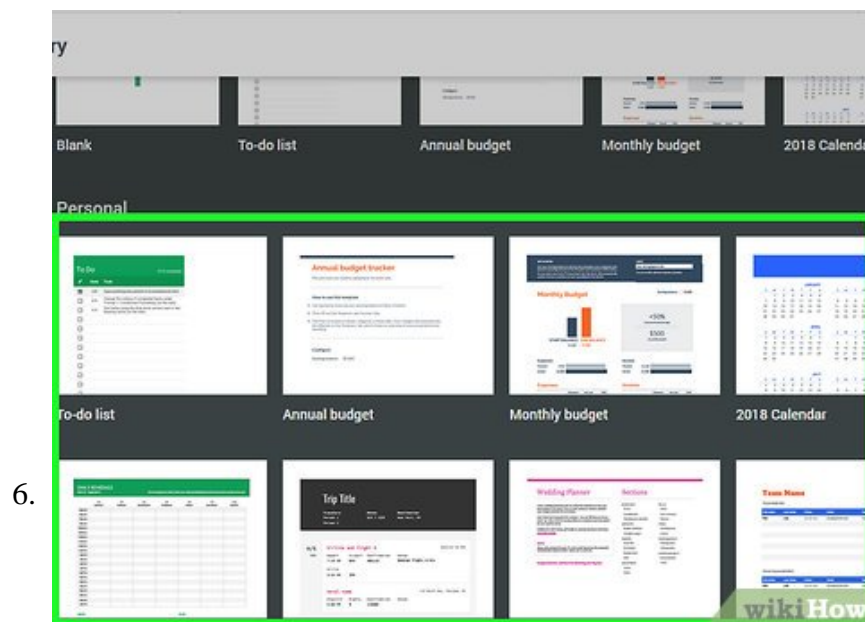
4.



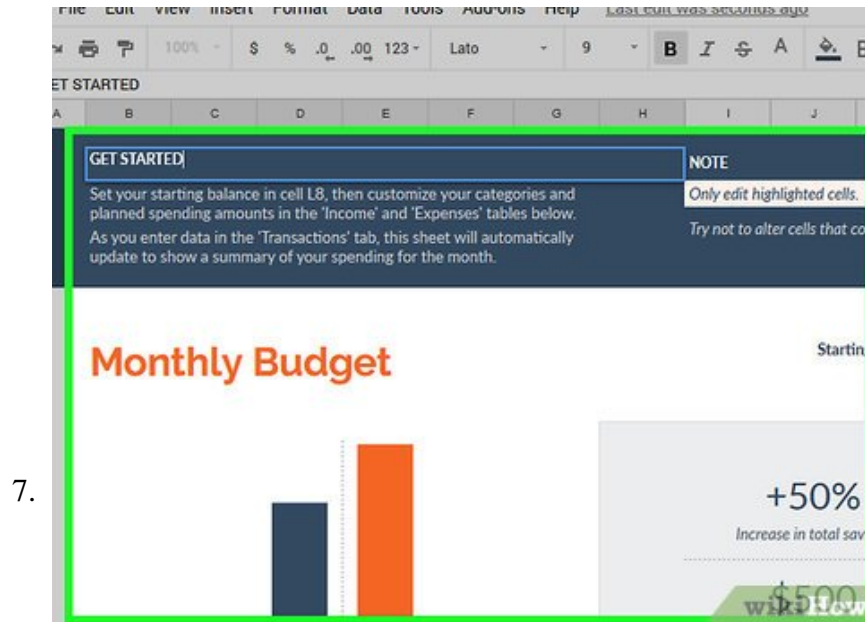
Create a blank spreadsheet if needed. If you want to create a blank sheet and fill it in as you go, click the **Blank** option on the left side of the list of templates, then skip ahead to the "Know where to place your data headers" step.



Expand the list of available templates. Click the **TEMPLATE GALLERY** link in the upper-right side of the page to do so.

