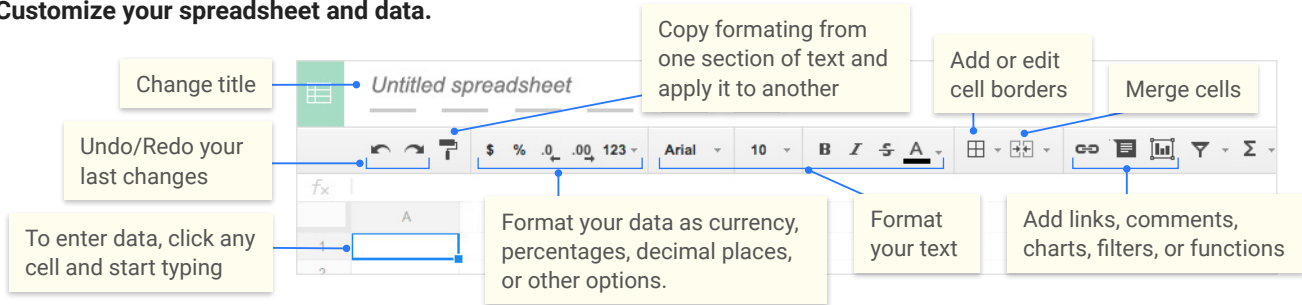# Sheets Cheat Sheet

sheets.google.com

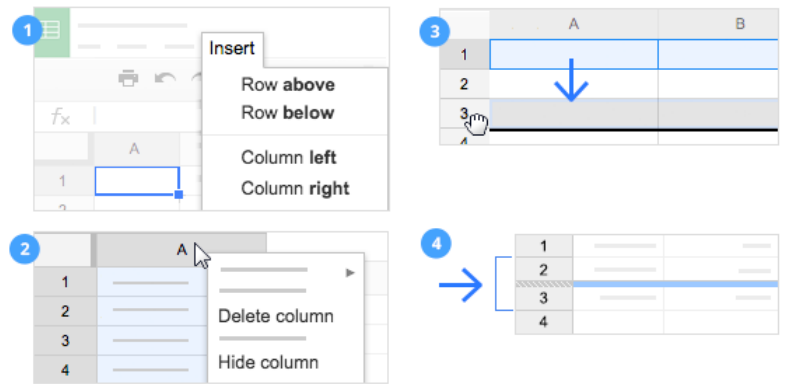## Create and simultaneously edit spreadsheets with your team, right in your browser.

Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically!

1 Customize your spreadsheet and data.

Change title

Copy formating from one section of text and apply it to another

Add or edit cell borders

Merge cells

Undo/Redo your last changes

To enter data, click any cell and start typing

Format your data as currency, percentages, decimal places, or other options.

Format your text

Add links, comments, charts, filters, or functions

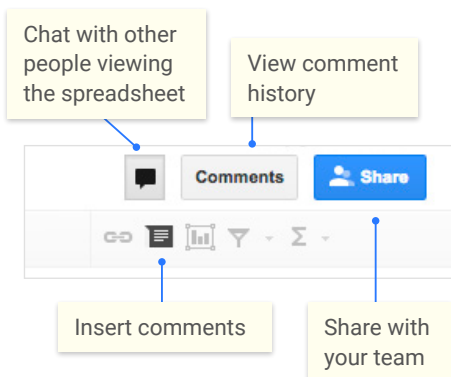### 2 Work with rows and columns.

1 **Add rows and columns** Select a cell, click **Insert**, and choose where to add the row or column next to that cell.

2 **Delete or hide rows and columns** Right-click the row number or column letter and select **Delete** or **Hide**.

3 **Move rows and columns** Click the row number or column letter to select it. Then, drag it to a new location.

4 **Freeze header rows and columns** Keep some of your data in the same place. On the menu bar, click **View**. Then, choose an option under **Freeze**.

3 Click [Share] to share your spreadsheet, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	X	X	X
Can comment			X
Can view			

4 Collaborate with your team in real-time.

Chat with other people viewing the spreadsheet

View comment history

Insert comments

Share with your team

5 Create different versions and copies of your spreadsheet.
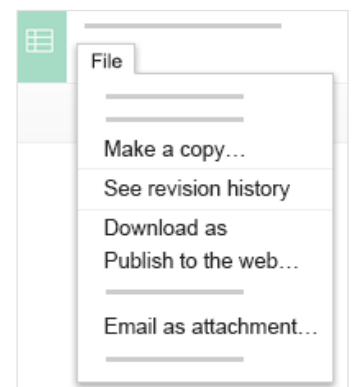
Make a copy Create a duplicate of your spreadsheet. This is a great way to create templates.

See revision history See all the changes you and others have made to the spreadsheet, or revert to earlier versions.

Download as Download your spreadsheet in other formats, such as Microsoft® Excel® or PDF.

Publish to the web Publish a copy of your spreadsheet as a webpage, or embed your spreadsheet in a website.

Email as attachment Email a copy of your spreadsheet.

Sheets Cheat Sheet

sheets.google.com

Work with functions

Your most important Excel functions exist in Sheets, too!

Function	Type	Description
AVERAGE	Statistical	Returns the numerical average value in a dataset, ignoring text.
CHOOSE	Lookup	Returns an element from a list of choices based on index.
COUNT	Statistical	Returns the count of the number of numeric values in a dataset.
COUNTIF	Statistical	Returns a conditional count across a range.
DATE	Date	Converts a provided year, month, and day into a date.
DAYS360	Date	Returns the difference between two days based on the 360 day year.
FIND	Text	Returns the position at which a string is first found within text.
FINDB	Text	Returns the position at which a string is first found within text counting each double-character as 2.
IF	Logical	Returns one value if a logical expression is true and another if it is false.
INDEX	Lookup	Returns the content of a cell, specified by row and column offset.
INT	Math	Rounds a number down to the nearest integer that's less than or equal to it.
LOOKUP	Lookup	Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
MATCH	Lookup	Returns the relative position of an item in a range that matches a specified value.
MAX	Statistical	Returns the maximum value in a numeric dataset.
MIN	Statistical	Returns the minimum value in a numeric dataset.
NOW	Date	Returns the current date and time as a date value.
ROUND	Math	Rounds a number to a certain number of decimal places according to standard rules.
SUM	Math	Returns the sum of a series of numbers and/or cells.
SUMIF	Math	Returns a conditional sum across a range.
TODAY	Date	Returns the current date as a date value.
VLOOKUP	Lookup	Searches down the first column of a range for a key and returns the value of a specified cell in the row found.