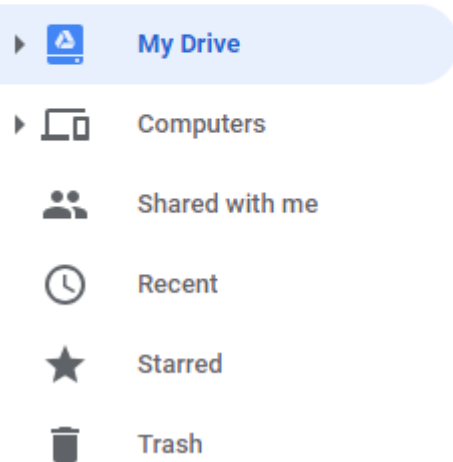


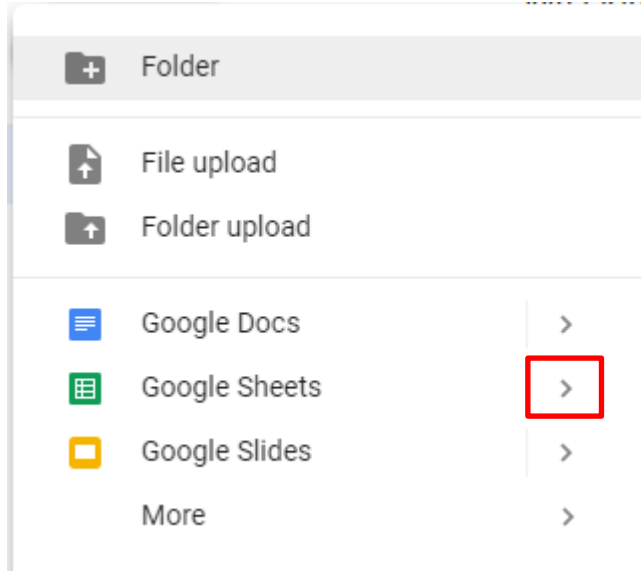
## Google Sheets

### Opening a New Sheet

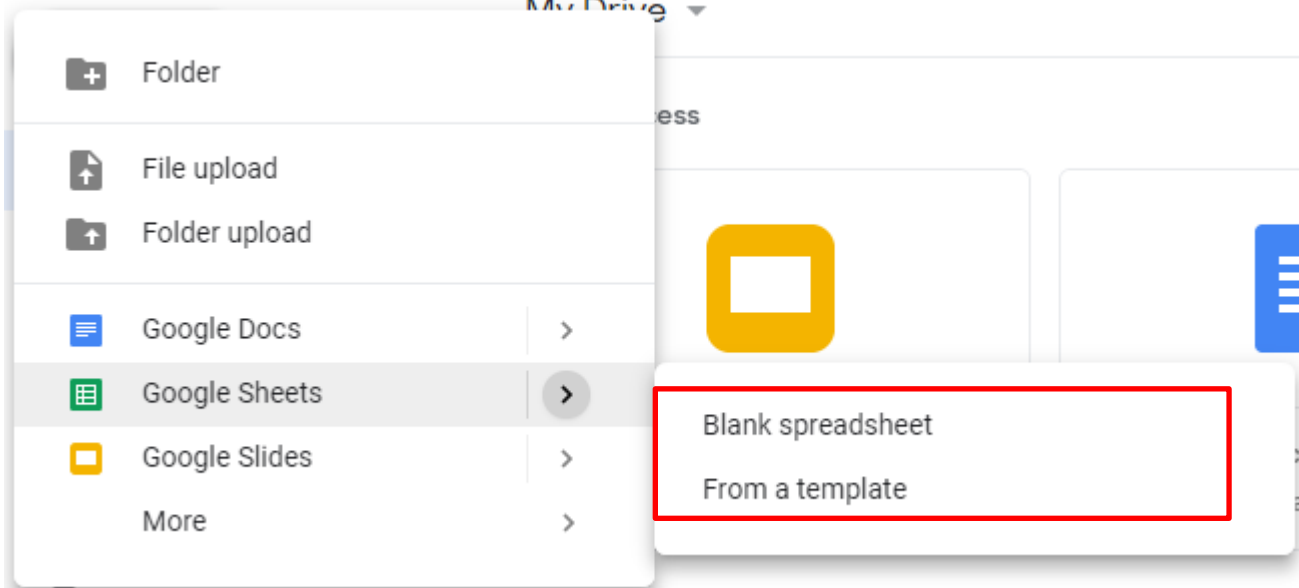
To **open** a new **Google Sheet**, navigate to your Google Drive and **click** on **New**.