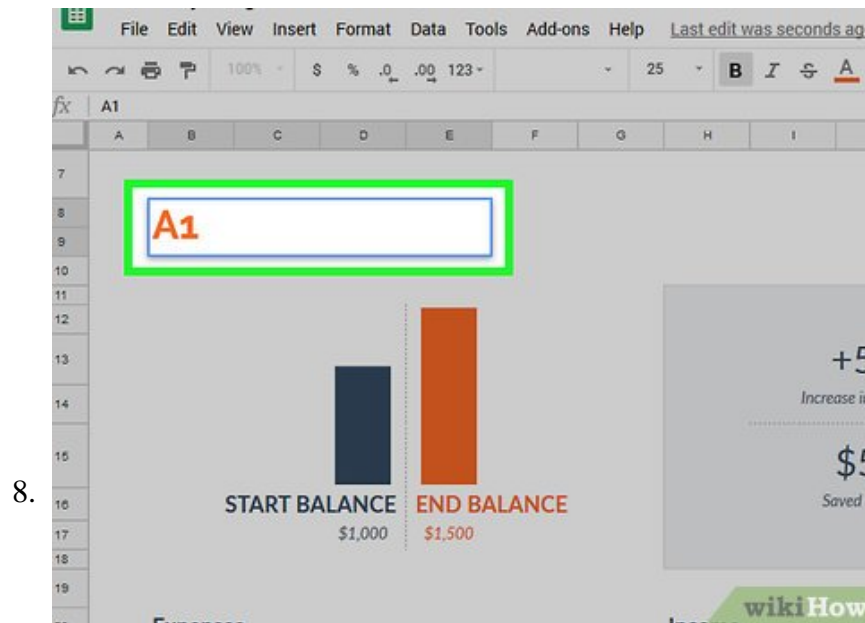


Select a template. Scroll through the list of templates to browse until you find one you want to use, then click it to open it in Google Sheets.



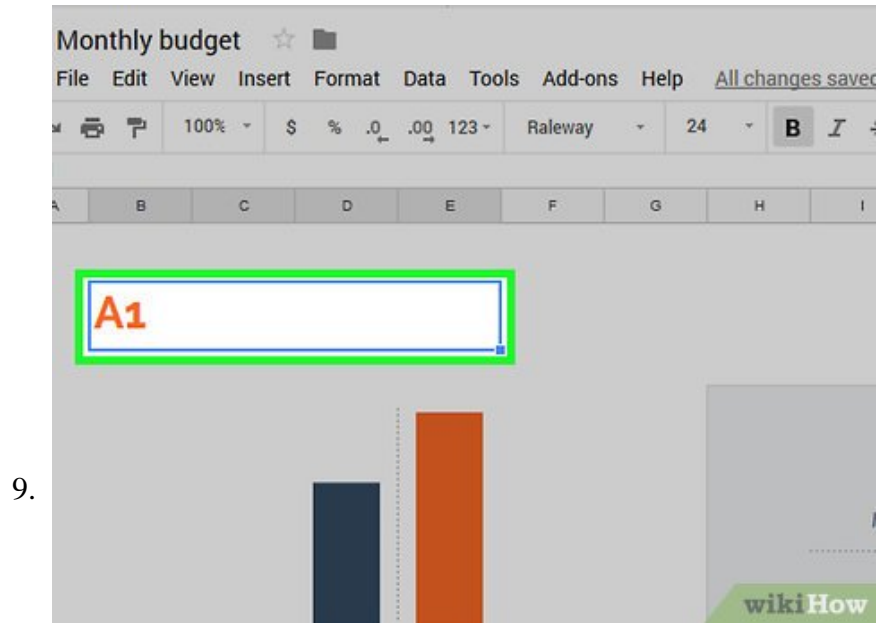
Fill out the template if necessary. If you're using a pre-formatted template, fill out the necessary cells to complete the template, then skip ahead to the "Download your spreadsheet" step.

1. Skip this step if you aren't using a template.
2. Some templates use multiple spreadsheets which you can switch between by using the tabs in the lower-left side of the page.



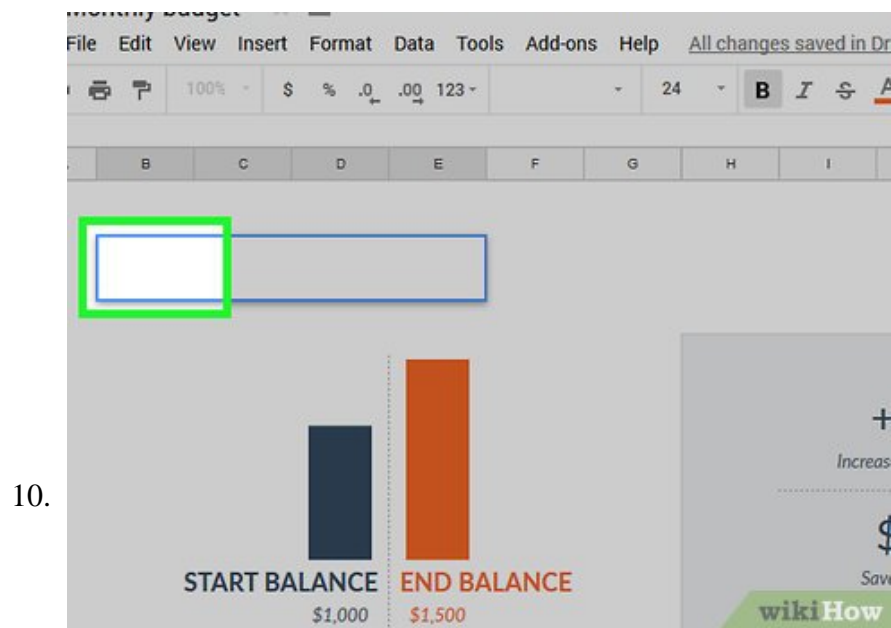
Know where to place your data headers. You'll usually place headers in the **1** row at the top of the sheet.

