



## Edit Spreadsheets

**Delete Cells:** Select the cell or cell range you want to delete, click **Edit** on the menu bar, and select a delete option.

**Hide a Row or Column:** Right-click a row or column header and select **Hide Row** or **Hide Column**.

**Find Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Find** to jump to the first occurrence in the sheet.


**Replace Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.



**Check Spelling:** Click **Tools** on the menu bar, select **Spelling**, and select **Spell check**. Click **Ignore** to ignore instances of the misspelled word, or click **Change** to replace the misspelling with the selected word.


## Format Spreadsheets


**Change the Font:** Select the cell(s) you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.


**Change the Font Size:** Select the cell(s) you want to format, click the **Font size** list arrow on the formatting toolbar, and select a new font size.

**Change the Text Color:** Select the cell(s) you want to format, click the **Text color**  button on the formatting toolbar, and select a new color.

**Change Cell Alignment:** Select a cell or cell range, click the **Horizontal align**  or **Vertical align**  button on the formatting toolbar, then select an alignment option.


**Merge Cells:** Select a cell range and click the **Merge cells**  button on the formatting toolbar.

**Wrap Text:** Select a cell or cell range, click the **Text wrapping**  button on the formatting toolbar, and select a text wrapping option.

**Add a Cell Border:** Select a cell or cell range, click the **Borders**  button on the formatting toolbar, and select a border option.

**Apply Number Formatting:** Select a cell or cell range, click **Format** on the menu bar, select **Number**, and select a number format.

**Freeze a Row or Column:** Click **View** on the menu bar, select **Freeze**, and select a freeze option.

**Copy Formatting:** Select a cell or cell range with formatting that you want to copy. Click the **Paint format**  button on the formatting toolbar, then select the cell or cell range you want to apply the formatting to.

## Format Spreadsheets

**Create a Conditional Formatting Rule:** Select a cell range, click **Format** on the menu bar, and select **Conditional formatting**. Select the conditions for the formatting to appear, customize the formatting that will appear when the conditions are met, and click **Done**.

## Formulas and Functions

**Create a Formula:** Select the cell where you want to enter a formula. Press **=**, then enter the formula using numbers, cell references, and/or mathematical operators. Press **Enter**.

**Insert a Function:** Click in the cell where you want to add a function. Click **Insert** on the menu bar, select **Function**, select a category, then select a function. Enter the function's arguments and press **Enter**.

**The Sum Function:** Click the cell where you want to add the SUM function. Click **Insert** on the menu bar, select **Function**, and select **SUM**. Select the cells you want to find the sum for and press **Enter**.

**The Min and Max Functions:** Click the cell where you want to place a minimum or maximum value for a given range. Click **Insert** on the menu bar, select **Function**, and select **MIN** or **MAX**. Select the range of cells you want to analyze and press **Enter**.

**The Count Function:** Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click **Insert** on the menu bar, select **Function**, and select **COUNT**. Select the range of cells you want to analyze and press **Enter**.

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.



**Name a Cell Range:** Select a cell range you want to name, click **Data** on the menu bar, and select **Named ranges**. Click **Add a range**, enter a name for the cell range, and click **Done**.

## Manage Sheets and Data

**Insert a Sheet:** Click **+** to the left of the sheet tabs.

**Rename a Sheet:** Click the sheet tab you want to rename and click the sheet tab's arrow. Select **Rename** in the menu, then enter a new name and press **Enter**.

**Delete a Sheet:** Click the sheet tab you want to delete. Click the sheet tab's arrow, select **Delete**, and click **OK**.

**Hide a Sheet:** Click the sheet tab you want to hide. Click the sheet tab's arrow and select **Hide sheet**.

## Manage Sheets and Data


**Move a Sheet:** Click and drag the sheet tab to the desired location.

**Sort a Column:** Select a cell in the column you want to sort, click **Data** on the menu bar, and select a sort order.

**Filter Data:** Select a cell in a data range. Click **Data** on the menu bar and select **Create a filter**. Click the filter arrow for a column, specify the items you want to filter, and click **OK**.

## Insert Objects

**Insert a Chart:** Select a cell range containing data for a chart. Click **Insert** on the menu bar and select **Chart**. Click the **Chart type** list arrow in the Chart editor pane and select a chart type.

**Modify a Chart:** Select a chart, click the **More**  icon, and select **Edit chart**. Modify the options in the Chart editor pane.

**Insert an Image:** Click the cell where you want to insert the picture, click **Insert** on the menu bar, select **Image**, and select where you want to insert the image. Select the location from which you want to add an image, then double-click an image to insert it.

**Insert a Link:** Select the cell or object you want to use to create the link. Click **Insert** on the menu bar and select **Link**. Specify what you want to Link to, then click **Apply**.

## Share, Collaborate, and Convert

**Download a Spreadsheet:** Click **File** on the menu bar, select **Download as**, and select a file format.

**Email a Spreadsheet:** Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

**Share a Spreadsheet:** Click the **Share** button and enter the email address(es) for the people you want to share the spreadsheet with. Set a permissions level, then click **Send**.

**Add a Comment:** Click the cell where you want to add the comment, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

**Reply to a Comment:** Select a comment. Click in the **Reply** field, type a reply, and click **Reply**.

**View Version History:** Click **File** on the menu bar, select **Version history**, and select **See version history**.

**Restore a Version:** In the version history pane, select the version you want to restore. Click the **Restore this version** button, then click **Restore** to confirm.