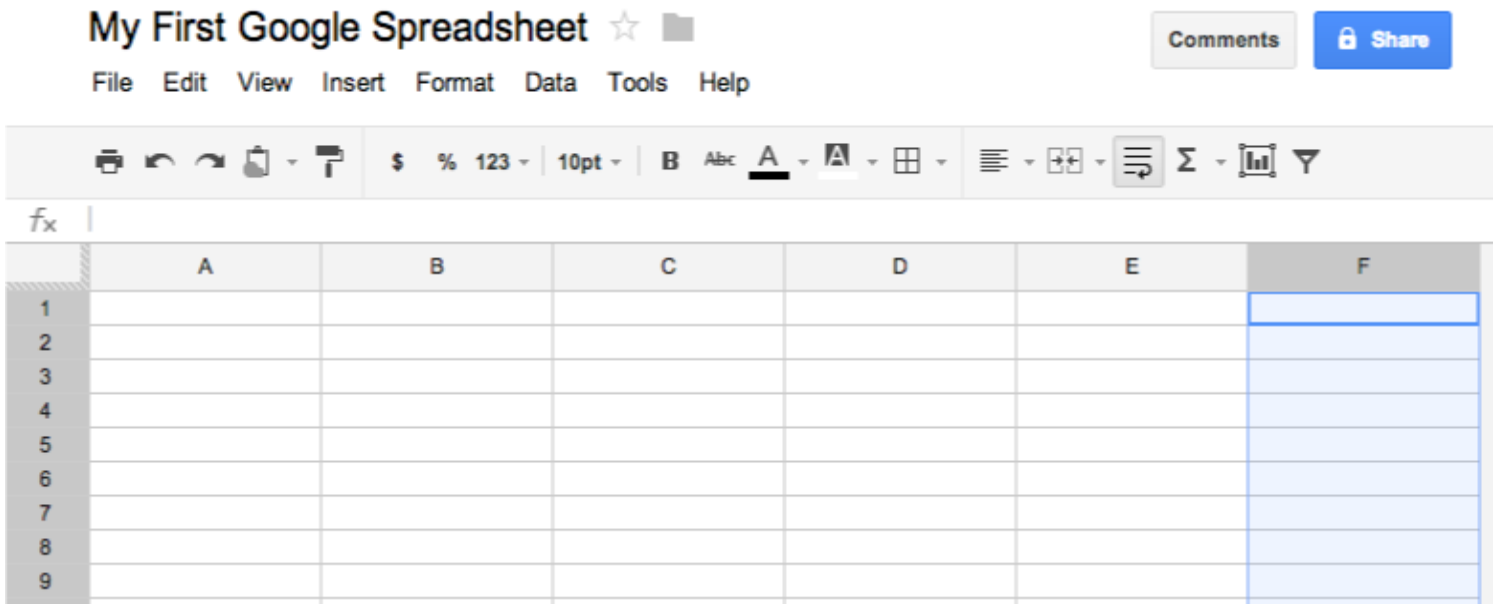


Google Sheets

Google Sheets is an online spreadsheet app similar to Microsoft Excel that lets you create and format spreadsheets and simultaneously work with other people. Here's what you can do with Google Sheets:

- Import and convert Excel, .csv, .txt and .ods formatted data to a Google spreadsheet
- Export Excel, .csv, .txt and .ods formatted data, as well as PDF and HTML files
- Use formula editing to perform calculations on your data, and use formatting make it look the way you'd like
- Chat in real time with others who are editing your spreadsheet
- Create charts with your data
- Embed a spreadsheet — or individual sheets of your spreadsheet — on your blog or website

Read this guide to familiarize yourself with the main features of Google Sheets and get started creating your own.



Create and save a spreadsheet

To create a new document, go to your Documents List, click the red **Create** button, and select **Document** from the drop-down menu.

As soon as you name the document or start typing, Google Docs will automatically save your work every few seconds. At the top of the document, you'll see text that indicates when your document was last saved. You can access your document at any time by opening your Documents List at <http://docs.google.com>.

To save a copy of a document to your computer, you can download it. In your document, go to the **File** menu and point your mouse to the **Download as** option. Select one of the following file types: .csv, .html, .ods, .pdf, .xls, .txt. The file will download to your computer.

Upload a spreadsheet

You can upload existing spreadsheets to Google Docs at any time. When you're uploading, you can either keep your spreadsheet in its original file type or convert it to Google Docs format. Converting your spreadsheet to Google Docs format allows you to edit and collaborate online from any computer.

You can upload the following file types:

- .xls and .xlsx, .ods, .csv, .tsv, .txt, .tsb

Follow these steps to upload a spreadsheet:

1. Click the **Upload** icon in the top left of your Documents List.
2. Click **Files...**, and select the document you'd like to upload.
3. Click **Open**.
4. Check the box next to 'Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format' if you'd like to be able to edit and collaborate on the document online. Uploaded document files that are converted to Google documents format can't be larger than 1 MB.
5. Click **Start upload**. The uploaded file will appear in your Documents List.