

How to create data sheets in Canva

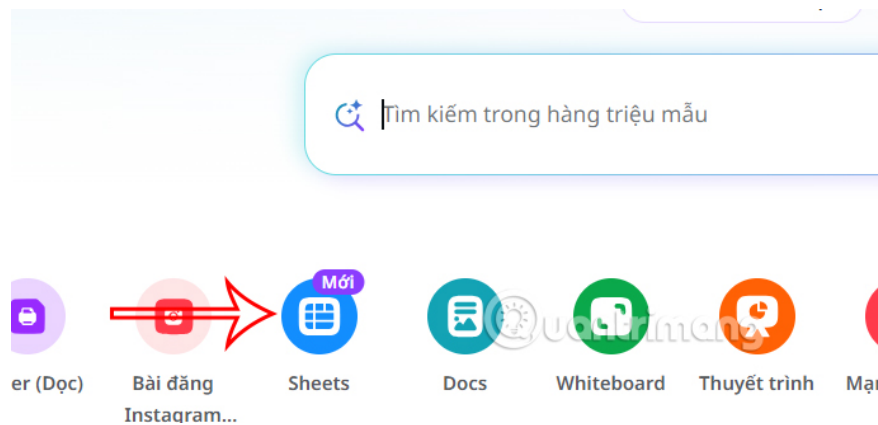
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Canva has added a lot of design templates for different fields for you to use, such as presentation templates in Canva or data sheets to create data tables right in the Canva app. Users can only create new data sheets right in the app, or choose from spreadsheet templates. The app also provides a variety of table templates to apply in content on Canva. Below is a guide to creating data sheets in Canva.

How to create a data sheet in Canva

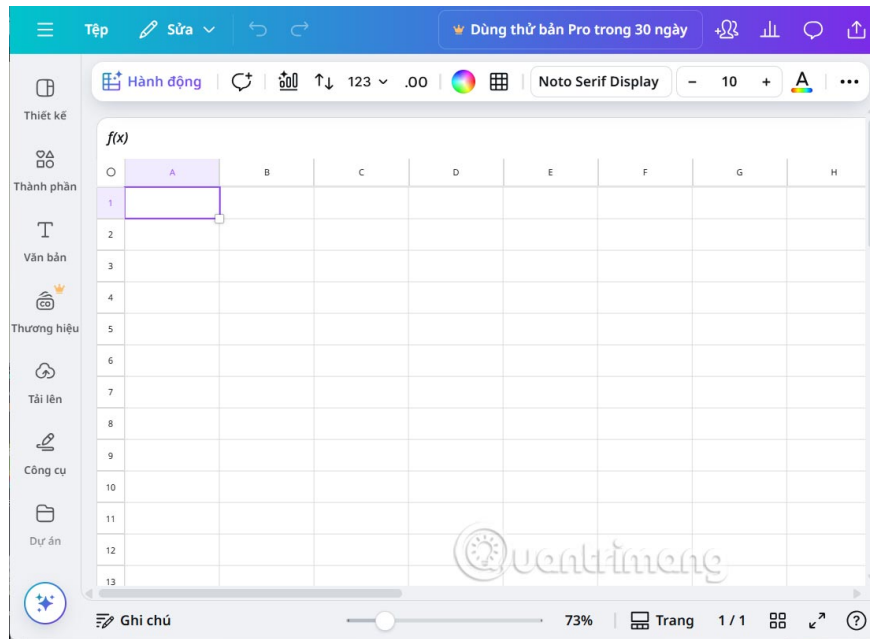
Step 1:

Log in to Canva and you'll immediately see the newly updated **Sheets section for us to use.**

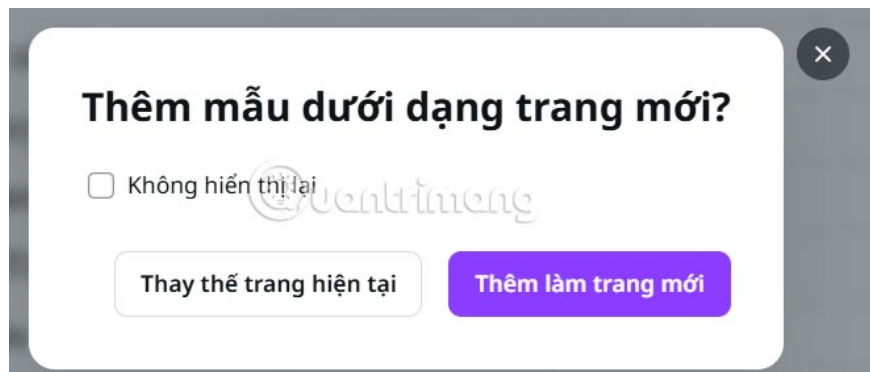


Step 2:

Then you will see the sheets interface for users to enter content and edit.