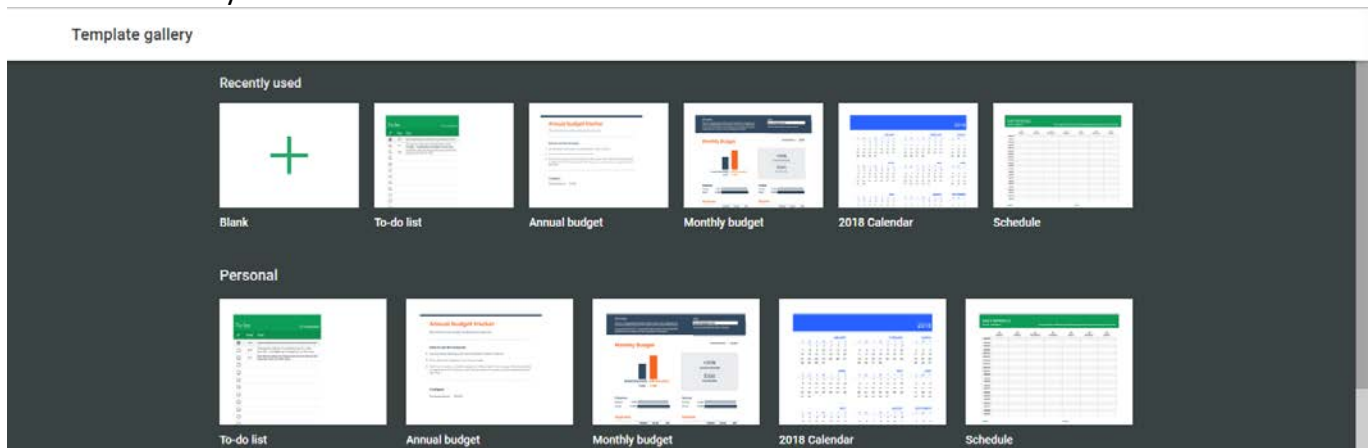
Click on the **arrow** next to **Google Sheets**



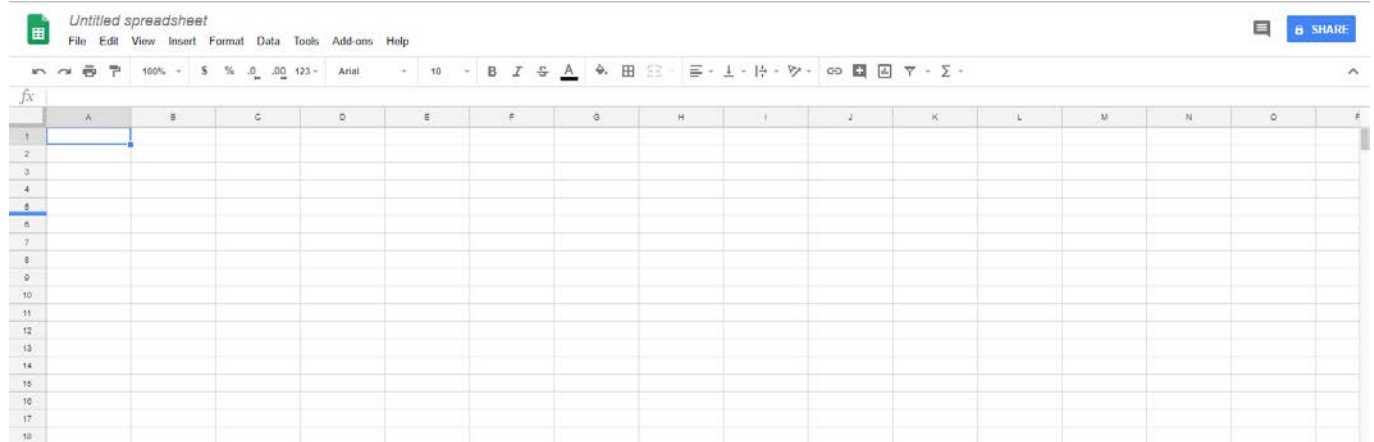
Choose between whether you want a **blank** sheet or a **template**



If you choose **Template**, it will bring up a list of templates that are designed for specific types of sheets. **Click** on the one you wish to use.



If you choose **Blank**, it will open up a document that looks like this.