1. For example, if you're creating a list of employee names organized by department, you might place one department title in cell **A1** and another in cell **B1**, etc.



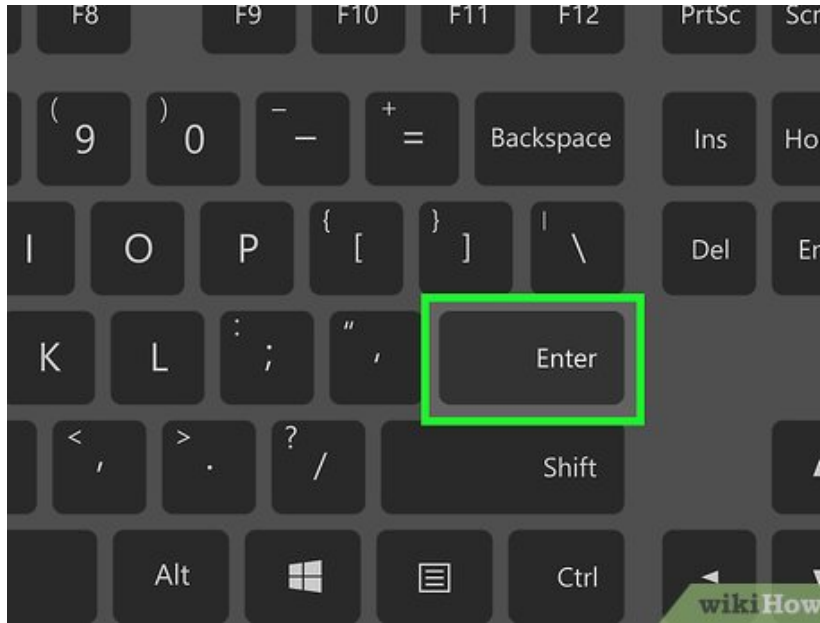
Select a cell. Click once the cell in which you want to insert data.

1. For example, if you want to type the word "Date" into the cell **A1**, you would click cell **A1**.



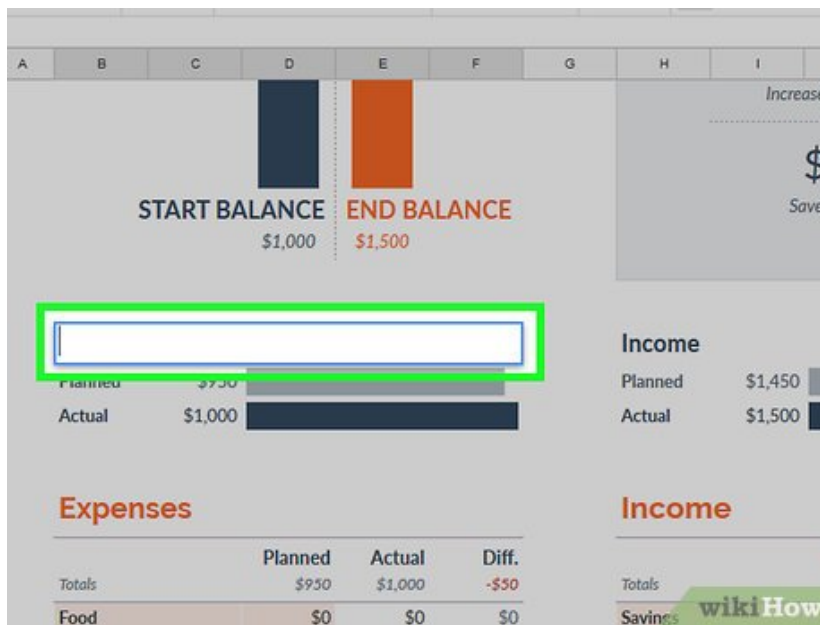
Enter your data. Type in the word, phrase, or figure that you want to enter into the cell.

11.