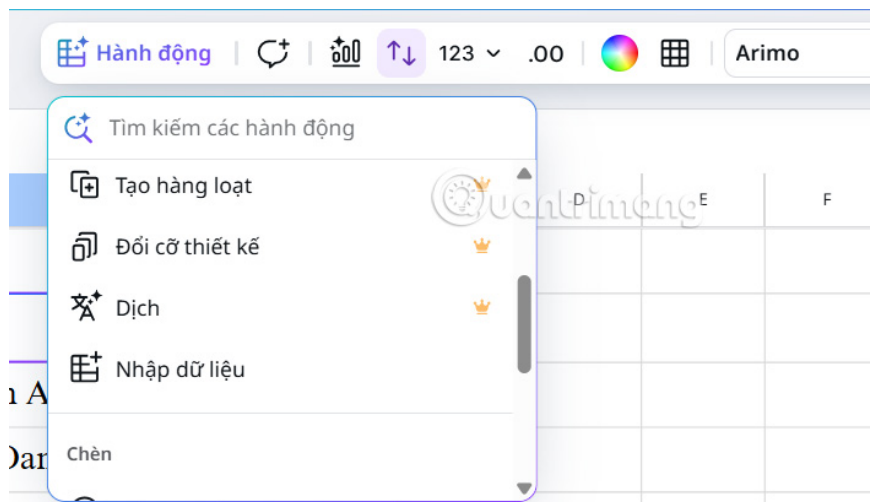


If you already have a data file and want to import it right into this Canva sheets table, **click Upload** and **upload the xlsx, xls file** as usual. Now **click on the data file** and you can choose to create a new page or replace the current page.



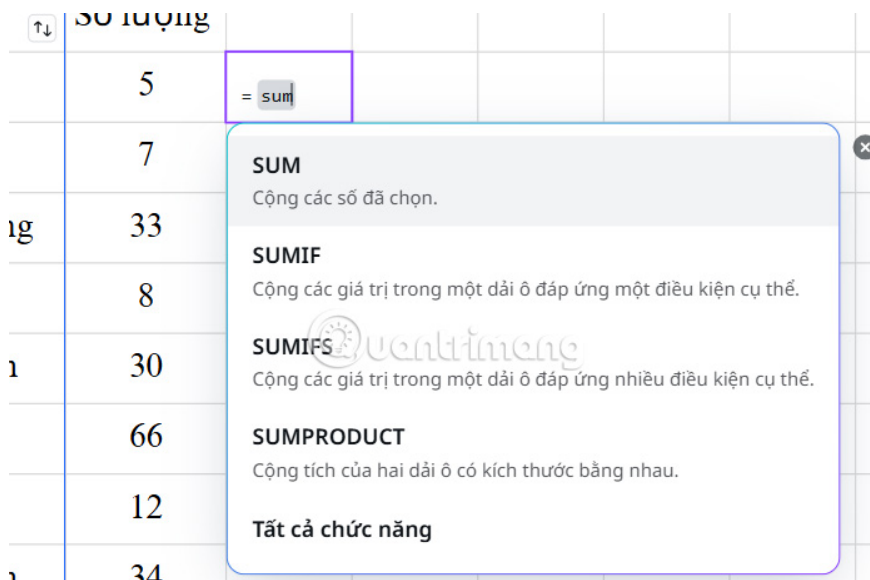
Step 3:

The content in the sheet table on Canva also has tools to change, format data, sort data, and insert actions into the sheet table.



Step 4:

To enter a formula in a sheet, in the cell you enter = and select the formula you want to use in the table.



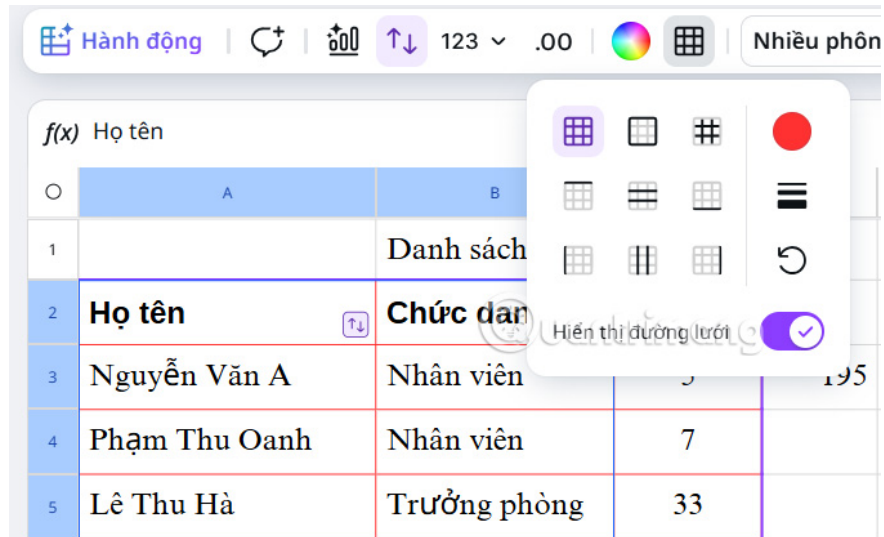
You also get the result through the function used in the sheets table.

