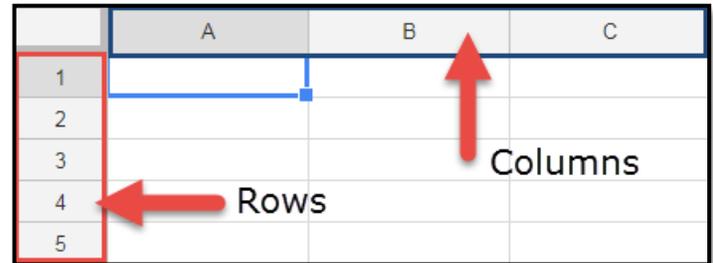## SPREADSHEET COMPONENTS

- **Columns**:   Identified by letters (A to Z). Maximum of 256 columns
- **Rows**: Identified by numbers. Unlimited number of rows
- **Formula Bar**: Enter/edit text for cells in the formula bar.
- **Sheets**: Also known as **Tabs**.   Limit is 200 per file.
- **Cell Reference**: Where a row and column intersect. i.e. "A5" or "K453"

NAVIGATING A SPREADSHEET

- Click with mouse to go to a specific cell
- Arrow keys (left, right, up, down) on keyboard
- Page Up/Page Down keys on keyboard
- Ctrl/Home and Ctrl/End keyboard combo

HOW TO ADD TO YOUR GOOGLE SHEET

1. To add another Sheet, click the **+** button

2. To add a row, right-click the row above or below where you want to insert it, and select **Insert 1 above** or **Insert 1 below** appropriately.

3. To add a column, right-click the column to the left or right of where you want to insert it and select **Insert 1 left** or **Insert 1 right** appropriately.
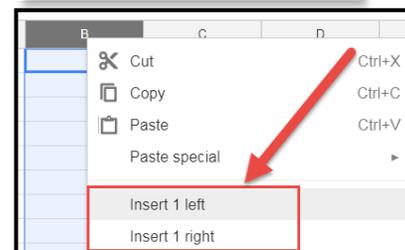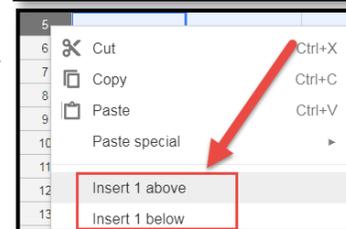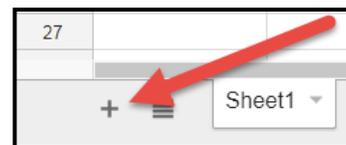
MATHEMATICAL CALCULATIONS

While it's true that Google Sheets can handle some incredibly complicated mathematical calculations, MOST people use it to handle basic addition, subtraction, multiplication and division-related problems.

ADDITION

To add cells together, use the "sum" function as such:

=sum(B3:B5)   This can be read as "find the sum of the RANGE of cells from B3 **THROUGH** B5."
(adjust your range of cells accordingly).

	A	B
1		
2		Amount
3	Car Insurance	$125.00
4	Electric Bill	$99.00
5	Medical Expenses	$148.00
6		
7	Total	=sum(B3:B5)
8		

SUBTRACTION

To subtract one cell from another, use the "minus" sign in your formula as such:

=B2-B3

	A	B
1		
2	Scholarship	$500.00
3	Books	$178.00
4		
5	Balance	=B2-B3
6		

MULTIPLY

To multiply two cells, use the * key on your keyboard in your formula as such:

=B2*B3

	A	B
1		
2	Netflix	12.99
3	Months	12
4		
5	Yearly Total	=B2*B3
6		

DIVIDE

To divide two cells, use the
/ key (on your keyboard) in your formula
as such:

=B2/B3

For a detailed list of the available mathematical functions, visit:
https://support.google.com/docs/table/25273?hl=en#
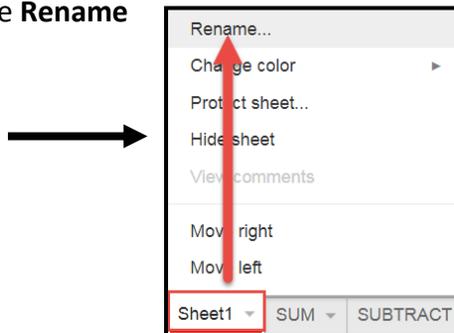
RENAME AND RECOLOR A SHEET

1. To rename a sheet, double-click on it
   and type the new name.
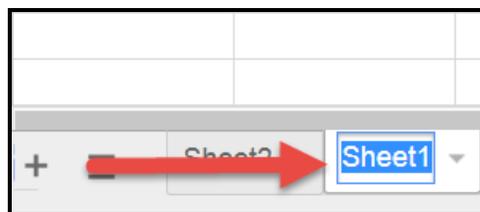
   NOTE: Optionally, you can right-click the sheet
   and choose **Rename**

2. To color-code the sheet, right-click on the
   sheet name, go to **Change color**, and select
   a color.