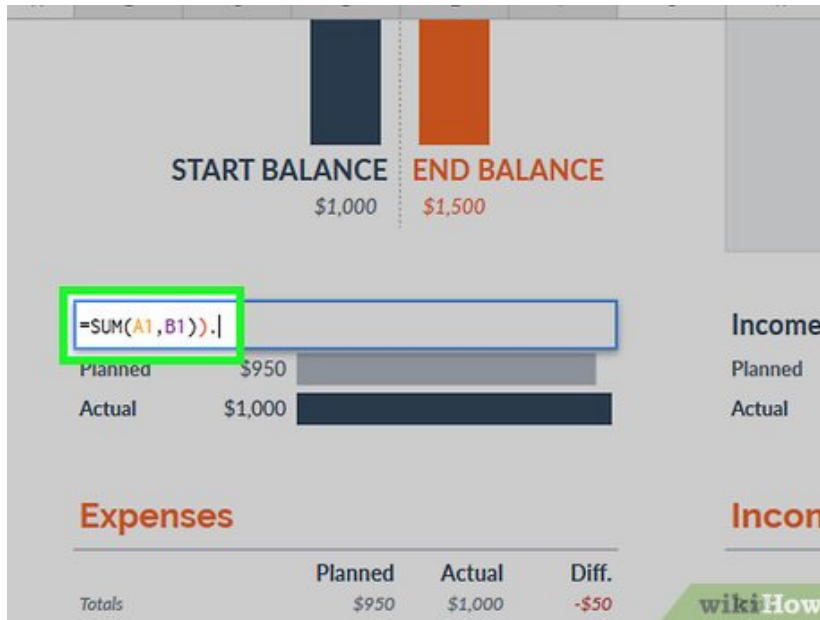


Save the data. Press `Enter` to do so. Your cell's data will be formatted and saved.

12.



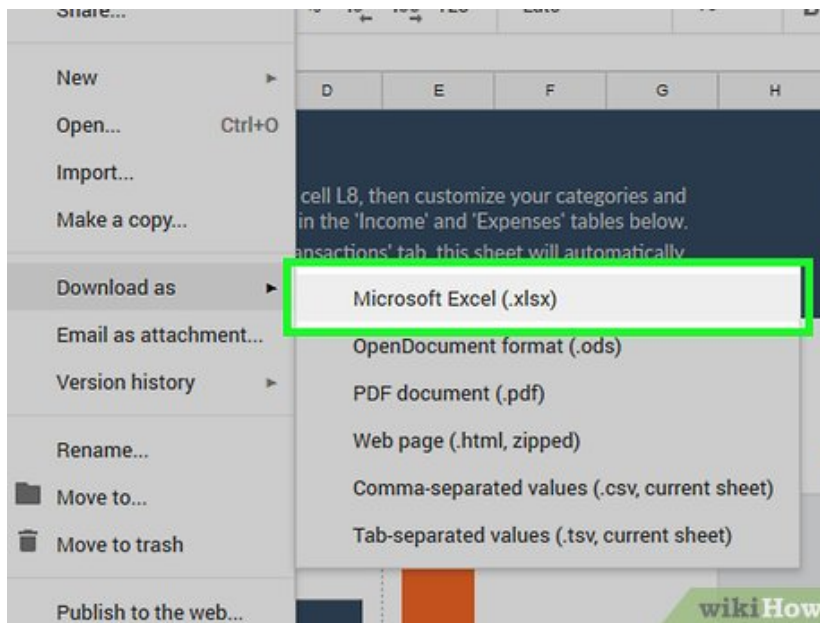
Enter any other necessary data. You can fill out the rest of your spreadsheet as you please.



13.

Add cells together. If you want to use a cell to combine the results for a list of cells into one sum, you can do the following:

1. Select an empty cell.
2. Type in `=SUM(` followed by the cells you want to add in "A1,B1,C1" format and a closing parenthesis (e.g., `=SUM(A1 , B1)`).
3. Press `Enter`.
4. Review the sum.



14.

Download your spreadsheet. Your spreadsheet will be saved in your Google Drive account, but you can download it to your computer as a file by doing the following:

1. Click **File** in the upper-left side of the Google Sheets page.
2. Select **Download as** in the drop-down menu.
3. Click a file format (e.g., **Microsoft Excel (.xlsx)**) in the drop-down menu.

Sample Spreadsheets

Picture 42 of How to Make a Spreadsheet

Sample Budget Proposal Spreadsheet

Picture 43 of How to Make a Spreadsheet

Sample Shopping List Spreadsheet

Picture 44 of How to Make a Spreadsheet

Sample Profit and Loss Spreadsheet

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