$f(x) = \text{SUM} (C3:C11)$

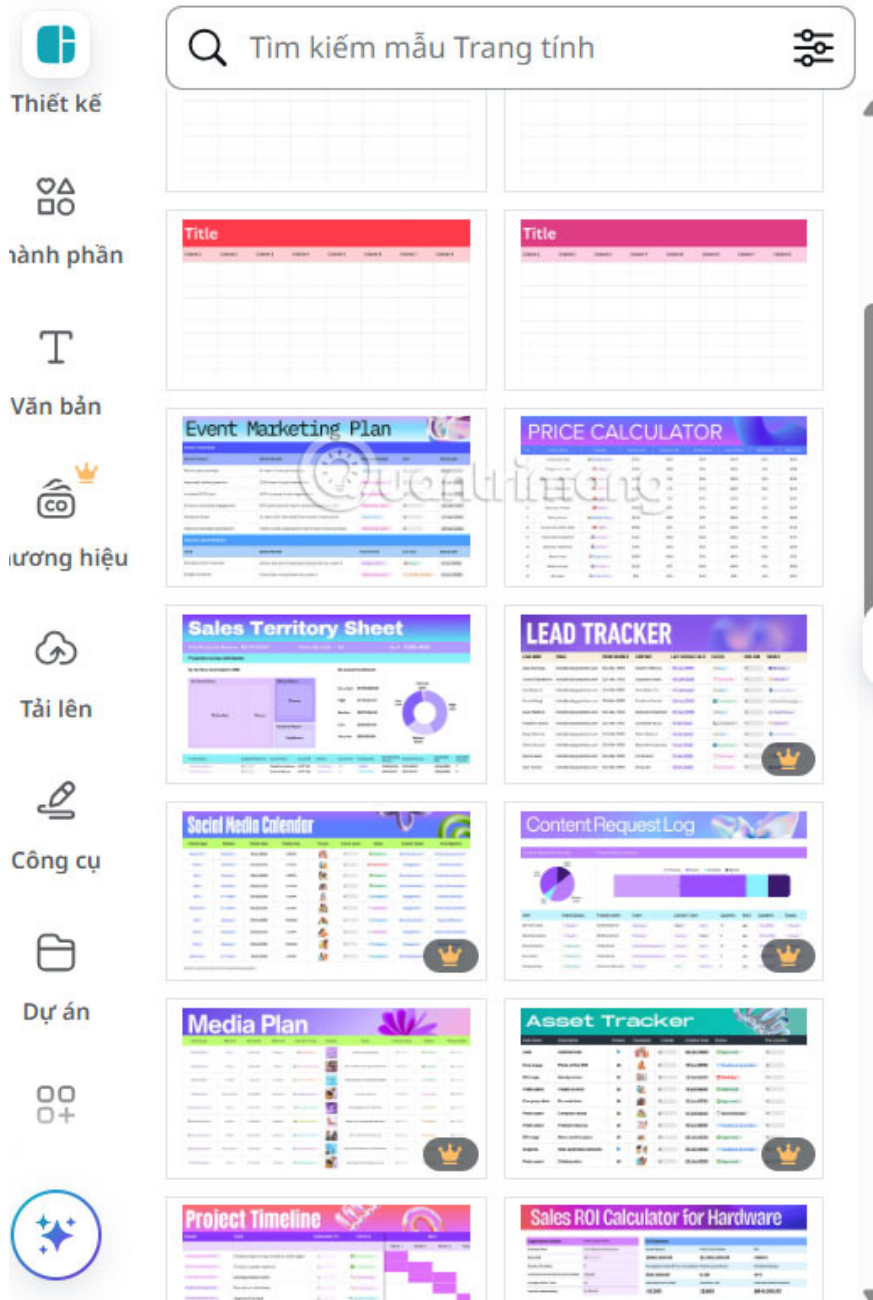
	A	B	C	D
1		Danh sách khách		
2	Họ tên	Chức danh	Số lượng	
3	Nguyễn Văn A	Nhân viên	5	195
4	Phạm Thu Oanh	Nhân viên	7	

Step 5:

Canva also has the option to **create borders for your table** if you just want a simple data table, tap on the table border icon and select the table border style you want to use.



Or you can find some **ready-made spreadsheet templates on Canva** to use right away for your new data table.



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