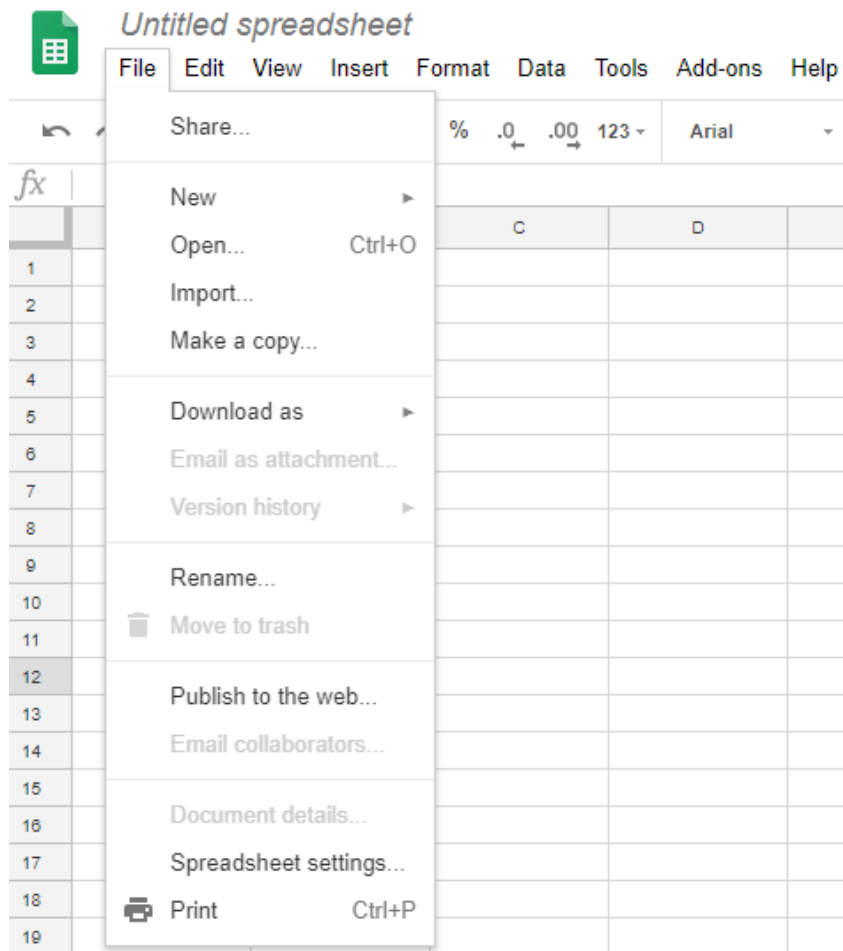


## Customising your Sheet

At the top of the sheet, there is a quick access toolbar with commonly-used tools such as size, bolding, alignment, font, functions etc.



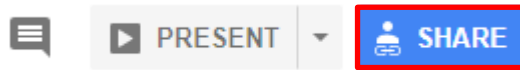
There are also more tools and features that can be accessed from the menus located above the toolbar.



## Sharing


As Google Sheets are stored in your Google Drive, you can share them with others so that they can access them.

Click on the **Share** button



From there, you can either enter the email addresses of those that you want to share the sheet with.

Share with others

Get shareable link 

People


 

Done

Advanced

Or you **click on Get Shareable Link** and copy a shareable link to send to them. You can also choose whether the people with the link can **view, comment, or edit** using the dropdown menu.

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view ▾	Copy link
<a href="https://docs.google.com/document/d/1AGZM0Pk8jPq8gnRTENQ6Ya2x8PE6AG6F0">https://docs.google.com/document/d/1AGZM0Pk8jPq8gnRTENQ6Ya2x8PE6AG6F0</a>	

People

Done

Advanced

If you **click on advanced**, this menu will appear, where you can change the privacy of the document and adjust the owner settings.


## Sharing settings


Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1AGZM0Pk8jPq8gnRTENQ6Ya2x8PE6AG6F0G>


Share link via:    

Who has access

 Private - Only you can access [Change...](#)

 (you)  
@gmail.com Is owner

Invite people:

Enter names or email addresses... 

Owner settings [Learn more](#)

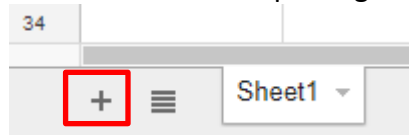
- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

[Done](#)

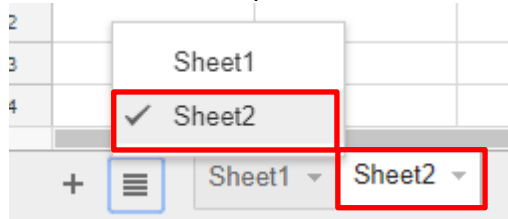
## Managing Sheets

You can have multiple sheets in the same Spreadsheet document. At the bottom of the page, there is a **Sheet1** Tab alongside a **plus sign** and a **menu sign**.

You can click on the plus sign to add a sheet.



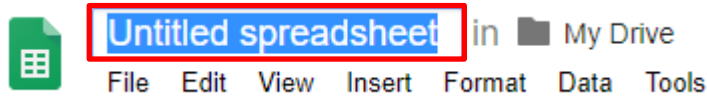
It will then appear alongside the **Sheet1** tab, and will be displayed on the **menu**. You can **click** on the different tabs to flip between them.



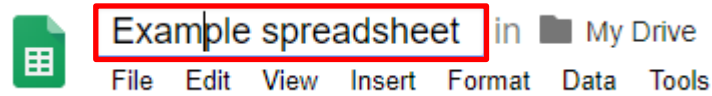
## Naming and Moving

### Naming

Click on the current name of the document



Type in the name you wish to change it to



Click out of the box to complete the change.

### Moving

Click the file icon next to the sheet name.

This will bring up a list of your folders in your Google Drive.

Click on the one you wish to move it to and click on **move**.

